

The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | FEB | VOLUME 36; ISSUE# 1 | SHUOA.ORG

President's Report

**Janice Hill,
President**



Last Wednesday (January 20), I left my office in downtown DC a little early. Someone from our IT office came to my floor around 5:00 and said, “please log off the system, the lan is about to go down, I don’t want you to lose anything.” I packed up and was able to get out of the office by 5:30. Things were fine, the sun was just setting. I got on the subway to Ballston.

When I came up the escalator at Ballston, there were a few flurries. No big deal. The bus would be here in 5 minutes. 5, 10, 15 minutes and no bus. The bus finally arrived less than 30 minutes late, still no big deal. Traffic was a mess, where did all these cars come from... Well, the bus finally made it to George Mason Drive about 7:30, 2 hours after I left DC. About an inch of snow and ice was on the ground. I made it home.

Thursday was fine. Still snow on the ground and ice in the morning, but you know this area, by the afternoon, things were fine.

Then came Friday and the snow started and continued through Saturday night, then it stopped. Dulles and BWI received about 29 inches of snow, DCA received only 18 inches of snow. Some people say they lost their measuring stick & had to estimate the snowfall. Hmmmmm...

Several days of cleanup ahead. It seemed horrendous, the Metro was closed, airports were closed, federal, state & local governments were closed.

Most of us were pretty lucky—we were warm, no power outages, we were alive and safe. That’s a good thing.

The cleanup started with the snow plow getting stuck in the circle near the lobby Saturday night and you could not see any pavement for days, until Tuesday afternoon. Just think, before you know it, April showers will be bringing May flowers.

The weather is completely out of our control. No use struggling with Mother Nature, you will always lose. No matter how bad things are, they could be worse. Aren’t you glad, we did not live in Boston last year, they got a record 108.6 inches of snow?

You can’t control Mother Nature but you can control your attitude and your personal level of happiness. The winter will be over before you know it, so try to enjoy it while you can.

Treasurer's Commentary

**Karen H. Johnson,
Treasurer**



The reserve budget is divided into three categories: periodic maintenance spending, replacement spending, and a consultant fund. The total amount of funds authorized for possible spending on these items in 2015 was \$1,220,102. The actual amount expended was \$472,626. In this report I will describe the composition of this spending and discuss what items identified in the budget were not acted upon during the year.

Under periodic maintenance, a few items totaling \$18,000 were budgeted and a total of a little over \$20,000 was spent. All the budgeted items were acted upon. Under replacement items, the total spending envisioned in the budget was \$1,033,737. Actual spending was \$406,198. For several groups of items no spending occurred in 2015 for varying reasons. Items related to interior decoration of common areas were listed in the budget but not done during the year. Difficulty in finding volunteer owners to serve on a “decorating

committee,” whose purpose was to help in the planning of these items, and the complexity of some of the projects involved account for the delay in getting work done. Under roof, decks, and waterproofing, actual construction funds were not spent on either the east bridge roof replacement or the pool deck restoration. Planning and discussion did happen, especially for the east bridge, but delays and set backs resulted in no work occurring in 2015. Under swimming pools and exercise facilities, planned spending on pool accessories was judged as unnecessary, and improvements to the exercise facilities were addressed by a survey of owners and planning for work that is about to occur, but no spending has yet happened. A small amount was spent on needed work in the pool. Elevator cab renovation was allowed for in the budget but not done. The category covering HVAC and related equipment in the common areas, which includes several routine items that are replaced when needed, was allocated a possible \$53,387 but only \$34,906 was needed this year for those items.

For the categories where funds were expended, the most substantial spending was for the new emergency generators. Costs for them came to \$299,453. Numerous other items resulted in lesser spending. In some cases the costs exceeded what was envisioned in the budget. In others, the costs were less. Put together, the spending for these items came to about half of the nearly \$140,000 that had been provided for in the budget. Among these items, those entailing major funds were new office furniture, updates to the access control system, photocopier rental, dumpster costs, the fire detection system, and water and sanitary pipe repairs. A few items of this sort had been budgeted but were not done. These include spending on major landscape needs, which did not arise, and spending on a railing in the garage and storage bins, which were judged as not needed.

Finally, a total amount of \$168,365 was identified for consultant funding. Only \$46,084 was spent. Consultants for the generator project, the east bridge project, and management assessment were hired. No spending occurred in 2015 for a decorating consultant or for the work under discussion for the pool deck, the East party room floor or the roof condenser project.

Our figures for the net asset position of the Association, that is assets less outstanding liabilities, will not be final until the auditors complete their report. Our provisional figure for net assets as of December 31 is \$5,446,527.84. In the audit report for last year, the comparable figure was \$4,464,150.

The Association continues to be concerned about and to track delinquency on the part of some owners.

At the end of 2015, the total past due figure, \$25,983, was up from November but down from the comparable figure at the end of 2014. Twenty units remain in past due status. The number of units that are renter occupied remains at 27 percent.

Management Report



Michelle Brown-Slaughter,
General Manager

HAPPY NEW YEAR everyone! Here's what happened between November and December 2015.

Cam-Serv Inc

Cam-Serve replaced 4 Keri door panels that were not connecting to the master panel. They also repaired a wire in the East loading dock freight elevator reader; installed a single gang cover to increase the reception range at the East loading dock; and reprogrammed 4 readers for the East bridge doors and storage room #4.

Big Stuff

Installed rollers on the new East trash container to prevent concrete damage when pushing the container in and out.

Switchgear Project

Power was successfully shut off by Dominion Power during the switchgear inspection performed by Kolb Electric in November. The switchgear electrical inspection is required and occurs every 3 years. It was last completed in 2012.

Bridge Project

WDP recommends Hammerhead as the successful bidder for the bridge project. The 2nd bidder was Simpson Unlimited.

On 12/7/15, WDP conducted a pre-bid meeting at Skyline House. The five contractors that participated and submitted bids were: (1) Concrete Protection & Restoration (aka CPR); (2) Culbertson Company.; (3) Hammerhead; (4) Simpson Unlimited, and; (5) Structural. In addition, 3 window installers were referred by Kalwall (the manufacturer), to the contractors: (1) Quality Walls & Windows; (2) Vienna

Glass Co.; and (3) Design Glazing Concepts.

Due to the higher than expected bid amounts submitted, WDP requested a break out list of items to obtain more details from each contractor. They also requested updated costs from Kalwall to determine which, if any bids were unjustifiably higher. It was anticipated that the new steel frame change cost would increase, but not as much as indicated in the bids.

WDP is also working with Derrick Associates on the light fixture installation. The issue of whether to install the wire cabling inside or outside the steel frame is currently being addressed.

Snow Storm Update

Management began preparation for the snow storm on Tuesday, 1/19/16. Which included contact with the snow removal contractor, and security company for guard service and front desk coverage.

To accommodate the possibility of guards staying overnight, a sleeping area was set up in the West Party room. Staff that live on site were recruited to man the front desk in shifts. A special Thank You to Betty McLaurin (Housekeeping Supervisor); Anthony Mills (CES Security) and Mike Foster (on-site Maintenance) for the endless hours they spent keeping the front desk covered during and after the storm! Without them, the Front Desk would not have been open to residents.

This was an EPIC snow storm across the East Coast and some parts of the Southern states. It wasn't perfect, but we worked with all available resources the best we could. Roads were impassable, but some staff still trekked through the snow to accommodate Skyline House. One of our Housekeeping staff, Alberto, was the only person who was able to make it here on Sunday! Despite his own neighborhood not being plowed, he shoveled snow by himself and concentrated on the sidewalks and the front lobby walkway so EMS could access it.

Fairfax County, DC, and Maryland hired multiple sub-contractors and still could not keep up with the volume of snow removal

Both the General Manager and Deputy General Manager were in constant contact by phone and text, with staff and contractors from Friday through Tuesday. Not only to manage snow removal but to keep the front desk staffed at all times, and handle emergencies (ie water leaks, etc). The GM was finally able to come in a half day on Tuesday, to personally check the status of the property.

The snow plow was here on multiple occasions

Friday thru Sunday. During that time it snowed non-stop through Saturday night. Two cars got stuck near the East garage entrance which hindered the snow plow from pushing snow in that area. The plow couldn't get here on Monday, but came back Tuesday and again early Wed morning (before 7:30am) with an additional guy who shoveled snow by hand from around cars. He also did this on Tuesday. The additional laborer is not part of our contract, but was approved due to the significant amount of snow.

On Tuesday, the contractor's red truck plow broke. However, our Assistant Engineer, Jaime had an extra pin in his truck and fixed it by replacing the part that broke so the contractor could keep plowing. They plowed from 11:00am to 5:30pm. However, they were limited due to cars that were in the way. On Wednesday, we asked 2 residents to move their cars because the plow was unable to remove the snow mounds near the East garage entrance. Once moved, the snow was pushed back so residents could park in their spaces.

Paint Projects

The following paint projects were completed in-house, thru 12/14/15:

- Touch up paint in lobby, East and West
- Work orders for in-unit repair estimates
- Unit repairs as scheduled
- G Level West repaired cracks and frames
- G Level West - Compound repairs on door frames; 3rd floor East repairs
- 1003E – bathroom ceiling repairs

2016 Annual Meeting and Election – Important dates:

January 4th	Nominations opened
February 1st	Nominations close
February 22nd	Mail out election packages to owners
March 8th	Meet the Candidates Night
March 22nd	Annual meeting and Elections

NOTE: There are three seats available. To date, 4 applications were received.

ATM machine – \$87.10

The November 2015 commission check was received for \$87.10, for 134 transactions.

Attorney fees - Unit Owners Collections:

\$274 was paid to the Association's attorney in December, 2015, for routine delinquency collections. And \$1,318 was paid for legal advice or general legal services.

Collections update- (December 2015**Delinquencies:**

4 units owe \$10,579 for delinquencies that are 60 days past due. 16 units owe \$15,405 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

1/25/16, Board Meeting Action Needed:

1. West Penthouse floor replacement approval – Park Rug \$19,950

2. Cox Cable – Bulk services agreement approval

2017 BUDGET - OWNER INPUT

Do you have great ideas on how to increase revenue or decrease expenses here at Skyline House? Well here's your chance to provide your input for the 2017 budget:

NO LATER THAN MARCH 30, 2016: Send your suggestions to:

1. Info@shuoa.org OR
2. Drop it in the overnight lock box at the Bookkeepers office OR
3. Bring it to the Management office OR
4. Drop it off at the Front Desk

Suggestions will be reviewed in April, and selected suggestions may be included in the 2017 budget.

Do your part to keep condo fees from rising!

The next regular Board meeting is on February 24th, 2016.

Chief Engineer's Report

Greg Grimm,
Chief Engineer



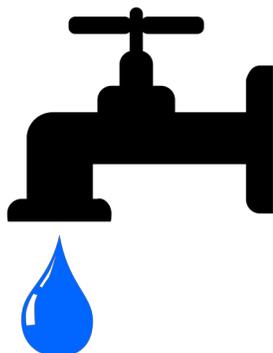
Heat Pumps

Our condominiums

are both heated and cooled with a heat pump, an appliance that came into wide use in the late 1970s when natural gas shortages caused the price of that fuel to spike. The early heat pumps were highly inefficient. Today's heat pumps are much more efficient and do a much better job of both heating and cooling your condominium. But like any type of appliance, a heat pump will wear out and need replacing. A condo owner needs to know where they are in the lifecycle, and what the replacement cost will be. Our heat pumps look a lot like a furnace. The HVAC units we commonly refer to as heat pumps move temperatures in both directions, providing both heating and cooling functions. **If you have an original Fredrich-Climatemaster heat pump, you are, and have been operating on borrowed time. It is past time to replace your heat pump!** More information and a brochure for the heat pumps that we sell is available in the Management office.

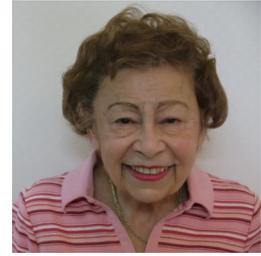
Leak Detectors

We continue to have leaks in and around the utility closets in our units. When we respond to one of these leaks the most common thing that we find is that there is no leak detector in the utility closet to alert you of a leak! Remember, these leaks not only affect you, but any units that are below you. We sell two types of leak detectors. They cost \$16.81 and \$20.82, depending on the model you choose. Both units use batteries, which should be changed yearly. Stop by the Management Office today to purchase a leak detector.



Financial Management Committee

Wynfred Joshua,
Financial Manager



The Financial Management Committee met on Monday, January 25, 2016. A review of the financial statements for the month of December showed a total income of \$392,930. Total expenditures for December were \$273,715. Reserve contributions for the month were \$122,989 leaving a deficit before taxes of \$3,774. We paid \$4,500 in estimated taxes in December, resulting in a negative income of \$8,274.

There were several questions regarding the reasons for and amounts of specific expenses paid last month, but because neither the general manager nor the deputy manager was available because of the inclement weather, not all the questions could be explained. Most of the questions referred to relatively small amounts, and we can get the answers to them later.

One of the FMC members noted that the inventory, required for the annual audit, should have been taken by the end of December. The member was asked to take and report the inventory on January 20, 2016.

Members examined the spreadsheet of the five companies that had submitted a bid on the bridge project and installation of the Kalwall enclosure. The FMC expected more than just figures for the project and its elements. Before recommending anything on this to the Board, members wanted information about the warranties, the experience of the companies in working with a Kalwall structure, their reputations, etc. Above all, they expected the consultant to explain his recommendation for the preferred contractor. On the whole the FMC expressed its dissatisfaction with the protracted performance of the consultant WDP.

The FMC discussed the West Penthouse floor replacement project. Members noted the recommendation of Management to award the proposal to Park Rug Company, but several members insisted on clarification of the various notes listed in the proposal. The Committee decided to refer the proposal back to Management for further explanation.

The FMC recommended to the Board to accept the Cox proposal for a five year extension of its service agreement, including the availability for 3 years of 2 free DTA boxes per unit. Annual service fee would be reduced to \$90,005 for the first year after which this would be increased 5% per year.

The Treasurer, Ms. Johnson, discussed her recommendation to do a detailed update of the Mason & Mason Reserve Study items (beginning in 2013), noting year by year projects that we've completed in order to determine what has been achieved and what remains to be done. This will enable us to evaluate our current reserve fund holdings relative to the path of reserve accumulation recommended in the reserve study for future needs. This information will be useful input into the budget process that starts later this year. The FMC agreed to form a task force headed by our Treasurer to do the study. The co-chairs of the PPOC, Mr. Lambert's successor and Ms. Yeager, will be invited to participate.

The FMC is concerned about the increasing number of rental units which can affect the value of our investment and possibly lead mortgage companies to deny mortgages to new and prospective owners wishing to sell their units. We recommended that the Board ask our attorney what options we have to put a cap on the number of rental units.

The next FMC meeting will be on Monday, February 22. Members of the Skyline House Community are welcome to attend and give the FMC members the benefit of their advice.

Physical Plant & Operations Committee (PPOC) Report

Al Lambert & Diane Yeager,
Co-Chairs

With all 6 PPOC members, 3 board members, 2 unit owners, our manager and our building engineer present, the PPOC convened its first meeting of 2016 on January 14 at 7 p.m.

Discussion began with a review of progress on the replacement of the canopy over the bridge from the main floor hallway to the parking garage. The timeline for this project called for a decision on contractor bids and a recommendation to the board so that the construction could begin. Five contractors

submitted bids in the December/January interim. These bids ranged from \$160,045.00 to \$294,394.00. Two things were surprising about this: (1) SHUOA had budgeted \$130,000 for the project on the advice of WPD, the consulting firm Skyline House hired to advise management and the board on this project. Given the delays, the PPOC had expected the bids to be higher, but not this much higher. (2) The dramatic differences among the bids was also a matter of concern. In light of the differences, WPD had asked each of the five contractors to provide a break out list of line item costs. These break-out lists had been received and were presented to the committee, but not as final documents for decision. WPD continues to be in conversation with the manufacturer and the bidding contractors to determine whether a number of line items are unjustifiably high. Management indicated that WPD expects to have final verified bids available within a week. During the course of the discussion, a great deal of frustration was expressed and a number of game-changing options were considered. In the end, patience won.

In light of the cost overruns on major projects in recent years, a question was raised about our budgeting process for items anticipated to cost more than \$100,000. Background: In conformity with Virginia law, SHUOA obtains a report from an engineering firm (Mason and Mason) that provides a schedule of probable repairs and replacements, with cost estimates based on the year of inspection. By adding the inflation rate for each incremental year, the PPOC should have a reliable cost estimate for budget purposes. Question: The PPOC was asked to consider whether our history of cost overruns suggests that we should obtain an updated, and presumably more precise, cost estimate one to two years before implementing a major repair or replacement project. In the lively conversation that followed, the point was made that in order to improve in a significant way on the estimate included in the engineering report, SHUOA would very nearly have to put the project out for bids. The consensus was to make no change in the budgeting process, though cost overruns remain an issue of concern. The point was made that including a contingency line item in the budget might be a way of taking into account the understatement that too often characterizes cost estimates.

Progress has been made toward the creation of an alternate fitness room on the S-level of the East Building. Management has provided a cost sheet for carving a fitness room out of an underused storage room. The work could be done in-house and there would appear to be no structural changes necessary beyond the construction of a fire wall between the exercise room and the storage room. The cost of materials is estimated at \$8,327, with the largest expense being the installation of a heat pump. The PPOC is now ready to schedule a town meeting to allow interested owners to provide feedback on this plan to create a new exercise room that would be available in addition to the current space on the mezzanine. The goal would be to open the additional room for use beginning in June or July of this year.

The next PPOC meeting will be on Thursday, February 11, in the West “card room” (penthouse floor), beginning at 7 p.m. The meeting is open to all unit owners.

incident would result in a letter to the Covenants Committee. Since then, one of the residents has been caught smoking in the stairwell. A report has been forwarded to the Covenants Committee. The police have arrested a person for the theft of a vehicle from our parking garage. Management is taking steps to ban the vandal from our property and is working with the owner of the unit associated with this person to cancel that lease. Our attorney is involved with the case as well.

In December, Management received reports of someone sleeping in the West Penthouse. The person has not been identified. Padding has been found in the disposal room suggesting someone may have been sleeping there. If you see someone on the property who appears to be trespassing, call the police first, then call the Front Desk so they know where to direct the police upon their arrival. Do not confront the person.

In this age of information it is difficult to know just how much to share. A car theft incident is November is a good example. Because the police were investigating the situation could not be publicized; however, signs were posted by the garage elevators reminding residents to lock their vehicles and remove valuables. While the exact reason could not be publicized, suffice it to say, if you see a notice, it is in your best interest to heed the advice. This committee will continue to work with Management to inform you of significant situations. We are all concerned for your safety and security.

Mr. David Harris continues as the site supervisor for our Courtesy Patrol Staff and has trained Jose Zapata for the weekend shifts. In addition, Anthony Mills, a CES employee, has also been trained to work the front desk so he may fill in from time to time.

The SS&NWC will next meet on March 9, 2016.

Security, Safety &

Neighborhood Watch

Chair, Diane M. Zierhoffer



The Security,

Safety and Neighborhood Watch Committee met on January 13, 2016.

At CAC in January, the Crime Prevention Officer announced the Mason District would connect to “Next Door”, the social media site, and residents can join to learn of any crime in the neighborhood by which they may be affected. Residents will be able to take Community Emergency Response Team (CERT) training if they wish. See the newsletter for the website, or the bulletin board for the Mason District Neighborhood Watch News.

The Management Office has received no further information from the police with regard to the June 30th rock-throwing incident. The Association’s attorney reports inadequate information to pursue termination of the resident’s lease, however a letter was sent to the tenant and owner warning that a further

Recreation Committee

The Recreation Committee met at 7:00 p.m. on Monday, January 4, 2016 in the Association Meeting Room.

The purpose of the meeting was to report on the holiday party and plan the path forward.

There is currently no Recreation Committee Chair and six members, Gladys, Karen, Wayne, Grace,

Sarah and Janice decided in November for the Committee's Holiday Party to continue this year. This team put the party together.

The Holiday Party was held Saturday, December 5 in the West Party Room. The Party was well attended and the perfect kick-off for the holiday season. While we didn't count heads, about 50 people attended. There was plenty of food, drinks, music, gifts, desserts & conversation. All attendees had a good time!

There was a 50/50 raffle and the winner donated her winnings back to the Committee. The Committee provided turkey, roast beef, drinks, and decorations including poinsettias for the party. Everything else was provided via potluck from residents. The Committee spent \$100 on the event.

Gladys Manrique agreed to serve as co-chair of the Committee. We still need someone to serve as the other co-chair.

We (the six of us) decided that we would host a Super Bowl Party if the Redskins were in the Super Bowl. Oh well.... No Super Bowl party this year.

A Sunday Brunch is planned for April 3rd.

However, we need a real committee with co-chairs for this committee to continue. Thanks to the team for keeping things going, but we really need your help for this committee to progress.

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).

If you want to help neighbors in need and to make the Skyline House community even better, please contact Alina or Virginia.

February's 2016 volunteers are:

GERALDINE NAVEAU 413W 703-931-4643

MARILYN SILVER 601E 703-256-0775

Answers from Last Issue

1. Paul's height is six feet, he's an assistant at a butcher's shop, and wears size 9 shoes. What does he weigh?

Answer: meat

2. What can travel around the world while staying in a corner?

Answer: a stamp

3. There was a green house. Inside the green house there was a white house. Inside the white house there was a red house. Inside the red house there were lots of babies. What is it?

Answer: a watermelon

4. What kind of room has no doors or windows?

Answer: a mushroom

5. What kind of tree can you carry in your hand?

Answer: a palm tree

4	3	2	8	1	5	6	7	9
9	5	7	6	2	3	8	1	4
8	6	1	4	7	9	3	2	5
2	4	3	1	5	6	7	9	8
1	7	5	3	9	8	2	4	6
6	8	9	2	4	7	5	3	1
3	9	6	7	8	1	4	5	2
5	2	8	9	3	4	1	6	7
7	1	4	5	6	2	9	8	3

NEW MOVE IN ORIENTATION INFO FOR OWNERS

To help our new residents have a smooth move-in experience as either an owner, or for their renters, please take the steps listed below prior to arriving to the Management office for a new move-in orientation:

1. **Schedule an orientation** with either Debbie (East building) or Noemi (West building). Orientations take about 1.5 hours. Owners and Renters must have an orientation **BEFORE** they can move in.
2. Orientations are scheduled Tuesday, Wednesday, and Thursdays at 10:00AM and 3:00PM.
3. Schedule the freight elevator as soon as possible prior to the orientation. We only have one freight elevator per building, and only one move-in or move-out is scheduled per day. Saturdays fill up fast. **No moves are allowed on Sundays or Federal holidays!**
4. **Prior to Orientation** - Download the following forms from our website and bring filled-out forms to orientation (see attached sample forms). Website www.shuoa.org
 - a. ***Occupant Information Form***
 - b. ***Occupancy Rules Extract***
 - c. ***Vehicle Registration Form***
 - d. ***Membership Application for In-Unit Maintenance Program***
(*Owners only)
5. **It is also imperative that new owners and renters have, and bring the following items before they arrive to their orientation:**
 1. A copy of the fully executed Lease (if Renter)
 2. HUD1 Settlement Sheet or Deed (if Owner)
 3. All Key Fob(s)
 4. A Key to the unit so we can check it against our emergency key
 5. \$200 check, money order, or cash, for move-in administration fee.
 6. A translator if English is not spoken

We hate to turn people away that show up with their moving truck because they did not follow the guidelines above. **So help us help you!**

MEMBERSHIP APPLICATION FOR IN-UNIT MAINTENANCE PROGRAM

Name: _____ Unit Number: _____

Address: _____ Date: _____

1. I (We) apply for the privileges of the Membership in In-Unit Maintenance Program. I (We) agree to the following terms and conditions.
2. The fee schedule in effect at the time of service will be followed.
3. The Association is indemnified and held harmless from and against any and all liability for damages or claims associated with entry into the unit or the performance of work requested, except in the case of gross negligence or willful misconduct.
4. If not at home, a working copy of the keys to the entrance of the unit is provided along with a completed Admit Slip for use by Association staff in performing all requested work or other Association services.
5. The Management staff has full authority to determine if a service requested shall be provided under the In-Unit Maintenance Program and to schedule the work so that it does not interfere with the normal routine for the Association staff.
6. I agree to pay all charges within 30 days from the invoice date for the same. I agree that any invoice not paid within fifteen days after the due date shall accrue a late charge of \$25.00. I understand and agree that any invoice that is not paid for more than 30 days after the due date will be forwarded to the Association's attorney for collection. In that event, I agree to pay all attorneys' fees incurred by the Association in collection.
7. I understand and agree that the Association may refuse to provide service under this Agreement during the time that any amounts due under this agreement remain unpaid for more than 30 days from invoice date.
8. I (We) agree to the above terms and conditions.

Unit Owner: _____ Date: _____

.....
Association Use Only: _____
Management Authorization

RULES EXTRACT:

RULE 2 OCCUPANCY

A. Occupancy Limits

No owner shall allow occupancy by more than FOUR residents in a three bedroom unit, or two bedroom and den unit, THREE residents in a two bedroom unit or a one bedroom and a den unit, or TWO residents in a one bedroom unit. However, no owner who complied with this restriction at the time of acquisition of the unit shall be required to move by reason of over-occupancy of the unit by child or children born to or adopted by the owner after occupancy commences.

B. Guests

Anyone who resides, dwells, lodges or stays within the premises for more than Thirty (30) days in any one year, of which days need not be consecutive, is considered a "resident" for purposes of the occupancy limitations of the By-Laws and Rules and Regulations. Any guest staying for more than Thirty (30) days who causes a unit to be over-occupied, as defined in the Fairfax County Zoning Ordinance, Section 2-502, and/or in the By-Laws in Article X, Section 3 (1), shall be considered a "guest" and not a resident only if approved, in writing, by the Board of Directors on a case-by-case basis for good cause shown.

RULE 18 PARKING / VEHICULAR RESPONSIBILITIES

C. Guest Parking

1. Guests and visitors leaving their vehicles in guest Parking spaces shall register them at the reception desk upon arrival. Vehicles not so registered are subject to being towed without warning at the vehicle owner's risk and expense.
2. No vehicles owned/operated by residents or unit owners, including unit owners of commercial units and persons employed in such commercial units, shall be parked/or standing in guest parking/handicap guest parking spaces. Vehicles in violation are subject to being towed without warning at the owner's risk and expense.

I certify that I have read, understand and agree to the above extracts from the rules and regulations and By-Laws. I further certify that I have received a copy of such Rules and By-Laws which I will follow throughout my residency at Skyline House. Further, I am aware that the maximum residents allowed in my unit are limited to _____ people. They are as follows:

1. _____
2. _____
3. _____
4. _____

Signed: _____ Date: _____

SKYLINE HOUSE VEHICLE REGISTRATION

Check Boxes: Original Issue Change of License # Auto Motorcycle
 Bicycle Owner Renter

Resident Name:		Unit #:	
Home Phone:	() -	Business Phone:	() -
Vehicle License Plate#:		State:	
Make of Auto:		Year of Make:	
Model:		Color:	
Parking Space # 1:		Parking # 2:	
Does this Vehicle replace a Vehicle? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, old decal #:			
Decal #:		Date Issued:	
Issued By:		Posted:	By:

SH Form 045 Oct 29, 1997

PLACE ON DRIVER'S REAR SIDE WINDOW

SKYLINE HOUSE VEHICLE REGISTRATION

Check Boxes: Original Issue Change of License # Auto Motorcycle
 Bicycle Owner Renter

Resident Name:		Unit #:	
Home Phone:	() -	Business Phone:	() -
Vehicle License Plate #:		State:	
Make of Auto:		Year of Make:	
Model:		Color:	
Parking Space # 1:		Parking # 2:	
Does this Vehicle replace a Vehicle? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, old decal #:			
Decal #:		Date Issued:	
Issued By:		Posted:	By:

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PLACE ON DRIVER'S REAR SIDE WINDOW

REMINDERS FROM MANAGEMENT

Residents should only put recyclable items in the blue trash bins at the loading docks.

These bins are only for aluminum cans, metal, paper, cardboard, glass and plastics.

See attached insert. **Do not put garbage (ie food), large toys, etc. in the bins.**

All-in-One Recycling.™

please recycle

PAPER



paper (staples okay) , newspaper, envelopes, junk mail, phone books, brochures, magazines

PLASTIC



water bottles, take-out containers, soda bottles, bagged film plastics

CARDBOARD



ream wrappers, file folders, poster board, frozen food boxes, cardboard boxes, milk cartons

METAL



aluminum beverage cans, food cans, scrap metal, some small appliances

GLASS

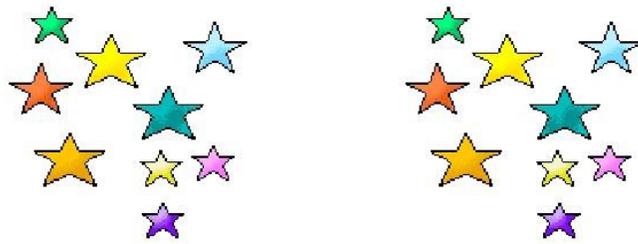


bottles (clear, green & brown), jars



REPUBLIC
SERVICES

We'll handle it from here.™



**CELEBRATING 35 YEARS OF
SERVICE**

**The Skyline House Unit Owners Association
would like to thank**

BETTY MCLAURIN

**For her 35 Years of Excellent Service to the
Association and Residents!**

**Help us celebrate Betty's 35 year milestone!
Drop a card or well wishes at the Front Desk.**





ARE YOU INTERESTED IN JOINING A NEW EXERCISE COMMITTEE?

The Association is looking to create an Exercise Committee to be responsible for the daily operations, maintenance, equipment, and Rules and Regulations governing the use of the facilities.

If you are interested, please sign up at the Main Lobby Front Desk!

SKYLINE HOUSE CALENDAR

FEBRUARY 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Recreation Committee 7:00 PM 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 PM Meeting Room	12	13
14	15 LIBRARY CLOSED Office closed	16	17 Covenants 7:00 PM Meeting Room	18 CRC 7:00 PM Meeting Room	19	20
21	22 FIN MGT 7:00 PM Meeting Room Library Open 7:00 – 8:00 p.m. East Penthouse	23	24 BOARD 7:00 PM Meeting Room	25	26	27
28	29 Library Open 7:00 – 8:00 p.m. East Penthouse					

BOARD OF DIRECTORS

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