



THE HOUSE SPECIAL

Newsletter of the Skyline House Unit Owners' Association

FROM THE BOARD OF DIRECTORS

By Maria Elena Schacknies, President



It's a great privilege and honor to be re-elected for another year as President of the Board. I take my responsibilities very seriously.

As the Chief Executive Officer of the corporation, I preside at all meetings of the Board and the

membership. I sign contracts and other documents in the name of the Association. I work very closely with management on a day-to-day basis. I have an affirmative duty to carry out the responsibilities in the best interest of the Association, as do my fellow Board members. I serve at the will of the Board of Directors and I can be removed with or without cause at any time by a majority of the full Board.

I want to take this opportunity to thank Manuela Guill and Tina Dove for their contributions and to welcome our two new Board members Norman Philion and Sarah Kreger. We are very fortunate that Karen Johnson will continue to be our Treasurer.

Under new business, I proposed to the Board that we create an Owners Task Force, responsible for directly "canvassing owners" to get a handle of residents' needs, concerns, and ideas. The Board agreed, and we are issuing a call to owners interested in participating. A charter must be developed for the task force and a chair must be identified. Committee members would provide support and advice to this task force. The task force would meet on a regular basis and report to the Board's monthly meetings.



In other news, our Physical Plant and Operations Committee, Financial Management Committee, and Jim F. Wilson Inc., our project management consulting firm, worked very hard to identify the best company to replace our two emergency generators. Webb GenTech Services LLC (WGTS) was selected, and with the Board's agreement, I signed the contract.

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NEWSLETTER EDITOR

Lorraine Blackwell

OTHER HAPPENINGS

New Office Hours

Effective, Friday, May 1, the management office will close on Fridays from 2 p.m. to 3 p.m. to conduct administrative business. This is an effort to better serve our owners and residents. The Board approved the change in hours at its April meeting.

AUDIT 2014

The final 2014 certified audit is available in both soft (electronic format) and hard copy. It was completed and distributed via email to the Financial Management Committee and Board members. The audit will be emailed or mailed to owners upon request to the management office.

NEW IN-UNIT MAINTENANCE TECH



Michael Foster is the new In-Unit Maintenance Tech. He replaces James Palo, who resigned in March.

Michael is from the Baltimore-Washington area and begins work at Skyline House on May 4. He worked in maintenance at large townhome and apartment complexes and came highly recommended. Michael and his family will live on-site, and he will share emergency on-call duty with the Chief and Assistant Engineers, Greg and Jaime. Please give a warm welcome to Michael when you see him in the building.

HELP WANTED

The Ad Hoc Decorating Committee needs a new co-chair. If you are interested in this position, please email to Tremayne Bunaugh at tbunaugh@gmail.com. (See Page 6 for more details).

POOL PASSES

Remember to pre-order your 2015 pool passes! Contact the management office or the front desk at (703) 578-4855 to receive the allotted number of pool passes for your family.

SHUOA Calendar

May 4	Recreation, 7 p.m. Meeting Room Library Open, 7 – 8 p.m. East Penthouse
May 11	Library Open, 7 – 8 p.m. East Penthouse
May 13	SS&NWC, 7 p.m. Meeting Room
May 14	PPOC, 7 p.m. Meeting Room
May 18	Financial Mgt., 7 p.m. Meeting Room Library Open, 7 – 8 p.m. East Penthouse
May 20	Owners Task Force, 7 p.m. Meeting Room
May 21	CRC, 7 p.m. Meeting Room
May 23	Memorial BBQ
May 25	Library Closed
May 27	Board Meeting, 7 p.m.

MANAGEMENT NEWS

By Michelle Brown-Slaughter, General Manager

Here's an update on the numerous projects and improvements underway at Skyline House:

West Building Supply Pump #2

Virginia Pump Company Inc. pulled down and re-built the bearing, mechanical seal, gasket, and coupling sleeve on the West building supply pump #2.

Hall Corridor Smoke Detectors

Ark Systems Inc. replaced 37 ion hall corridor smoke detectors that were discontinued.

Emergency Generators and Fuel Tanks Replacement

Our attorney and Jim F. Wilson Inc. (JFW), our project management consulting firm, finalized the \$302,273 contract, which was approved by the Physical Plant and Operations Committee and Financial Management Committee, and then signed by the Board President. On April 16, the contract was sent to JFW and Webb GenTech Services (WGTS), the contractor, for signatures. WGTS ordered seven electrical transfer switches, not to exceed \$30,000, as authorized by the Letter of Intent. The transfer switches are due in by May 1, then the automatic transfer switches for the fire pump will follow. WGTS to be on-site in about two weeks to start the install work inside the building. Delivery of the generators is expected in 60 days. See Page 14 for a preliminary construction outline and schedule of work to be done, and how and when the work will impact our residents.

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BOARD NEWS

(continued from page 1)

Under Old Business, the Board ratified the contract to WGTS in the amount of \$302,273. The Board also ratified the Letter of Intent to WGTS in the amount of \$30,000. Now the replacement can begin. We are pleased to see this complex project enter the implementation phase.

The Board reaffirmed the decision to not use Association funds for donations to non-profit organizations, but agreed that we should encourage residents to donate to the Bailey's Crossroads Volunteer Fire Department. All residents usually receive a request for donation on a biyearly basis from this organization.

SAFETY SEMINAR

The Community Relations Committee and the Security, Safety & Neighborhood Watch Committee will co-sponsor a presentation by Firefighter Shawn Crisp on Fire Safety. The presentation is May 19 at 7 p.m. in the West Party Room. She will have a slide show and will discuss planning for safety, especially as it relates to living in a high-rise. Please join us in welcoming Firefighter Crisp to Skyline House. As you may remember, we had a fire in one of our units on Feb. 15. Several weeks later, that resident is still trying to clean up. Don't let that happen to you! Bring your questions, especially if you have not finalized your family's safety plan.

(continued from page 4)

East Building Bridge Enclosure

The Board submitted a letter to Whitlock Dalrymple Poston & Associates (WDP) expressing the Association’s dissatisfaction with the lack of progress on this project.

We received their reply, which outlined the original project overview and also explained that there are no known as-built drawings of the bridge.

It was discovered that the bridge’s actual measurements are 7 feet longer than the original design drawing. This difference is significant because the bridge must comply with county building code requirements. Under those requirements, a 12-percent load capacity increase would be necessary to support the Kal-wall enclosure system that was selected.

It was suggested that the project be postponed since authentic bridge construction details aren’t available. That would allow WDP time to scan the bridge and determine what steps are needed to complete the project. Another suggestion was to have our attorney review the matter and determine what recourse we have, if any.

SHUOA’s Rental Unit – 114W

SHUOA’s two-bedroom/two-bath rental unit has been vacant since September 2014. A credible owner was interested in the unit, and submitted a deposit in November, but reneged on Dec. 1. The unit was listed with a realtor, who posted it on the Multiple Listing Service, the Military online service, and Craigslist. It was also posted in The House Special newsletter.

We also offered a \$200 referral fee. The challenge to rent was primarily due to the holidays, inclement weather, and a saturated market of at least 10 total 2BR/2BA units for rent. The rents ranged from \$1,800 to \$1,900 between SHUOA, The Plaza, and The Square.

Consequently, management received Board approval to remove the unit from the rental market. We offered it to the new In-Unit Main-

tenance Tech, with a reduced rent from the budgeted \$1,850/month to \$1,000/month, as part of his employment compensation. This action adds another technician to share emergency on-call duties with the Chief and Assistant Engineers.

Fire Damage Update (Unit #615E)

Management provided the insurance company with expenses associated with the Feb. 15 fire in Unit #615E, which resulted in flooding in the West Storage Room #1 and lower level West hall corridors.

Below is a summary of expenses associated with the fire:

In-House Labor:

\$ 1,245.00	Painters
\$ 142.50	Maintenance
\$ 240.00	Housekeeping
\$ 1,627.50	Total in-house labor expenses

Repair Supplies:

\$ 187.48	Supplies and materials to repair walls and carpet
\$ 1,814.98	Total in-house labor and supplies expenses

Outside Contractors:

\$12,151.99	Service Masters (remediation service)
\$ 861.15	Livingston Fire Protection
\$13,013.14	Total outside contractors expenses

\$14,828.12 Total Fire Damage Expenses

Livingston Fire Protection removed and replaced the 6-inch flange gasket in the West building Storage Room #1, at the check valve.

Management received the \$4,828.12 reimbursement check on April 9 for expenses that exceeded our \$10,000 insurance deductible. We also received the official fire report from the Office of the Fire Marshal - Fairfax County. The report details the incident and cause of the fire, which states:

Page 7 - “Statements provided by the occupant of the fire unit [indicated she] put her smoking out on the balcony at approximately 22:00. The electrical outlets and wiring within the area of origin

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TREASURER'S COMMENTARY

By Karen H. Johnson



Spending is up during the first quarter of 2015, while income is down.

The increase is largely due to a fire in February and higher utility rates.

Financial data for the first quarter is now available. The data is fully informed by the results of the annual

audit performed on our accounts for last year.

The monthly figures into which our annual budget is translated are educated guesses, at best. So early in the year, we should not take the monthly pattern in the budget as a firm standard against which to measure our income and spending. Plus at this point, we still have most of the year ahead of us. Nevertheless, there are some elements of the spending and income during the first quarter that should be noted.

Our income during the first quarter was nearly \$8,000 less than expected. More than one half of that sum related to the vacancy of the rental unit owned by the Association. Going forward, that unit has been incorporated into compensation for the new In-Unit Tech. But the unrealized income for the first three months of the year will remain as a shortfall in our total income.

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AD HOC LOBBY DECORATING COMMITTEE

After a productive brainstorming session last summer to discuss redecorating the common areas, the Ad Hoc Lobby Decorating Committee (AHLDC) now needs some revitalization of its own. The AHLDC hopes a new co-chair can help get the project from ideas to action. If you'd like to co-chair this committee, please contact Tremayne Bunaugh at tbunaugh@gmail.com.

At its Aug. 6 meeting, the AHLDC discussed the project intensively and brainstormed ideas

AD HOC (continued)

on how to make this process as efficient and productive as possible. The committee's goal is to modernize the common areas and create an inviting environment that will increase the property value and attract new owners and residents.

The AHLDC received Board approval to spend \$15,000 to hire a professional design consultant.

Here's a recap of the progress made by the committee last August, which was originally published in the October issue of The House Special.

The committee:

- Discussed the purpose and charge of the AHLDC to include the scope of work and the reserves budget.
- Agreed that funds should be allocated for an interior designer/decorator/consultant with experience in commercial spaces to get the perspective of a professional. Hiring a professional puts an appropriate level of separation between the committee, the Board, and residents. With the help of a professional designer, the committee believes that savings (of both money and time) will be realized for this rather expansive project.
- Took photos of the common areas that are due to be upgraded.
- Agreed that upgrades should be neutral and refreshing, not overly trendy or modern.
- Shared articles from professional journals on issues that typically arise when a condo/co-op undertakes such a project, i.e., pitfalls and hurdles to overcome.
- Agreed that we will use Nextdoor.com as the virtual space to share information with the group.
- Considered visiting neighboring communities that have a similar profile to Skyline House to view their common areas.

Fire Damage Update (continued)

were examined and eliminated as a source of ignition. There were no other competent sources of ignition located within the area of origin.”

Page 8 - “This fire incident was the result of the ignition of potting soil within a plastic flower pot located on the balcony of Unit #615E. The most probable cause was the ignition of the potting soil by discarded smoking materials. This incident has been classified as accidental in nature and has been closed as such.”

ATM Commission for February

ATM transactions for February were lower than the 150 transactions needed per month to maintain the ATM service. In March, we received a check for \$74.75 from Access One Inc., which represents our commission for 115 transactions in February.

If the ATM machine does not produce more than 150 surcharged transactions in any given month, the company has the sole right to remove the machine and terminate the agreement. Access One can terminate the agreement at any time, after the first six months from the date of the first surcharged withdrawal, which occurred on Nov. 15.

A surcharged transaction is any withdrawal, which the company successfully collects a withdrawal fee.

Attorney’s Fees

In March, the Association’s attorney received \$1,532 for routine delinquency collections and \$1,475 for legal advice and general services.

Delinquency Collections Update

Six units owe \$21,893 for delinquencies that are 60 days or more overdue. Another 16 units owe \$10,698 for delinquencies that are 10-59 days overdue. Collection is being handled by the Association’s Attorney.

Real Estate Tax Issue – Unit C2W

Management asked Fairfax County if unit C2W, an element of the Association’s common area,

can be excluded from individual taxation? The unit has been a commonly held element from the date of purchase, and because common elements are not taxed separately, the Association should not have been required to pay a real estate tax each year, or at least moving forward.

On April 21, the General Manager spoke to John Lockard from the county’s Department of Tax Administration, who responded to our email inquiry. He was initially going to conduct a site visit on April 21, but after talking to her, he cancelled it.

An appraiser was previously sent to the property and looked at unit C1W, which is currently a legal office. Up until now, the county assumed that unit C2W was a convenience store. Since the unit is actually the Association’s management office, Mr. Lockard said it’s a perfectly reasonable use request. He will discuss the matter with the department’s Assistant Director, and we can expect to hear back shortly via email and an official letter.

Water Shut-Off Valve Project

Service Specialties Inc. (SSI) was the successful bidder to replace water shut-off valves for 173 residents who signed up last year.

SSI will begin work the week of June 2, starting in the West building with riser #01 (i.e. unit 101, 201, etc). The company will pre-inspect each scheduled unit the morning of the installation. Each resident will receive an estimate in advance of the repairs, and an invoice for payment directly from SSI (not the Association). SSI will accept cash, credit cards and/or checks. Residents will soon be notified with the dates their unit is scheduled.

If you do not plan to be home the day your service is scheduled, please leave an admit slip and key at the front desk.

The Association should not incur any costs in connection with this project since it does not involve the Association’s common elements. SSI will directly bill unit owners who participate in the replacement project for all costs.

INFO FROM THE CHIEF ENGINEER

By Greg Grimm



DRYER VENTS

Lint and other debris can build up in your dryer hose, vent duct, and outlet box/screen. As a result, it reduces air flow, which backs up exhaust gases and eventually may cause a fire. You can avoid this hazard by thoroughly inspecting

and cleaning your dryer vent every year. Not only will you reduce the risk of fire, you're also saving money by improving the dryer's efficiency.

Pictured below are two dryer vent outlets from our building. The one on the left is clean, the one on the right is totally clogged with lint. The vents are easily cleaned by using a broom or removing the two screws that hold the screen in place. If your



screen is clogged and you are unable to clean it yourself, call the office at 703-578-4855 to make

an appointment to have the screen cleaned. Cleaning the screen is only a start!

Your dryer vent line should also be cleaned by a professional vent cleaning service. This is the line in the ceiling that goes from your dryer to the exterior vent.

You know it needs to be cleaned if any of the following occur:

- Drying your clothes takes a long time.
- Your clothing and the outside of the dryer are very hot when used.
- You notice a slight burnt smell when the dryer is running. If this happens, DO NOT use that dryer until you have it cleaned and serviced! You are close to causing a fire!

HEAT PUMPS (air conditioning system)

Air conditioning season is right around the corner. Call the office now to schedule your heat pump's annual preventative maintenance service.

If you do not have your heat pump serviced (either by our in-house maintenance staff or an outside contractor), you may be denied emergency repair service by our in-house maintenance, if and when your heat pump stops working!!

COVENANTS COMMITTEE

By Frank A. Szumilo, Chair

While most residents respect noise covenants, sometimes there are complaints about excessive noise.

At its April 15 meeting, the Covenants Committee reviewed two incidents related to noise levels. The first one involved the tenants. The owner was contacted and the issue was resolved. The second incident involved noise in the unit. The individuals in the unit did not realize they were making the noise and assured management that it would not happen again. There were no further

complaints and the cases were closed.

Bert Barrois, Sarah Kreger and Frank Szumilo attended the April Covenants meeting.

At the meeting, there was a brief discussion on the recent Board election. Votes were received from 32.45 percent of the membership and were tallied by our outside contractor (Independent Vote Administrator) from Action Management Inc. This year, Cox Communications sponsored the election by providing food and refreshments.

RECREATION COMMITTEE

By Sharon Milton, Chair



Yard sales and barbecues are official signs that summer is on the way. And by the turnout at the May 2 Recycle and Yard Sale, summer is near.

The Recreation Committee sold 14 tables stocked with great finds. A sunny, but cool Saturday, drew residents and passersby. This year's sale was held outdoors instead of indoors, which made it more accessible, and attracted people who saw the yard sale signs and stopped by looking for bargains. In previous years, the sale was held indoors, and was only open to Skyline residents. Some residents who bought tables reported doing well at the event.

At its April 6 meeting, the Recreation Committee accepted Bryant Stukes' proposal to move the sale outdoors and make it a true yard sale. All voting members unanimously approved the change. Bryant presented the proposal to management, and then to the Board at its April meeting.

On May 25, the committee will hold another popular event. Tickets for the Memorial Day BBQ are on sale for \$7, and must be purchased ahead of time. The Recreation Committee will provide meats, rolls, condiments, beverages and paper goods. Residents are asked to bring their favorite side dish.

Also, I would like to thank Karen Johnson for volunteering to host the April 17 TGIF event.

NEWSLETTER EDITOR



Lorraine Blackwell is the new editor of The House Special newsletter. She replaces Phil Cohen, our current editor, who resigned to pursue his writing career.

Management assisted in the process of hiring a paid newsletter editor. Lorraine was hired to edit the May issue, while waiting for the Financial Management Committee to approve funding for the position for the remainder of the year. An unbudgeted cost of \$500 to \$700 per month is anticipated for the next six months.

Management proposed a month-to-month editing contract for the remainder of 2015. However, a full-year cost will be added to the 2016 budget.

The Association needed to hire an editor to assume 100 percent of the newsletter responsibility. The position has always been filled by a volunteer resident.

We thank Phil for his many years of dedicated service and we will miss him! Maria Elena Schacknies assisted Phil for quite some time. Since a replacement volunteer was not found, this is the first time that an editor will be paid.

NEW TASK FORCE

Do you want to get to know your neighbors and help them identify improvements that can make Skyline House an even better place to call home? Then join a newly created Owners Task Force that will reach out to residents to identify needs, concerns, and new ideas. The Board approved the task force at its April meeting. If you are interested in volunteering or chairing this new task force, please attend a short meeting on May 20 at 7 p.m. in the Meeting Room. Look for notices on bulletin boards and in elevators.

IN LOVING MEMORY

Two very dear neighbors and friends passed away recently, **Cora Balmat**, Sharon Milton's mother, and **John Walsh**. Cora was a member of the Community Relations Committee and the Recreation Committee. John was an original owner, known by the staff as the Candy Man. Both will be greatly missed by all who were fortunate to know them. We offer our condolences to their families.

SECURITY, SAFETY & NEIGHBORHOOD WATCH

By Diane M. Zierhoffer, Chair



A February fire at Skyline House has us all thinking about safety. That's why the Security, Safety & Neighborhood Watch Committee (SS&NWC) and the Community Relations Committee are collaborating to present a workshop on fire safety on May 17 at 7 p.m.

(See details on Page 4).

The SS&NWC invited the Bailey's Crossroads Volunteer Fire Department to speak to our community about fire prevention. Please join us for this important presentation.

The SS&NWC met on March 11, and will meet again on May 13.

Updates from its earlier meeting include:

- Service Master completed the cleaning of the G level in the West building following the burst of a pipe related to the fire.
- CES, our courtesy patrol service, has a new site supervisor. Please stop by in the evenings and meet Officer Lenny Mason.
- Our maintenance staff is installing new surveillance cameras as time permits.
- A resident asked to have signs removed inside the garage that prevent left turns at the top of the ramps between levels. Drivers whose parking spaces are to the left must drive all the way around the level, which

seems to add more traffic and more exhaust to the garage. The committee recommends drivers be allowed to turn left to park in the West level, but not to drive around in a counter-clockwise manner.

At the February Citizen Advisory Committee meeting, the SS&NWC received a State of the Station report. Here are some highlights:

In 2014, the Mason District station topped all stations in the county in DWI arrests with 495. Burglary was down 28 percent, but robberies were up 33 percent. These are frequently crimes of opportunity where the victim is intoxicated. Fraud was up 10 percent, and homicides increased from one in 2013 to six in 2014. The chief intends to ramp up the Bicycle Teams to combat gang violence, larceny and other crime.

In March, the meeting focused on crimes against the elderly. In Fairfax County this occurs in single-family homes where a solicitor offers to take care of repairs for a large amount of money. They start small, but bilk residents out of hundreds of thousands of dollars.

Fortunately, our management office reported no security incidents. Management provided an update to the information presented at the February Board meeting about the fire. The insurance adjustor surveyed the damage on Feb. 24. The resident's home is being cleaned and repaired.

GARDEN CLUB

By Al Lambert, Chair

With winter behind us, May means it's time to beautify the Skyline House landscape.

The rose flower beds have been pruned and fertilized, and other areas around trees have been cleaned and prepared for the planting of flowers. Two white pine trees were planted on the hillside by the Coca-Cola building. Four rhododendrons were planted adjacent to the curved road exiting the property in front of a small red maple tree planted last fall. Mulch was applied to the garden beds along with a layer of compost to reinvigorate our soil.

Emerging tulips and forsythias are signs to some that winter has passed. So let the blooming begin!

COMMUNITY RELATIONS COMMITTEE

By Janice Hill, Chair



The Community Relations Committee (CRC) is teaming up with the Security, Safety & Neighborhood Watch Committee to provide a workshop on fire safety on May 19 at 7 p.m. (See details on Page 4).

That was one of the agenda items discussed at the CRC's April 16 meeting. The CRC is looking forward to co-sponsoring the workshop, and urges residents to attend this important event.

At its April meeting the CRC also discussed low attendance at past events and decided that we would only focus on one fall workshop – Navigat-

ing Social Security. We are attempting to get our State Delegate to provide an update on the 2015 Virginia State legislative session. More details on both activities will be announced in coming months.

We will participate with the League of Women Voters for Meet the Candidates night for the county and state fall elections on Oct. 21 at the Woodrow Wilson Library on Knollwood Drive. Knollwood Drive is off Route 7, about two miles from Skyline House. The library was recently renovated and re-opened in March.

Residents are encouraged to make suggestions on topics and ideas for community outreach efforts. Please join us at future meetings (third Thursday of the month)! We look forward to seeing you soon!

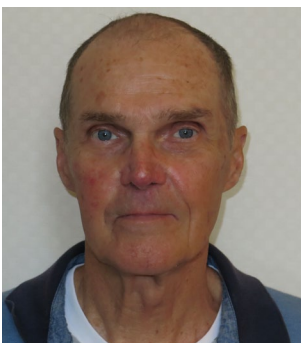
MAGAZINE DONATIONS TO LOCAL HOSPITALS

Thank you very much to the Skyline residents who faithfully donate their magazines for local hospitals via the collection box 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 distractions for patients awaiting or going through difficult medical procedures and help to break up some very long hours for family members and friends accompanying and visiting those patients.

Please remember to donate only magazines published within the last three months. And, please don't submit store catalogs or ads, travel brochures, calendars, college/church/alumni bulletins, etc. If you have questions regarding this much-appreciated program, please call Marilyn Baker at 703-671-6759.

PHYSICAL PLANT AND OPERATIONS

By Al Lambert, Chair



The installation process for the replacement of emergency generators is moving forward. At its April 9 meeting, the Physical Plant and Operations Committee (PPOC) discussed changes the Association's attorney recommended after reviewing

the proposed contract with Webb GenTech Services LLC for the installation of replacement emergency generators. The attorney recom-

mended minor changes in the contract narrative, which were accepted and recommended to the Board for approval as amended.

The second order of business was to recommend Service Specialties Inc. as the successful bidder for the main water shut-off valve project. Information on this initiative was published in prior newsletters and an update from management appears on Page 7.

The next PPOC meeting is Thursday, May 14 at 7 p.m. This is your home! We welcome you to join us. As always, I welcome your feedback on this article or any matter pertaining to the PPOC.

TREASURER'S COMMENTARY

(continued from page 6)

Other notable income misses – those for legal fees and rental of Association facilities – will likely fluctuate and could well balance out as expected by the end of the year.

With respect to expenses, some items were significantly over budget and some under budget. The fire earlier in the year caused spending of nearly \$15,000, of which more than \$10,000 was compensated in April. However, that offset is not in the data through March. When planning the budget, historical experience led us to budget only \$2,500 in expenses against the insurance deductible, even though our deductible is \$10,000 per instance. This will result in an excess in spending of \$7,500 that will remain an element of the budget going forward.

Spending on utilities, in particular on electricity, has been over budget during the first quarter. We anticipated spending more than 25 percent of the annual amount during the first quarter. Nevertheless, we exceeded the budgeted amount. As is the case most years, we will need to remain attentive to spending for utilities during the rest of 2015.

We have also spent over budget on paint sup-

plies as painting of the hall walls has been underway. Under budget items include spending on maintenance, as the accounting for some spending on carpet cleaning has been put back into 2014. We are significantly under spending on contract items, as landscaping work was delayed by the weather and snow removal expense was favorable.

On balance, expenses recorded for the first quarter were nearly \$9,000 over budget.

With income less than expected and expenses over budget, our net first-quarter figure for income less expenses is more negative than planned – by almost \$17,000. There will be natural offsets and some fluctuations over time that smooth this figure; but some of the income shortfall and some of the unplanned expenses will persist.

As of March 31, the number of units in past due status was 23. The amount owed to the Association by those owners is \$32,591. The number of units that are renter occupied rose one percent to 26 percent.

GOOD NEIGHBORS

The Good Neighbors Program helps 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 pharmacies.
- Picking up mail or packages at the front desk or the mailbox.
- Picking up groceries at 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 the 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 make the Skyline House community even better, please contact Alina or Virginia.

May's Good Neighbors are:

Sonya Livingston, (814W) 703-911-6923
Nilda Viqueira, (715W) 703-379-4239

FINANCIAL MANAGEMENT

By Wynfred Joshua, Chair



The Financial Management Committee (FMC) report shows a deficit in income for the month of March.

At its April 20 meeting, the FMC reviewed the financial statements for March and reported total income

of \$372,626. Total expenditures for March were \$273,120. Reserve contributions for the month were \$122,989 leaving a deficit before taxes of \$23,483. Estimated taxes were \$2,498, resulting in a total deficit of \$25,981.

The deficit was partly the result of having to pay the \$10,000 deductible for fixing the damage caused by a fire in February. It also reflected increased supplies for the building and for in-unit maintenance. The latter, however, will be offset to some extent by acquisitions or repair orders from unit owners. Our electricity bill was almost \$1,000 higher than expected, but most of the accounts were generally in line with what was budgeted.

March Financial Update

\$ 372,626	Total Income
\$ 273,120	Total Expenditures
\$ 122,989	Reserve Contributions
\$ 23,483	Deficit before taxes
\$ 2,498	Estimated Taxes
\$ 25,981	Deficit after taxes

The FMC members briefly discussed the emergency generators project. Following receipt of the Letter of Intent, the contractor ordered seven electrical transfer switches. In addition, the contract itself was approved and signed. The FMC requested an update on the schedule as soon as it is received by the General Manager.

The East building bridge enclosure project is stalled, and we are awaiting advice from our attorney to determine the next steps.

As to the status of the ATM project, we only had 115 transactions in February, which was lower

than the 150 transactions per month required by Access One Inc. to maintain the service. Some members were disappointed with the low number of transactions, but others maintained that the six-month trial period has not yet ended. One member said that even if we did not reach the required 150 transactions per month, the company did not have to remove the ATM machine.

The FMC considered at some length the possibility of making a donation of \$1,000 to the Bailey's Crossroads Volunteer Fire Department. Some members expressed concern that if a donation is made to this organization, it could lead to requests for gifts to other similarly worthy units. In the end, not a single member was prepared to recommend that a contribution be made by our condominium, but all stressed that this was an action that was up to individual owners.

FMC members also considered the results of charging a fee for the use of the bicycle storage rooms. The General Manager reported that only 14 spaces had been rented so far. Before the fee, about 80 bikes were stored in the spaces, and there was also a waiting list.

Inasmuch as the Board had endorsed the fee policy for 2015, the FMC decided not to try to change the policy in the middle of the year, but to reconsider the issue when preparing the budget for 2016.

The FMC reviewed the simplified reserve budget. The current nine columns on the budget spreadsheet left less room for misinterpretations than the old format and members were satisfied with the clarity of the current format.

The water shut-off valve project was discussed, and it was agreed that each owner would handle the replacement of the valves and any other additional items, if required, directly with the company. Expenses will be borne by the unit owner. Procedures will be similar to those used during the replacement of the unit windows.

The next FMC meeting is May 18. Interested residents are welcome to join us and give us the benefit of their advice.

GENERATOR REPLACEMENT PROJECT

The project to remove generators and replace our two 250-gallon fuel tanks has begun. Beginning the week of May 11 through May 15, you will see activity around the property.

IMPORTANT DATES:

- **May 11 and 12:** Temporary generators will be delivered and installed. Residents with outside parking spaces in the West (#12 and #13) will be assigned temporary parking spaces for the duration of this project.
- **May 14:** The old generators will be removed by crane. We will not be able to accommodate any move-ins, move-outs, or deliveries in the East or West buildings during this time.
- **May 20:** From 11 p.m. to 5 a.m. all six of the passenger elevators will be shut down and unavailable for use. The freight elevators will be available in case of an emergency. Garage elevators will also be in service. Please plan accordingly!
- **June 26 and 27:** New generators are scheduled to be installed. We will not be able to accommodate any move-ins, move-outs, or deliveries during this time.

NOTE: The above dates may change unexpectedly based on weather conditions, equipment delivery delays, and/or county inspection schedules. Management will post notices to update changes as they occur.



**Skyline House Unit
Owners' Association, Inc.**

3711 South George Mason Drive
Falls Church, VA 22041-3711