

The House Special



BOARD OF DIRECTORS

President, Maria Elena Schacknies

You should be aware of the responsibilities that the Board members you elect have to Skyline House. These fall under the heading of “fiduciary duty.” That is, they have a responsibility to serve the best interests of this condominium association. When you elect fellow Owners to serve on the Board of Directors, you entrust them to act on your collective behalf. Fiduciary duty is a concept that derives from the law of trusts. It has three basic components.

First is “loyalty,” which means that the Board is bound to make the best possible decisions for the corporate entity that is the Skyline House Unit Owners’ Association. In order to meet this requirement, members must push aside personal agendas, preferences, and tastes so that they can do what is best for Skyline House. This may require that the Board make a decision that is at odds with what the majority of Owners want when the majority has not considered all of the relevant information or does not have the expertise necessary to evaluate it accurately. Board members must be *objective* and *impersonal* in their analysis and decision-making.

Second, fiduciary duty entails “competence.” Board members must familiarize themselves thoroughly with the issues that face Skyline House and solicit reliable technical advice where necessary. In short, they must know what they’re talking about. The process of achieving and maintaining competence entails considerable ongoing analysis and discussion. Board members must constantly broaden their knowledge and expertise in order to serve Skyline House competently. They must attend Committee and Board meetings, consult with technical experts, read relevant materials, and engage in Board discussions as active and well-informed members. Because

Skyline House is self-managed, the Board must make many decisions that other condos delegate to management companies with a hope and a prayer that these companies will do the right thing. Therefore, achieving competence is much more difficult and demanding for the Skyline House Board of Directors. It would not be sufficient for a Board member to restrict his or her involvement to attendance at, and participation in, Board meetings. The job is not, and never will be, that easy.

Finally, Board members must ensure that they have the legal “authority” to support their decisions, and that these decisions are in compliance with the complex tangle of our condo By-Laws, and the Federal, State, and local laws, regulations, and codes that apply to condominium associations located in Fairfax County. Even the most dedicated Board member cannot expect to master all of the relevant legal requirements and restrictions. Therefore, the Board must consult from time to time with legal counsel that specializes in the law of condominium associations, just as the Board seeks the advice of an engineering firm when making technical decisions about garage repairs.

In addition to the *legal* concept of “fiduciary duty,” Board members (and Committees) have *ethical and moral* responsibility to their fellow Owners. These complementary responsibilities are spelled out in the Skyline House Code of Ethics, which they must all sign.

I’m not bringing these responsibilities to your attention in order to gain recognition for the very difficult job we perform on behalf of other Owners. Serving this condo community is, and must of

necessity be, its own reward. Rather, the hope is that, understanding what *we* do for Skyline House, *you* will want to accept your responsibility as an Owner to become involved in condo governance to the maximum extent that you can. At very least, please read the newsletter and bulletin boards to stay informed about what is happening in your community, and vote in Skyline House elections. Increase your involvement by also sharing your views at Committee and Board meetings. Or bring your particular expertise to bear on an issue that the condo association is facing. Or, better yet, take the bigger step of serving on a Committee or running for the Board. I never tire of saying that we are all in this *together*, and that *you can* make a difference.

We survived the temporary closing of our parking garage for resurfacing, and stripping and repainting the metal railings. Our garage looks refreshed, and those of us who parked across the street are a little fitter from our forced walk to and from the parking garage across the street. We are all relieved that this effort is now out of the way.

In order to conduct the repairs, only four cars had to be moved from our garage due to resident non-compliance. (A fifth vehicle was removed at the owner's request.) This very high level of compliance sets a record for Skyline House. Management

deserves a round of applause for getting the message out and making the arrangement for this logistically complex effort.

At its November 19th meeting, the Board granted preliminary approval of a Resolution to promote a safe and secure working environment for Skyline House employees, contractors, and sub-contractors by forcefully addressing the problem of harassment by residents and their visitors. All Owners will be formally notified of this resolution by letter prior to its final adoption, in compliance with our By-Laws. In the meantime, the full text of the resolution and a fuller discussion of its purpose will be found in the report of the Covenants Committee.

At its October meeting, the Board approved December 26th as a paid holiday for Skyline House employees. This means that employees will have the day after Christmas off. This is a gift from the Owners of Skyline House to its staff.

This is our last meeting of the year. Though we have done so in past years, the Board will not meet in December. So I am taking this opportunity to wish every resident and the staff of Skyline House a Superb Holiday Season and a very exciting and healthy New Year.



MANAGEMENT

General Manager, Michelle Brown Slaughter

Garage Sealant Project

During the week of October 31st, Management successfully distributed over 500 parking transponders to residents so that they could access the Parking Management Inc. (PMI) garage across the street while our garage was under repair. The Association paid PMI a refundable \$18,000 deposit for 600 transponders (\$30 each). The alternate parking period was from November 2nd thru November 17th, at \$5 per space per week for a two-week total of \$6,000.

The contractor began the garage sealant project on Monday, November 3rd. Only five cars were towed from the garage, one of these at the request of the

owner. The garage flooring was shot- blasted and seal-coated. Floor markings (parking space numbers, lines, and signage) were repainted. Railings were stripped, primed and repainted. Our garage was opened for all cars to move back to Skyline House as of Monday, November 17th.

Common Area Plumbing Repairs

Virginia Pump Company repaired a broken check valve in the East boiler room and performed a test run on the sump pumps. The West tower pump #1 was pulled down, and the contractor rebuilt the bearing mechanical seal, gasket, and coupling sleeve, and replaced one shaft.

Magnolia Plumbing opened the butterfly valve that was broken in the closed position for the boiler room inlet to Pump #1 in the West tower. The replacement butterfly valve was then purchased from Grainger. But In-House Maintenance installed it, saving \$1,300 which we would otherwise have had to pay a contractor for installation.

Aquatomic recharged water treatment chemicals in the East Building for the closed-loop system and installed a refurbished controller on the water treatment system to replace a defective controller.

Emergency Generator Replacement: Project Proposal Assessment

The new project management company, Jim F. Wilson, Inc. (JFW), assessed our emergency generator replacement project proposals. They will provide more detailed information at a special meeting of the Physical Plant and Operations Committee (PPOC) on December 11th. The purpose of this meeting is to review updated information and prepare for the replacement of our two emergency generators in 2015.

Bridge Enclosure Replacement Project

Whitlock, Dalrymple, Poston & Associates (WDP) took measurements for the bridge enclosure during the week of November 7th, in order to develop the Kalwall system design documents. The estimated timeframes for the project’s upcoming tasks are:

- January 1–30 Bidding /Contractor Selection**
- February 1–28 Secure Construction Permits**
- March 1–April 30 Kalwall Fabricates Enclosure Parts**
- After May 1 (weather permitting) . . Enclosure Installation Begins**

An estimated eight weeks will be needed to install the new enclosure.

Water Shut-Off Valve Project

Requests for Proposals (RFP’s) were sent to five area contractors: 1) McCarthy Services; (2) Services Specialties Inc. (SSI) Heating, Cooling & Plumbing; (3) Magnolia Plumbing; (4) Raine and Son; and (5) Steinhorst Plumbing. We received proposals back from three: SSI, Magnolia, and Steinhorst. Due to the complexity of this project, our attorney and

Management must resolve a number of issues, and challenging logistical decisions need to be made, before we pursue this project further. PPOC recommends that a preliminary decision tree be mapped out and presented in January 2015. This project is a good candidate for oversight of a project management company.

Additional Storage Bins

It remains to be determined whether the construction of additional storage bins is considered a capital improvement and therefore is covered by the \$10,000 limit in discretionary spending. In the meantime, Management is awaiting information from Chesapeake Ironworks on how many bins could be constructed within this limit in the event that it applies. The cost of the originally proposed 18 bins would exceed the \$10,000 limit.

Automated Teller Machine (ATM) Installation

The Access One ATM was installed on November 13th, next to the Accounting Office, near the West garage elevators. The location was changed from the Front Desk in the Main Lobby area because, since this new location is carpeted, installation will not damage the flooring. The customer fee for each transaction fee is \$2.50. An announcement notice will be posted on bulletin boards, in elevators, and at the Front Desk. Access One will (1) make the \$500 signing payment during the week of November 24th, and (2) submit monthly reports on ATM transaction volume and consequent payments to the Association.

Attorney Fees-Unit Owners Collections

\$2,742 was paid to the Association’s attorney in October for routine delinquency collections, and the attorney received \$550 for legal advice and general services.

Collections Update- \$25,781 (October 2014)

Delinquencies

Seven units owe \$18,459 for delinquencies that are 60 days or more past due. Nine units owe \$7,322 for delinquencies that are 10-59 days past due. Collection is being handled by the Association's Attorney.

Projects Completed by Management by the End of November

1. Garage sealant and railings project
2. Balcony floors repaired for Units 114W and 314E: paint removal and surface refinishing

3. Exterior dryer vents professionally cleaned (Tiers 14, 5 and 6 West and East Buildings and 17th floors for both buildings)
4. Common area windows professionally cleaned
5. Hall corridor carpets re-stretched
6. ATM installed near the West garage elevator
7. Hall corridor carpets cleaned
8. Created Computer Server Room
9. Replaced several inoperable computers
10. Reconfigured back hallway in the Management Office for more efficient work space for using new copier/scanning equipment
11. Completed asphalt and sidewalk repairs
12. Repaired drainage and sidewalk slope at the exit of the West driveway area
13. Replaced five fogged windows in corridors and lobby areas
14. Replace several pieces of HVAC equipment in common areas
15. Repaired the inoperable exhaust fans in the garage
16. Upgraded the energy management system's software and some hardware
17. Added cameras to increase surveillance coverage of common areas
18. Initiated the bridge enclosure replacement project
19. Completed repairs to rooftop HVAC rooms to prevent further water leaks in four units on the 17th floors (two in each building)
20. Created additional shelving and storage space for packages and painted the Front Desk area

****RE M I N D E R S****



HOLIDAY PACKAGES – Due to the overwhelming number of packages expected this holiday season, and the limited amount of storage space, **the Front Desk will no longer accept oversized deliveries such as mattresses, tires, rolls of carpet, or packages that are 120 inches in length or width, or that weigh 70 pounds or more.** per Rule #6 of the Skyline House Unit Owners' Association Rules and Regulations. Residents should make separate arrangements with the U.S. Postal Service, UPS, FedEx, or other courier services to **have oversized packages delivered directly to them when they exceed the size and/or weight limits.** In addition, we do not accept multiple packages left by a

resident for pick-up by persons who are not Skyline House residents.

LOST & FOUND

A lost-and-found box is located at the Front Desk for the convenience of our Owners and residents. If you lose an item, it will be held, but only for 30 days. After that period, it will be discarded or donated to charity.

NEW ATM

A new ATM machine was installed and is located next to the Accounting Office, near the West garage elevators.

Thank you for your patience and cooperation during our garage repair project. Staff in the Management Office wish you and your family a safe and Happy Holiday Season!



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

CHRISTMAS TREE BAGS

Tree bags are available at the Front Desk. As in past years, they are free. If you plan on having a live tree, now is the time to pick up your free bag.

WASHING MACHINE DETERGENTS

We are again experiencing washing machine suds floods on lower floors. Please make sure that you are using the proper type and amount of detergent in your laundry machine. When you use too much soap or the wrong kind of soap, it causes suds (foamy bubbles) to come up in the drains of the units on the lower floors in your tier.

You may have noticed a new symbol on detergent bottles and boxes: **HE**. It stands for **High Efficiency laundry detergent**. These detergents are formulated to be used in high-efficiency washing machines like front-load washers, as well as top load washers that use less water. The HE detergents are low-sudsing

and quick-dispersing for use in low-water-volume machines. HE detergents are developed to hold soil in suspension in that lower volume of water so it is not re-deposited onto clean clothes. Using a traditional laundry detergent in a high-efficiency washer will produce too many suds that will interfere with the tumbling action HE washers use to clean clothes. It can also damage the electronic system of your washer and may void the warranty. The use of traditional detergents in HE washers also contributes to the growth of mold and the odor that can linger in the washer. There just isn't enough water used in each load to wash away all the suds, so they cling to the washer. Those suds and the soil they contain are perfect breeding grounds for mold.

So please be considerate to the neighbors in the units below you, and to your washing machine, by using the right detergent.

Happy Holidays to All!



TREASURER'S COMMENTARY

Treasurer, Karen H. Johnson

Because the Board will not be meeting again until January, it seems appropriate to report this month on the financial totals for the year through October, the latest month for which data are available.

A couple of items need special treatment. The most important of these is the income we received in the form of a tax refund on the total of all of our bond transactions in 2012 and 2013, and the tax paid on our gains. The refund has been properly moved into our reserve holdings and should not be regarded as normal income for meeting our recurring expenses in 2014. Also, the in-unit maintenance income and costs need to be recognized as off-setting, and we should look at them together for a net view of their impact on our financial outcome.

Our total income through October, less the tax refund, was \$3,623,857. This amount is about as expected, with three exceptions. The first exception is income

for the in-unit services, to which I shall return soon. The second exception is some offsetting items relating to a shortfall in rental income on the unit owned by the Association, owing to the vacancy of that unit. Finally, we had not planned on a surplus of income from move-in fees.

Total expenses through October were \$2,356,677. Notable below-budget items were our allocation of funds for bad debt (which we are booking at a pace below that we originally anticipated), and payroll, insurance, and legal fees related to unit Owners. Offsetting these positive amounts are substantially above-budget costs for electricity. The funds allocated to reserves for the 10 months were \$1,194,093. Total income taxes paid were \$5,142. As a result, the total of expenses, reserve allocation, and taxes—an amount of \$3,555,912—was comfortably below the income received during the 10 months.

Two months remain to be accounted for in fiscal year 2014, and it may well be that some bills and new expenses will come in before year end. But our positive margin through October points to a likely favorable outcome with respect to the operating budget for this year. I note that in-unit maintenance

income of \$121,734 fell short of the total of payroll and costs attributed to that item, which came to \$125,363. So we should look closely at how we are managing the in-unit maintenance service to determine why we again seem to be spending more than the offsetting income.



PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

The Physical Plant and Operations Committee (PPOC) met on November 13th to review and discuss the status of the project to replace two emergency generators (behind East and West Buildings) in 2015. Our newly retained consulting firm, Jim F. Wilson (JFW), was provided Request for Proposals (RFPs) from three bidders and tasked to perform a comparative analysis and recommend which company should be awarded the contract. During this In-Process Review, JFW and the PPOC exchanged questions and answers on topics such as lead-time for ordering the generators, obtaining county permits, long-term maintenance contracts, the requirement for construction of at least one new concrete pad for a generator, having a backup generator operational during installation of each new generator, and the anticipated installation dates. The PPOC will meet on December 11th to review the JFW summary, recommended installation firm, generator manufacturer, and projected timeline of activities. The goal is to finalize all aspects of the project in December and initiate the licensing, procurement, and signing of contracts.

Management informed residents that they could return their cars to our garage on Monday, November 17th, at 10:00 a.m. The Committee considers the garage repair project a huge success. Literally, every question and concern —Why now? What are we doing? We just repaired the garage! What about disabilities? Concerns of out-of-town Owners—were addressed in the planning stages either by the Committee or the Board (both consisting of your

Owner neighbors), or by Management. Like many things, the more you delve into any important undertaking, the more complexities and issues you discover. Management had to coordinate and schedule availability with four separate contractors/firms to perform the tasks of which the project consists: (1) applying the sealant, (2) shot-blasting the garage floors and stripping and painting the fence railing, (3) re-striping the garage spaces, and (4) arranging off-premises garage parking during the repairs. This project was necessary in order to prevent salt from car tires during the winter penetrating into the concrete and subsequently the embedded rebar (the steel bars that reinforce and strengthen the concrete.) Corrosion on these bars would require very costly repairs and possibly compromise the structural integrity of the garage.

Finally yet importantly, please keep in mind that our Management team consists of three people (General Manager, Deputy General Manager, and Engineer) who daily address emergencies such as water leaks, heat pump failures, plumbing issues, planning/pending new projects and so forth. We are fortunate to live in and own in an upscale condominium that is safe, well maintained, financially sound, and has numerous amenities.

The next PPOC meeting will be on Thursday, December 11th, 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.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met on Monday, November 17th. A review of the financial statements for the month of October showed a total income of \$356,358. Total expenditures for October were \$212,180. Total reserve contributions for the month were \$119,409, leaving a net income before taxes of \$24,769. We paid no estimated taxes in October.

General operations expenses were close to budgeted amounts or under budget for the month. Utilities were some \$1,300 under budget, primarily due to a lower electricity bill. Payroll was almost \$5,000 under budget largely as the result of a temporary vacancy following the departure of one of our office staff.

Several accounts were under budget because planned projects were not yet underway, but, as the General Manager explained, some of these projects were about to be initiated or had just been implemented and could be expected to be paid for by the end of the year. Among the latter projects is carpet cleaning and repair, which was scheduled in mid-November.

Expenditures for major projects as projected in the reserve budget for 2014 remained limited due to implementation delays, but this changed as a result of an accelerated effort to initiate the garage sealant project in early November.

FMC members briefly discussed some old businesses. With respect to the revenue-generating projects, members noted that the Virginia Condominium Act authorizes condo associations to charge reasonable user fees, and that any common expense benefiting less than all of the units could be assessed against the benefiting units. Hence the Committee agreed with the Board that the decision to assess a \$5 monthly fee

to store a bike in the Bike Room was legitimate and should not be changed.

The installation of the ATM machine in the lobby had been completed. The Treasurer noted that she had already used the ATM successfully. Management was requested to submit a monthly report of the number of transactions to the FMC.

Regarding the addition of storage bins, the FMC was informed that the additional storage bins might not have to be regarded as an improvement of the building subject to the \$10,000 maximum cost. While this issue is in the process of being resolved, the FMC asked the General Manager to provide the Committee with an estimate of the demand for new storage bins and the income they would provide.

At this stage no specifics were available on the Emergency Generators project, but the FMC was encouraged to learn that the PPOC is planning a special meeting in December with the new project management company to review the project.

The FMC decided to devote most of its January 2015 meeting to a review of the Reserve Budget to ensure that all entries were correct and to identify 2013 and 2014 projects that still need to be done. At the same time we will have a chance to simplify the budget as appropriate.

The next session of the FMC is scheduled for Tuesday, 20 January 2015, because the usual third Monday of the month is a holiday. The FMC wishes all members of our Skyline House Community very Happy Holidays and a good New Year.



SECURITY, SAFETY, AND NEIGHBORHOOD WATCH

Chair, Diane M. Zierhoffer

The Security, Safety and Neighborhood Watch Committee (SS&NWC) met on November 12th.

November is Pedestrian Safety Month, and on November 1st, the Driving under the Influence (DUI) Enforcement Campaign began in Fairfax County.

The Fairfax County Police and Fire Departments are preparing to host the 2015 World Police and Fire Games to be held next year from June 26th through July 5th. It is one of the largest multi-sport, multi-venue events in the world. Volunteers are needed, as 12,000 athletes from 70 countries are expected to descend upon our area to participate. Visit www.FAIRFAX2015.com for more information.

The Management Office reported only one security incident. A resident has stolen several of the security wand checkpoints used to log the patrols of our courtesy officers. Surveillance cameras were used to identify the resident, and the Management Office is attempting to reach the resident's family for support. The unit Owner will be billed for the replacement of the checkpoints.

Officer Derrick Cromartie is working evenings, the 3:00 to 11:00 p.m. shift, but he may be around more on weekends to train new courtesy officers. We have had some turnover recently as some personnel were removed from the contract for failure to perform their duties adequately.

New cameras are being installed throughout our community as time permits. A new camera was installed by the new ATM, perhaps offering a bit more security for customers of the machine.

"Taking Charge," a publication of the Federal Trade Commission, is available for free in both English and Spanish in the Management Office. This is an excellent resource in case your identity has been stolen, but also to help you take steps to protect yourself from fraud.

The SS&NWC will next meet on 14 January 2015. Be safe over the holidays.



COVENANTS

Chair, Frank Szumilo

The Covenants Committee met on Tuesday, November 18th, at 7:00 p.m. Six members and one guest attended.

The first topic opened for discussion was Management's Incident Report on Rules Violations. Two types of violations occurred: harassment and keeping pets.

Harassment: A teenager was rude to the Front Desk receptionist when asked to sign the log for "Residents without a Fob," a required procedure for any resident buzzed in by the Front Desk. A

letter was sent to the Mother of the teenager advising her that abusive behavior will not be tolerated. The standard of civility applies to staff as well as residents, and Management is committed to maintaining this standard.

Background information was provided on concerns relative to harassment involving Skyline House residents and employees. This is a complex topic which will require care in developing a response. Two major categories of concerns and issues face the Committee. The first is the legal aspects. The Association's Attorney has provided a tentative Policy Resolution (see below) which was discussed

by the Committee. Agreement was reached that the Board of Directors should adopt the resolution in view of the legal protection it will provide if an employee or contractor sues the Association alleging that they have been harassed by a resident. The draft resolution also addresses the possibility of maltreatment by an employee or contractor. The second issue is the attempt to define the complex term “harassment.” We live in a changing world in which

moral standards are constantly evolving.

Our By-Laws require that all Owners be notified in advance of adoption of such resolutions. Formal notification will take place through a mailing to all Owners. We should work toward establishing an environment within which there will be mutual consideration and civil treatment by, and of, all concerned parties.

**Proposed Resolution:
Behavior Toward Association Employees and Contractors**

WHEREAS:

- a. Article II, Section A(6) of the Declaration for Skyline House Unit Owners Association (the “Association”) states

The use of the General Common Elements and Limited Common Elements shall be governed by the By-Laws . . . and by House Rules and Regulations adopted by the Board of Directors of the Unit Owners' Association;

- b. Article V, Section 3(d) of the Bylaws of the Association gives the Board of Directors the authority to promulgate and enforce “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 are designed to prevent unreasonable interference with the use and occupancy of the Condominium and of the Common Elements by the Unit Owners, all of which shall be consistent with the law and the provisions of these By-Laws and the Declaration; and

- c. The Board of Directors finds and concludes that it is in the best interests of the Association to adopt a policy prohibiting certain conduct toward Association employees and contractors so that they can accomplish their work – which benefits all owners and residents of units in the Condominium -- in a work environment that is free of hostility and discrimination.

It is therefore hereby RESOLVED as follows:

1. No unit owner or resident of a Skyline House Condominium unit, or any guest or invitee of a unit owner or resident of a Skyline House Condominium unit, shall interfere with the duties of any Skyline House Condominium employee or contractor, nor shall any owner, resident, guest or invitee harass, threaten or attempt through any means individually to control or intimidate a Skyline House Condominium employee or contractor.

2. All communication with a Skyline House employee or contractor shall be made in a civil, respectful and nondiscriminatory manner, so as to maintain the employee’s or contractor’s work environment free of hostility or comments of a discriminatory or harassing nature.

3. Any complaints about employee or contractor performance shall be forwarded to the General Manager or to the Board of Directors.

4. The Board of Directors may assess charges for violation of this rule against a unit owner who violates this rule, or against a unit owner if someone for whom the unit owner is responsible violates this rule. For

purposes of this rule, a unit owner is responsible for any resident of his/her unit, for any guest or invitee of the unit owner, or for any guest or invitee of a resident or occupant of his/her unit.

Pets: Management was informed that two units are keeping birds. The units were contacted, and the birds were removed. Both cases are closed.

2015 Meeting Schedule of the Covenants Committee:

The Committee decided that there was a need for meetings during the first three months of next year to prepare for the election of The Board of Directors. Consequently, we will meet on the following Wednesdays: January 21st; February 18th; and March, 18th, 2015. We will then revert to our quarterly meeting schedule for the remainder of the year, beginning on April 15th and meeting thereafter on the Wednesdays of July 15th and October 15th.

The Subcommittee for the Election of the Board

of Directors was created and will be headed by Ms. Gladys Manrique. The election calendar was prepared and is highlighted below:

January 2 - Nominations Open

February 9 - Nominations Close

February 23 - Mail Election Package to Owners

March 10 - Meet the Candidates

March 24 - Annual Election

The guidelines that Ms. Manuela Guill prepared for the previous year's election were provided to the Subcommittee.



RECREATION COMMITTEE

Chair, Sharon Milton

The Recreation Committee met on November 3rd at 7:00 p.m. I think that, as our committee is different from the other committees, our reports should a little different be also. Although we do have an agenda, our meetings are informal, and any one is welcome to speak. We are always open to suggestions, and our decisions are made by consensus.

We had a brunch November 9th. Although we were not overwhelmed, attendance was good, and it actually included a new resident! There was a general consensus that the brunches are a good thing and that they should continue. I will report on this at our next meeting.

A TGIF, or "Happy Hour," was held on Friday, November 21st, in the West Party Room from 7:00 to 9:00 p.m. The Committee provided coffee and tea. Guests could bring a snack to share, and an adult beverage if they chose to, with the understanding that the latter need not be shared.

Our next official event will be "The Holiday Party"!!! It is scheduled for Saturday, December 13th. Set-up will start at 6:00 p.m., dinner at 7:00. This is a

potluck meal. A sign-up sheet will be available at the Front Desk in the Main Lobby. We need to know in advance how many people plan to attend and the dish you will bring--Main Course, Side dish, Salad, or Dessert. There will be a gift exchange. The gift should be inexpensive, and it may be new or used. Three poinsettias will be given as door prizes, and we will have a 50/50.

We will usher out the old year and welcome 2015 with a New Year's Eve Party in the West Party Room from 9:00 p.m. This is a snack event, and we have a donation of champagne.

After the Super Bowl Party, we will announce other future plans.

Our next meeting will be held on December 1st at 7:00 p.m. in the West Card Room. All are welcome to attend. We will be making decisions about future events. This would be a good time to come and express yourself. And I can always be reached via e-mail segmilton@yahoo.com, or by phone 870-310-5351.



GARDEN CLUB

Chair, Al Lambert

What's happening? Our landscape has a combination of fall and winter colors to push back at the doldrums of winter. Spring and summer colors are fading, though we still have roses, begonias, and pansies which are cold-tolerant. In addition, for a few more weeks, the maple and oak trees will display colorful leaves, and then throughout the winter season the evergreens will continue to display green needles. Supplementing the grounds with color will be the reddish leaves of the barberry shrubs.

Renovation of the circle at the Main Lobby entrance occurred because the boxwoods were under distress and the clumps of oriental modo grass were less than visually appealing. Hence, the modo grass was

replaced with lawn grass and surrounded by pansies. The Club planted an autumn blaze maple tree adjacent to the road curve as one exits the property. Lastly, for the next few weeks the Club will mulch our shrubs and young trees. Fall mulching has several benefits, such as serving as an insulation from winter freezes, thaws, and winds, and keeping the plants in dormancy during a brief warm spell.

This is the last Garden Club report until next year's spring season. The Club would like to express its appreciation to Hannalore Jones, who contributed by volunteering her time and planting numerous flowers throughout the season. Thank you.

*Christmas Food Drive begins on
Monday, December 11th*

I will be organizing the Annual Food Drive once again this year for the Christmas holiday to assist families in our community referred by ACCA (Annandale Christian Community for Action).

A box will be set up outside the Accounting Office beginning on Monday, December 1st.

Please drop off your canned or boxed food items. Gift cards are also accepted to purchase perishable items. You may drop these off in the Accounting Office lock box or directly to me in the Management Office.

Deliveries to families will take place on Monday, December 22nd.

Thank you for your support to help families in our community!

Submitted by Tycia Haight, Management Office

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.

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 the 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 Alima or Virginia

December

Julie Bates, 703-845-0746

Hannalore Jones, 703-379-1473

January

Maryanne Sollak, 703-845-0746

Wayne Krumweide, 703-998-0251



SKYLINE HOUSE CALENDAR

December 2014

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Recreation Committee 7:00 p.m. Meeting Room Library Open 7:00 – 8:00 p.m. East Penthouse	2	3	4	5	6
7	8 Library Open 7:00 – 8:00 p.m. East Penthouse	9	10	11 PPOC 7:00 p.m. Meeting Room	12	13 Recreation Committee Holiday Party WPR
14	15 Library Open 7:00 – 8:00 p.m. East Penthouse	16	17	18	19	20
21	22 Library Open 7:00 – 8:00 p.m. East Penthouse	23	24	25	26	27
28	29 Library Open 7:00 – 8:00 p.m. East Penthouse	30	31 Recreation Committee New Year's Eve Party WPR			





SKYLINE HOUSE CALENDAR

January 2015

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5 Recreation Committee 7:00 p.m. Meeting Room Library Open 7:00 – 8:00 p.m. East Penthouse	6	7	8 PPOC 7:00 p.m. Meeting Room	9	10
11	12 Library Open 7:00 – 8:00 p.m. East Penthouse	13	14 Security/Safety & NW 7:00 p.m. Meeting Room	15 CRC 7:00 p.m. Meeting Room	16	17
18	19 LIBRARY CLOSED	20 FIN MGT 7:00 p.m. Meeting Room	21 Covenants 7:00 p.m. Meeting Room	22	23	24
25	26 Library Open 7:00 – 8:00 p.m. East Penthouse	27	28 BOARD 7:00 p.m. Meeting Room	29	30	31

BOARD OF DIRECTORS

Pres., Maria Elena Schacknies, 1302W, 703-820-2239, mariaelena.shuoa@gmail.com
 Vice President, Janice H. Hill, 511W, 703-415-1537, jhill@shuoa.org
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 Director, Tina Dove, 1710W, 703-310-4744, tdove@shuoa.org
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 Recreation, Sharon Milton, 613W, 703-347-9618, recreation@shuoa.org

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MANAGEMENT OFFICE (Central # 703-578-4855)
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