

# *The House Special*



## **BOARD OF DIRECTORS**

**President, Maria Elena Schacknies**

This is our last meeting before the Annual Election for the Board of Directors on March 24th. There are three seats and three candidates. Treasurer Karen Johnson's term is coming to an end, but she is running again for another three-year term. Manuela Guill and Tina Dove served their terms and decided not to run again. Manuela deserves our gratitude for sharing her superb organizational and research skills, which she applied to every project she undertook during her 22 months of service, first as Chair of the Covenants Committee and then as Secretary of the Board. Fortunately, two new candidates, Sarah Kreger and Norman Philion, are running for the Board, so we will have a seven-member Board as required by our By-Laws.

I take this opportunity to thank Bert Barrois for agreeing to chair the Elections Sub-Committee upon the resignation of Gladys Manrique. Bert, together with Hanna Jones, Inge Chilman, Virginia Fissmer, Fran Price, Diane Zierhoffer and Fran Stam organized and stuffed the envelopes with the annual election package on February 19<sup>th</sup>, these were mailed on February 23<sup>rd</sup>. Many thanks to Manuela Guill, who prepared the materials and saved the day. We are very fortunate to have such dedicated volunteers in our midst.

An Orientation Manual for Board Members is available on our website. In order to supplement it, would any of my fellow Board members join me in providing a verbal orientation to the two candidates for Board vacancies? Your help would be greatly appreciated.

Joe Livingston passed away on February 4<sup>th</sup>. He served as the Chair of the Covenants Committee for many years, and he will be sorely missed. Joe and Sonya have lived in Skyline House for the past 31

years. She served for many years as the Chair of the Elections Sub-Committee.

Congratulations to Antonio Palacios, who has been Skyline House Head Painter for more than 30 years. I can't believe how time flies. I remember when we were both young.

Skyline House Good Neighbors is in desperate need of volunteers. A Czech proverb says: "A good neighbor increases the value of your property," and a Chinese proverb says: "A good neighbor is a priceless treasure." Please offer your services and be part of this group of volunteers. You never know when you will be in need of assistance.

The Board approved PPOC and FMC's recommendation of Webb GenTech as the successful bidder of the generator replacement project.

The Board also approved a more robust Storage Bin Rental Agreement prepared and recommended by the Association's attorney.

The cause of the fire that occurred on the 6<sup>th</sup> floor of the East Building in the early morning of February 15<sup>th</sup> is under investigation. Upon receipt of the Fire Department's report, residents will be informed, and a review will be conducted to determine whether there are improvements we can implement.

The Board will ask the FMC for a recommendation as to whether the Association should provide a yearly donation to the Baileys Crossroads Volunteer Fire Department, as proposed by Secretary Manuela Guill. All residents receive a request for donations from this Volunteer Fire Department. In the past the Association has publicized the solicitation of

donations through a notice in this newsletter and encouraged Owners to respond individually.

**CONGRATULATIONS  
ANTONIO !**



**ANTONIO PALACIOS  
CELEBRATING HIS 30+ YEARS OF  
EXCELLENT SERVICE WITH THE  
SKYLINE HOUSE UNIT OWNERS'  
ASSOCIATION**

**CARDS CAN BE LEFT FOR HIM  
AT THE FRONT DESK**

**NEWSLETTER EDITOR NEEDED!**

**This newsletter needs a new editor, beginning with the April issue.**

**If you are interested in performing this vital service for your neighbors in Skyline House, please contact Maria Elena Schacknies for more information at 703-820-2239 or [mariaelena.shuoa@gmail.com](mailto:mariaelena.shuoa@gmail.com).**

**You will receive training in our newsletter conventions and procedures and the initial support you need to settle comfortably into the job.**

**Your efforts will be seen and appreciated by your neighbors and by absentee Owners thousands of miles away.**



# MANAGEMENT

## General Manager, Michelle Brown Slaughter

### **Garage Sealant Project Parking**

Reimbursement of \$3,210 was received from Parking Management Inc. for 107 parking garage transponders (\$30/each) that were returned in November 2014, after completion of the garage sealant project.

### **Bridge Enclosure Replacement Project**

The consulting work on the project to replace the enclosure over the bridge connecting the East Building mail lobby and the garage, which includes Task #3 (design document development), is 95% complete as of January 16<sup>th</sup>. The bridge specifications are approximately 90% completed. However, a new development has arisen regarding the actual length of the bridge vs. the specifications (building blueprints). Whitlock, Dalrymple, Poston & Associates is researching the reason for the difference between the two and will report back to Management. The draft non-technical specifications were emailed to members of the Physical Plant and Operations Committee (PPOC), the Financial Management Committee (FMC), and the Board on January 15<sup>th</sup> for review and comments or questions.

### **Emergency Generators and Fuel Tanks Replacement Project**

Jim F. Wilson, Inc. (JFW), completed pre-construction project management oversight of Phase 3 of the generator replacement project. It includes the pricing, award and contract negotiations, as well as one meeting with the Unit Owners' Association. Girard Engineering, our electrical engineering consultant, completed the preparation of the technical specifications, and evaluated the bid proposals. The PPOC reviewed the final three bids from Mona Electric, Kolb Electric, and Webb GenTech, at its February 12<sup>th</sup> meeting. JFW had recommended Webb GenTech based on their bid cost, and the facts that (1) the information they submitted was the most complete, (2) they were more focused on the project than other bidders, and (3) they have serviced the Skyline House generators for many years. The Chief Engineer, Greg Grimm, agreed with JFW's recommendation. Members of the PPOC voted by e-mail to recommend to the FMC that it, in turn, recommend Webb GenTech to the Board as the

successful bidder. FMC did so at its February 23<sup>rd</sup> meeting.

### **In-Unit Water Shut-Off Valve Replacement Project**

Management received additional information from Magnolia Plumbing and Services Specialties Inc. (SSI), the two companies under consideration to provide valve replacement services. We are scheduled to meet with them in early March to iron out more details and decide which company to use. The Board authorized Management to proceed on this project, which entails valve replacement in the 173 units whose Owners have requested it.

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

At any time, after the first six months from date of the first surcharged withdrawal, (15 November 2014), if the ATM at Skyline House does not produce more than 150 surcharged transactions in any given month, Access One has the right to remove the machine and terminate this agreement. A surcharged transaction is defined as any withdrawal for which the company successfully collects a withdrawal fee. Thus far the number of transactions per month has fallen short of this minimum.

In February, we received a payment of \$54.60 from Access One, for 84 transactions made between December 2<sup>nd</sup> and 31<sup>st</sup> last year, each of which earned the Association a commission of \$.65. The \$500 signing bonus check was received on February 18<sup>th</sup>.

### **Attorney Fees**

\$1,350 was paid to the Association's attorney in January 2015 for legal advice or general legal services. For unit-Owner delinquency collections, the attorney received \$2,350.

### **Collections Update: January Delinquencies**

Owners of five units owe for delinquencies that are 60 days or more past due. Seventeen units owe for delinquencies that are 10-59 days past due. Collection is being handled by the Association's attorney.

### **2014 Audit**

The auditor was on site February 11<sup>th</sup> through 13<sup>th</sup>. We expect to receive the draft audit during the week of February 23<sup>rd</sup>. Once the draft audit arrives, Management will distribute it electronically to FMC and Board members for immediate feedback. Timely processing is essential so that the audit can be approved and completed in time to report at the March 24<sup>th</sup> Annual Meeting of the Association.

**Fire Incident (Sunday February 15<sup>th</sup>, 4:00 a.m.)**  
**Unit #615E**

We had a fire in unit 615E on Sunday morning, February 15<sup>th</sup>, at about 4:00 a.m. No injuries were reported. Both Skyline House Engineers responded immediately. Fire alarms correctly went off and sounded only on the 6<sup>th</sup> floor where the fire occurred, directly above (7<sup>th</sup> floor East), and directly below (5<sup>th</sup> Floor East). The Front Desk Staff and Courtesy Officers assisted as needed. Tycia Haight, the Deputy General Manager, was also on site from 5:15 a.m. to 7:00 a.m. to assist as needed and inspect damages. The fire was contained to unit 615E's living room and balcony, with very little water damage, which was restricted to the carpet. However, the balcony windows and wall were badly fire-damaged, and most likely will need to be replaced. The Owner has already contacted her insurance company, and she shared her insurance information, which has been provided to the Association's insurance company. Several units complained about smoke smell or soot on walls in their units. Management advised them to contact their own insurance company, whether they are renters or Owners, as the Association is only responsible for common areas.

We had a second incident that is related to the fire. One of the three fire companies that arrived (Arlington, Fairfax County and Alexandria), connected its hoses to the West Building street connection at 3713 South George Mason Drive instead of only 3709 South George Mason Drive. Subsequently, a large fire department standpipe connection check valve leaked heavily in Storage Room #1 West, above storage bins #402 and #403, and it flooded the storage room and hall corridors with six inches of water. We also had water in unit T16W, which caused wet hardwood floors; Service Master was able to save the floors. The morning of the fire, our Chief Engineer placed a service call

request to our fire sprinkler company to inspect and repair the check valve in the storage room.

Staff called ServePro at about 6:30 a.m. to assist with the water clean-up. They did not arrive until 10:00 a.m. to inspect the property, and did not remove any of the water supposedly due to equipment failure. They left around 10:15 a.m., and called to say they would return in a couple hours. At 1:00 p.m. they had not returned or called with an update on the status of their equipment, so we called Service Master at 1:30 p.m. They arrived on site by 2:30 p.m. and immediately began to extract water from the halls.

Notices were posted in the passenger elevators on the afternoon of February 15<sup>th</sup>, to alert residents to the fire incident, and to advise those who have items stored in Storage Room #1 West, to check their personal belongings for water damage. On Tuesday, February 17<sup>th</sup>, the General Manager called and e-mailed our insurance broker, USI Insurance Services, LLC, to report the fire and water incidents.

Our insurance adjuster (Affiliated FM Insurance Company) was scheduled to inspect the property damage on Saturday, February 21<sup>st</sup>, but was unable to do so because of severe weather. An Independent adjuster, from Crawford US Property & Casualty, inspected the property on Tuesday, February 24<sup>th</sup>, on behalf of our insurance company. The cause of the fire has not yet been determined and is under investigation by the fire department.

**The following was done to mitigate further water damages in the West Building's G-Level:**

1. Service Master used more than 16 pieces of equipment to extract and dry water from the G-level corridors.
2. Staff opened four clean-out plugs in the floor of Storage Room #1 West to allow water to drain out.
3. The Chief Engineer placed a service call to Livingston Fire Equipment to examine and repair the failed gasket. They are currently backed up but expect to provide service the week of February 23<sup>rd</sup>.
4. Wall paper was pulled up several inches from the hall corridor floors to help dry the walls. And our Painters cut out wet and damaged drywall to prevent mold, as instructed by Service Master.

5. Service Master returned on Tuesday, February 24<sup>th</sup>, to inspect the G-level hallways. At that time they removed all of their equipment.

**The following was done to mitigate damages in the East Building's 6<sup>th</sup> floor:**

1. Service Master installed equipment to help rid the hall corridor of smoke and extract water.
2. On Sunday, February 15<sup>th</sup>, Housekeeping staff cleaned up the stairwells in the East Building from the 6<sup>th</sup> floor down to the S-level.
3. The 6<sup>th</sup> floor hall corridor was painted on Thursday and Friday, February 19<sup>th</sup> and 20<sup>th</sup>, to help expel the smoke smell and to remove soot on walls.
4. After painting was completed, the 6<sup>th</sup> floor stairwell doors were left open to help eliminate some of the smoke smell.
5. The hall carpets are being cleaned on the 6<sup>th</sup> floor the week of February 23<sup>rd</sup>.
6. The 5<sup>th</sup> floor hall was painted from unit #511E to 514E to help eliminate the smoke smell.

As a reminder, residents should sign up in the Management Office if they need assistance during an emergency. This information has always been in a binder at the Front Desk, for easy access to emergency responders.

Also remember that the fire alarms will only sound on the floor of a fire, and the floors directly above and

## **REMINDERS FROM MANAGEMENT**

**IMPORTANT ELECTION DATES:**  
**REMEMBER TO VOTE!**

**MEET THE CANDIDATE NIGHT: TUESDAY, MARCH 10<sup>th</sup>, 7:00 P.M. IN WEST PARTY ROOM**

**ANNUAL MEETING AND ELECTION: TUESDAY, MARCH 24<sup>th</sup>, 6:30 IN WEST PENTHOUSE PARTY ROOM**

below the fire. This is called a high-rise package, and most high-rise buildings have this type of system. If further alarms should be activated, the fire department will notify Management to do so, or the Fire Marshall will manually activate the alarm to evacuate additional floors other than those already in alarm.

Also remember that in order for the alarm to sound, one or more of the following must occur:

- A. A pull station is pulled. These are located at each end of each hall corridor.
- B. A Sprinkler is actively spraying water.
- C. The Corridor smoke detector senses smoke (in the corridor hallway). These are located at the passenger and freight elevator lobbies.
- D. The fire department manually activates the floor alarm from the Fire Control Room located next to the Front Desk.

Smoke that is pulled into the corridors from the outside air, as occurred during the fire, is not enough smoke to activate the smoke detectors either in the hall corridors or in units. But you may smell smoke in your unit and/or the hall corridor.



Unit 114 West is owned by the Association and is for rent. It's a spacious 1800 Square Feet, 2 bedrooms, 2 bath unit. Monthly rent is \$1,875. We are offering a \$200 referral fee to the person who finds a tenant to rent the unit. If a referred applicant qualifies and signs a 1-year lease, you will receive the referral fee. This fee is being offered in an effort to get the unit rented as soon as possible. The Association loses income every month it remains vacant. If you or someone you know is interested in renting unit 114 West, please contact Tere Renosto at 703-473-0856, or call the Management Office at 703-578-4855.



**STORAGE BINS FOR RENT**

Need extra storage space? The following storage bins are available for rent:

- Three bins 3 feet x 8 feet for \$45 per month
- One bin 4 feet x 8 feet for \$60 per month
- One bin 10 feet x 10 feet for \$130 per month

Please call the Management Office at 703-578-4855 for more information or to rent a bin.

**COMING SOON!**

To serve you better, in the very near future our Resident Services Coordinators, Noemi and Debbie, will be assigned to a specific building. **Noemi will handle requests in the West Building, and Debbie will handle requests for the East Building.** Stay Tuned!

**NEW: PAPERLESS INVOICES!**

The Management Office can now offer paperless invoices for any Skyline House In-Unit Maintenance request! If you wish to have your future invoices sent electronically, send an e-mail to the Resident Services Coordinator in your building. If you live in the West Building send to: [noemi@shuoa.org](mailto:noemi@shuoa.org); if you live in the East Building send to: [debbie@shuoa.org](mailto:debbie@shuoa.org).

**GUEST PARKING RULES**

We want to remind everyone that we do enforce our parking policy. If you're unfamiliar with it, (Rule #18 (C-2), please read the following.

**Rule #18 (C1-2): Guest Parking**

1. Guests and visitors leaving their vehicles in guest parking spaces shall register them at the reception desk upon arrival. Vehicles not registered are subject to being towed without warning at the vehicle owner's risk and expense.
2. A guest remaining overnight shall register their vehicle each day at the reception desk. There is a 30-day (non-consecutive) limit annually for guests staying past 4:00 a.m. If no guest parking space is available on Skyline House property, alternate guest parking can be arranged by the unit owner or tenant through the reception desk at a local commercial

parking garage where a fee at the prevailing rate may be charged.

You can review the Parking Rule in its entirety on our website at [www.shuoa.org](http://www.shuoa.org).

**NEW MOVE-IN ORIENTATIONS (OWNERS AND RENTERS)**

If you are a new Owner or renter who has already made contact with Management, you have been invited to familiarize yourself with the Skyline House website at [www.shuoa.org](http://www.shuoa.org), through which you can access the newsletter, move-in forms, and an excellent orientation video. Would you like to have a smooth move-in experience? If so, please remember also to **schedule a move-in orientation with the Management office BEFORE** you join the Skyline House community! **Call Debbie or Noemi at 703-578-4855**, to arrange an appointment. They will provide you with pertinent information about your new home and explain the key fobs, elevator usage, amenities, and more!

**SMOKING IS PROHIBITED IN COMMON AREAS!**

In case you didn't know, **Rule #27A, B and C** (page 28), states that **smoking is prohibited within all common areas of the building**, which includes but is not limited to: the lobby, stairwells, trash disposal closets, galleries, corridors, loading docks, interior areas of the garage, party rooms, other indoor recreational facilities, exercise room, public restrooms, elevators, storage rooms, bicycle storage rooms, and Association's employee offices and work areas. Smoking is allowed within units, on balconies, and patios of units. **BUT... All persons who smoke shall ensure that smoking materials are safely extinguished and disposed of properly in TRASH CONTAINERS.** Residents have complained that people are throwing their cigarette butts off balconies. Management has found an excessive number of cigarette butts on the grounds of the East building where they most likely were thrown off balconies. **PLEASE DO NOT THROW CIGARETTE BUTTS OFF BALCONIES AS THEY CAN BE A FIRE HAZARD, and they litter the property!**

**AUTOMATED TELLER MACHINE (ATM)** For the convenience of our owners and residents, an ATM is located next to the Bookkeeper's Office, near the West Garage Elevators!



## TREASURER'S COMMENTARY

Treasurer, Karen H. Johnson

Financial data through the end of January are now available. Because only one month of this year can be covered in this report, it will be a short one.

A few items in the monthly income statement are noteworthy. On the income side, the unit owned by the Association and available for rent remains vacant. Each month of continued vacancy results in a loss of planned income of \$1,850. On the expenses side, administrative expenses were under budget by more than \$1,000, but that resulted from many partially offsetting plus and minus outcomes in various categories. Within supply expenses, paint supplies were more than \$4,000 over budget for the month because of planned activity concentrated in the current period. The landscaping contract was under budget as the weather made any landscaping activity impossible. The cable TV contract was over budget because of various fees. There were in other categories a mix of smaller over- and under-budget

outcomes. Overall for the month we were very slightly over budget.

I would like to thank those on the Management Team who devoted considerable effort to providing a new spreadsheet for tracking spending from the reserve budget during the year. This new tool should provide greater clarity to our planning and monitoring of reserve spending.

The auditor has been working on our financial report for the year 2014. I have just received a preliminary report and expect a final report in time to summarize its contents in my annual report in March.

The Association continues to confront problem delinquency on the part of some Owners. January saw an increase in the number of units in past-due status to a total of 23. The amount owed to the Association by those Owners is \$35,991.



## INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

FINALLY....Winter is almost over!! **Now it's time to schedule your annual heat pump service to ensure that your unit will operate properly during the warm weather.** During this service call we perform the following five checkpoints:

1. **Clean the unit fan coil if needed**
2. **Check the Freon levels**
3. **Clean the drain lines**
4. **Add algaeicide to the drain pan (to help stop clogged drain lines)**
5. **Check general unit operation**

**This service usually runs less than \$30.00!!!**

Unfortunately, we still find original water heaters and heat pumps when we perform routine maintenance in the units.

If you have an original Fredrick/Climatemaster brand **heat pump**, you are running on borrowed time! Equipment failure is just around the corner because the unit is old and inefficient. We sell and install heat pumps on a unit-by-unit basis. A new heat pump will use about one-third the amount of electricity required by the original unit. So pick up the phone and call us at 703-578-4855, extension 399. Or stop by the Management Office to pick up a brochure for more information.

We recommend that you replace your **water heater** if it's 10 or more years old. To check the date your water heater was manufactured, look at the serial number; the first four numbers are usually the month and year it was manufactured. We stock 50-gallon water heaters.

If you are interested in replacing your heat pump or water heater, **pick up the phone and call us at 703-578-4855, extension 399, or stop by the**

**Management Office. A brochure with more information on replacing this equipment is available in the Management Office.**



## PHYSICAL PLANT & OPERATIONS

Chair, Al Lambert

The Physical Plant and Operations Committee (PPOC) convened its monthly meeting in the West Card Room at 7:00 p.m. on February 12<sup>th</sup>. Not all members were present or absent with excuse. We need full attendance to function at our best as a committee. Everyone's input is important. People who own free-standing homes typically have family meetings to discuss property maintenance issues and, after gathering the relevant information, make a decision. In a condominium community, the issues are more complex, and the decisions have more far-reaching consequences. The condominium governmental structure is the larger "family," and the PPOC is its basic unit for addressing such issues.

Management typically provides the Committee background information on the equipment or undertaking, repair or replacement options, and input from a project management firm. Each month members receive a briefing, participate in a one-hour discussion of the project(s), and recommend a course of action. The most important and critical skills needed are your life experiences and the ability to provide feedback on courses of action. New members are welcome to join.

The projects to be undertaken this year will enhance the market value of units and the daily experience of living in an upscale condominium. Illustrative projects are air curtains for egress doors, replacement of the emergency generators, a new enclosure for the bridge crosswalk from the garage to the East Building mail lobby, renovation of the East party room, and the in-unit water faucet shut-off valve replacement initiative.

At the February meeting, the first order of business was to analyze bid proposals from three contractors (Kolb, WebbGen, Mona) for the procurement and installation of new emergency generators. Mona was eliminated from consideration because of the high bid price, failure to respond in a timely fashion to a

request for additional information, and what appeared to be a lackluster interest in pursuing the project. The committee was concerned that the winning contractor could substitute low-cost and inferior generators after contract award and therefore decided that the replacement generators should be manufactured by Generac, Cummins, or Oman. The committee recommended that Management include language in the contract requiring the winning contractor to procure generators from one of the aforementioned manufacturers.

The next order of business was to discuss the merits of the prototype air curtain mounted on the West building entrance door. The feedback has been positive regarding the effectiveness of the air curtain in creating an air barrier to block outside air from entering the lobby. Without the air curtain, the heating, ventilation, and air conditioning system, which employs electrical heating elements, must use only **outside** air to restore the programmed corridor temperature. The air curtain blocks out approximately 80% of outside air that would otherwise enter the building. Therefore, the loss of warm air in is minimal. The internal heating element of the air curtain uses **recycled** air and quickly restores the corridor to the programmed temperature. This process uses less electric power because the temperature drop is not as great as it would otherwise be. With positive feedback from residents, the PPOC voted to continue the test period for another four months. Management was requested to determine if a time-delay mechanism could be installed to keep the unit running for a few minutes after door closure before shutting down.

Typically, the PPOC does not meet in March due to the Annual Elections. However, with significant projects (e.g., bridge crosswalk enclosure and the water valve shut-off replacement) scheduled this year, the next PPOC meeting will occur on Thursday, March 19<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!



## FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee (FMC) met on Monday, February 23<sup>rd</sup>. A review of the financial statements for the first month of the new fiscal year showed a total income of \$364,470. Total expenditures for January were \$266,985. Reserve contributions for the month were \$122,989 leaving a deficit before taxes of \$25,504. We did not pay any estimated taxes.

About \$8,314 of the deficit was the result of receiving less income than we had budgeted because we were unable to rent out the Skyline-House-owned unit and because we overestimated the income from in-unit maintenance. Other accounts, such as paint supplies, were over budget, but it is still too early in the fiscal year to draw any meaningful conclusions.

The FMC devoted some time to the recent fire we had on February 15<sup>th</sup>. Our committee was most concerned with the causes of the fire because of the possibility that preventive measures might be taken or recommended. At this point we do not yet know whether our insurance will cover the damage to the common elements. We noted that the water damage surpassed the damage caused by the fire.

FMC members considered the emergency generator replacement project and voted unanimously to recommend that the Board approve PPOC's recommendation of Webb GenTech as the successful bidder. Webb GenTech was the selection of our consultant. The business of this company is devoted primarily to generators, whereas the other bidders are more diversified. Recommendations from Vornado, a well-known real estate investment company, were excellent. We have the possibility of extending the warrantee by one year. We note that the actual contract still has to be submitted and assume that contract adjustments will be possible.

For the month of January the number of renter-occupied apartments declined slightly to 137, which is 25% of total units. Remaining apartments were Owner-occupied or empty as a result of the Owners' decisions.

Our next meeting will take place on Monday, April 20<sup>th</sup>. We welcome all members of our Skyline House community to join us and give us the benefit of their comments.



## COVENANTS COMMITTEE

Chair, Frank Szumilo

The Covenants Committee met on Wednesday, February 18<sup>th</sup>, 7:00 p.m. Six members attended: Bert Barrois, Inge Chilman, Hannelore Jones, Lynn Klubek, Fran Price, and Frank Szumilo. We were pleased to have two members from the Board of Directors, Charles Roberts and Manuela Guill, in attendance as well. They enhanced the discussion with regard to the fire that occurred on the 6<sup>th</sup> floor on the 15<sup>th</sup> of February.

After Gladys Manrique resigned from her position as Chair of the Election Sub-Committee, Bert Barrois accepted responsibility for this task. Thanks, Bert, for stepping in and assuming this position.

### Rules Violations

Management reported that a resident was hanging blankets and a comforter from their balcony and that these articles were hanging down to the balcony of the resident below. The resident was advised that the

balcony was not the place for hanging blankets or comforters, and they were removed.

Because of the frequency of the violation of the rule that no pets are allowed in Skyline House, the Committee proposes to the Board of Directors that a reminder of this prohibition be published in the newsletter every month. Residents must be constantly aware that Skyline House is a pet-free zone.

#### Preparation for Election of the Board of Directors:

Nominations for candidates for the board of Directors closed on February 9<sup>th</sup>. The sub-committee compiled the documents to be distributed to the Owners on

February 17<sup>th</sup> and 18<sup>th</sup>, and the election packages were mailed on February 23<sup>rd</sup>. The "Meet the Candidates" evening will be held on March 10<sup>th</sup> at 7:00 p.m. in the West Party Room, and the election is scheduled for March 24<sup>th</sup>.

#### Candidates:

The following Owners have submitted their names as candidates for the vacancies on the Board of Directors: Karen Johnson, Sarah Kreger, and Norman Philion. Information about them will be found in the election package.



## COMMUNITY RELATIONS

Chair, Janice Hill

The Community Relations Committee (CRC) met on Thursday, February 19<sup>th</sup> at 7:00 p.m. in the West Card Room. The CRC began with a review of our January meeting, which featured a presentation on Navigating Medicare. The talk was excellent and very well received. Next we discussed whether or not to continue with similar presentations and agreed to host more of these workshops in the future. We are planning a workshop on Social Security appeals for

the spring. More information will be provided at an upcoming meeting.

We are not meeting in March; our next meeting is Thursday, April 16<sup>th</sup> (3<sup>rd</sup> Thursday) of the month. The meeting agenda will be posted to the bulletin boards.

We look forward to seeing you at an upcoming meeting!



## SAFETY, SECURITY, & NEIGHBORHOOD WATCH

Chair, Diane Zierhoffer

The Safety, Security, & Neighborhood Watch Committee did not meet in February, but the Committee Chair provides the following very timely safety notice to residents.

### **ARE YOU PREPARED?**

In view of the recent fire in the East Building, we should all review our personal emergency action plan. If the alarm on your floor goes off, do you know what to do? Do you know where the fire alarm and fire extinguisher are on your floor? Are you able to go down the stairs in order to exit the building? Remember, in an emergency, one must not use the elevators. Trust me, you would not want to be trapped

in an elevator. Many of us were much younger when we moved to Skyline House, and we may not be as capable today of taking the stairs to get out during an emergency as we once were.

If you need help on the stairs, please make sure your name is on the list of residents who need assistance. The Management Office maintains this list, and the Front Desk personnel keep a copy of it. Emergency personnel, EMS, will come to assist you but only if they know you need help. If you do, please ask the Management Office to add your name to the list now, before the next emergency.

Please do not wait until an emergency to ask for help. During an emergency, your neighbors may be so focused on their own plans that they would be overwhelmed by the prospect of an extra, unanticipated task. Perhaps you are thinking, "Someone will be out in the hall to help me." If all of your neighbors happen to be out of the building, you won't have help. Calling the Front Desk for help during an emergency may not be a good strategy. They will be busy with First Responders, notifications, and answering all the calls that come in; therefore, they may not get to your call right away. Instead, report your needs to the Management Office before an emergency. Plan ahead!

The Emergency Action Plan developed for Skyline House is on the Association website at [www.shuoa.org](http://www.shuoa.org) Look at it and use it to develop your

own family's plan. Ensure all family members know what to do in an emergency.

Please take a moment to go out in your hall to locate your fire alarm and a fire extinguisher and ensure that your family members also know where they are. Although the alarm will sound if your sprinklers turn on, it may be smart to pull the alarm before the fire is big enough to turn on the sprinklers or if the fire is in the hallway or on the balcony. Do yourself a favor: quiz your neighbors. You can have peace of mind knowing they are also prepared for an emergency.

Now is the time to prepare for the safety of your family. Make a plan. Plan your exit. Designate a meeting place outside in the event that you become separated on the way out of the building. Do not risk your family's safety by leaving an emergency to chance.



## RECREATION COMMITTEE

Chair, Sharon Milton

The Recreation Committee will not meet in March. Our next meeting will take place on April 6<sup>th</sup> in the West Card Room at 7:00 p.m.

### Future Events

April 17: TGIF at 7:00 p.m. in the West Party Room

May 2: Recycle Sale

May 25 (Memorial Day): BBQ.

Additional information on the May events will be provided later on.

**REMEMBER:  
PETS ARE NOT ALLOWED  
IN SKYLINE HOUSE**

## 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 (703-379-2901).

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.

### March

Louise Albin, 703-379-1645

Alina Gonzalez, 703-379-5391

## 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

## March 2015

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



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	3	4	5	6	7
8	9 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	10 <b>Meet the Candidates Night</b> WPR 7:00 PM	11 <b>Security/Safety &amp;NW</b> 7:00 PM Meeting Room	12 <b>PPOC</b> 7:00 PM Meeting Room	13	14
15	16 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	17	18 <b>Covenants</b> 7:00 PM Meeting Room	19 <b>PPOC</b> 7:00 PM Meeting Room ----- <b>CRC</b> 7:00 PM Meeting Room	20	21
22	23 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	24 <b>ANNUAL MEETING &amp; ELECTION</b> West Party Room 6:30 – 8:30 p.m. <i>Starts at 7:00p.m.</i>	25	26	27	28
29	30 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	31				

### **BOARD OF DIRECTORS**

Pres., Maria Elena Schacknies, 1302W, 703-820-2239, [mariaelena.shuoa@gmail.com](mailto:mariaelena.shuoa@gmail.com)  
 Vice President, Janice H. Hill, 511W, 703-415-1537, [jhill@shuoa.org](mailto:jhill@shuoa.org)  
 Treasurer, Karen Johnson, 1511W, 703-379-0322, [kjohnson@shuoa.org](mailto:kjohnson@shuoa.org)  
 Secretary, Manuela Guill, 106E, 703-527-6708, [mguill@shuoa.org](mailto:mguill@shuoa.org)  
 Director, Charles Roberts, 914E, 703-998-6080, [cxroberts@shuoa.org](mailto:cxroberts@shuoa.org)  
 Director, Tina Dove, 1710W, 703-310-4744, [tdove@shuoa.org](mailto:tdove@shuoa.org)  
 Director, Bryant Stukes, 1605E, 703-824-9293, [bstukes@shuoa.org](mailto:bstukes@shuoa.org)

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

G M, Michelle Brown Slaughter, [michelle@shuoa.org](mailto:michelle@shuoa.org)  
 Deputy General Manager, Tycia Haight, [tycia@shuoa.org](mailto:tycia@shuoa.org)  
 Chief Engineer, Greg Grimm, [greg@shuoa.org](mailto:greg@shuoa.org)  
 Accountant, Huajun "Lucy" Bei, [lucy@shuoa.org](mailto:lucy@shuoa.org)  
 Resident Services Coord., Noemi Najera, [noemi@shuoa.org](mailto:noemi@shuoa.org)  
 Debbie Harvey – Res. Svc Coord. [Debbie@shuoa.org](mailto:Debbie@shuoa.org)

### **COMMITTEE CHAIRS**

Financial Management, Wynfred Joshua, 1414W, 703-820-4471, [diawin@metronets.com](mailto:diawin@metronets.com)  
 Physical Plant/Operations, Al Lambert, 709W, 703-931-7314, [myongalpc@outlook.com](mailto:myongalpc@outlook.com)  
 Covenants, Frank Szumilo, 612E, 703-933-3677, [fszumilo@yahoo.com](mailto:fszumilo@yahoo.com)  
 Community Relations, Janice L. Hill, 511W, 703-415-1537, [jhill@shuoa.org](mailto:jhill@shuoa.org)  
 Security, Safety, & N/W, Diane Zierhoffer, 102W, [zierhofferdm@hotmail.com](mailto:zierhofferdm@hotmail.com)  
 Recreation, Sharon Milton, 613W, 703-347-9618, [recreation@shuoa.org](mailto:recreation@shuoa.org)

### **WEB DEVELOPER**

Win Singleton, [webmaster@shuoa.org](mailto:webmaster@shuoa.org)

### **GARDEN CLUB**

Al Lambert, 709W, 703-931-7314, [myongalpc@outlook.com](mailto:myongalpc@outlook.com)

### **GOOD NEIGHBORS**

Alina Gonzales, 1013W, 703-379-5391, [agonzal42@yahoo.com](mailto:agonzal42@yahoo.com)  
 Virginia Fissmer, 601W, 703-379-2901

THE HOUSE SPECIAL is published by  
 Skyline House Unit Owners' Association, Inc., 3711 South George Mason Drive, Falls Church, Va. 22041-3711  
 The House Special is printed by Dan Daniels Pioneer Press