

# The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | AUG | VOLUME 36; ISSUE# 7 | SHUOA.ORG

## PRESIDENT'S REPORT



Richard Porter

I hope those who celebrate it enjoyed the season of Ramadan. I also hope all of us enjoyed Independence Day.

Here at Skyline House, we move into our budgeting season, and move ahead with our decorating, bridge and cooling projects. I encourage everyone to get involved in assessing and deploying our assets in an agreed, productive manner.

The PCAM committee continues to chew over the recommendations received. More meetings lie ahead.

Civility remains critical, folks. This is a democracy. That means we hash things over, consider options, and choose among several options that can look appealing. Precisely because no one wins all the time, it is important to be respectful and responsive to the losers on this vote, because they may be important to you on the next vote! Of course everyone is entitled to respect, regardless of voting, but as usual the reasons to be respectful of others are manifold.

Those who forget that diminish themselves. Our staff should set an example of respectful efficiency. Congratulate them for their successes; let me know when they fall short, and we will improve! Rude and disrespectful conduct will be disciplined.

### The "Four-Way Test" of the things we think, say or do:

1. Is it the truth?
2. Is it fair to all concerned?
3. Will it build goodwill and better friendships?
4. Will it be beneficial to all concerned?

Herbert J. Taylor, The Four Way Test

## TREASURER'S COMMENTARY



Karen H. Johnson

With preliminary figures now available for the first half of the year, this month I will report on the outcome of spending from the reserve budget for these first six months. The reserve budget is organized in terms of planned spending for the year by three distinct categories: periodic maintenance items, replacement items, and consultant expenses. For consultants, \$183,000 was allocated in the budget, but so far none of those funds have been paid out. It is likely that some will be paid in coming months, for example as part of the bridge project, but probably not all. For the other two categories, a total of \$833,287 was planned. However, two large items have proven unnecessary: the \$192,000 set aside for repair of the east party room floor was not needed when it was decided that the floor could be adequately repaired in house for under \$2,000. In addition, \$33,000 for an electrical meter board was not needed when the testing done this year did not lead to any problems. The total less these two items is \$608,287. Of that so far, \$141,432 has been expended. This includes a little over \$5,000 for several small items not anticipated in the reserve budget that needed repair and/or replacement. For some large projects, such as the work on the east bridge and the roof and purchases of some new exercise equipment, the projects are underway but payment has not yet occurred. Planned funds for those projects will no doubt be disbursed during the coming months. For other projects, such as flooring in the west penthouse gallery or the repair of the sauna, the costs were less than expected. In some cases, such as the pool white coat, it was decided to do repairs this year and to defer full white coating to next year. Some funds have been expended on the lobby redecoration, but additional money will be paid as the project goes forward. The one major project that has not been addressed so far this year is restoration of the pool deck. \$50,000 was put into the reserve budget so that work could begin on the effort to determine the scope of the project and to plan a course of action. So far, that has not happened.

As of June 30, the total number of units in delinquent status to the Association was 17, with \$38,139 in amount due. This number has increased from its level in the past

two months. The number of renter occupied units is 151, 27 % of the total.

## MANAGEMENT

### REPORT

Michelle Brown-Slaughter



#### **Bridge Project**

Hammerhead Construction conducted a detailed pre-construction meeting with Management on 6/29/16. They secured their sub-contractors, and submitted the drawings to order the bridge materials, for WDP's engineers to review. They submitted the glass enclosure and steel shop drawings. We do not expect to see any construction activity for a few months during the drawings review and permit process. The project is expected to be completed by the end of the year (2016).

#### **Cooling Tower Roof Replacement**

Replacement of the cooling tower roof and two deck drains in the West building is almost completed. Raintree began work the week of July 8<sup>th</sup>. The 2 roof drains were replaced along with the repair to the "Y" drain pipe connection. They installed (1) new insulation; (2) the new Garland modified bitumen system; (3) and a temporary tie-in to the existing waterproofing. They will flood coat and gravel the roof within the next week.

#### **Alternate Exercise Room**

Maintenance installed the HVAC system (includes an enclosed wall thermostat), and Dixie Sheet Metal installed the duct work. The room is currently being painted by our In-House painters. The key fob system was installed but will not be activated until the room is ready for use. Our fitness equipment contractor will be scheduled to relocate the universal equipment from the existing exercise room, once the alternate room is painted. Floor matting will also be installed under each piece of equipment. Due to delays, the room is not expected to be completed until the end of July, or first week of August.

#### **Decorating Committee project**

Management received the Lien Waiver from Green Owl Design and paid the \$49,120 initial deposit for the lobby redecorating project.

#### **Employee Manual & Job Descriptions Proposals**

Management received proposals from three HR Consultants to re-write our employee manual and job descriptions: (1) HR Learning Center; (2) Rachel Alansky; and (3) Michell Baker. The employee manual was last updated in year 2000. The proposals were submitted to FMC for review and approval.

**Attorney fees - Unit Owners Collections:** \$1,708 was paid to the Association's attorney in June, 2016, for routine delinquency collections. And \$227 was paid for legal advice on general legal services.

#### **Collections update- \$38,139 (June 2016) Delinquencies**

6 units owe \$30,825 for delinquencies that are 60 days past due. 11 units owe \$7,315 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

**7/27/16, Board Meeting Action Needed:** Approval of Policy Paper: Command & Control of the Association

**\*REMINDER: 2017 Budget Process** – The 2 dates for this year's 2017 Budget meetings are:

- Wednesday, August 17<sup>th</sup>, 7pm to 9pm (Reserve Budget ) AND
- Thursday, August 18<sup>th</sup>, 2pm to 4pm (Operating Budget )

**\*The next regular Board meeting is on September 28th 2016.**

## REMINDERS FROM MANAGEMENT

- If you have a broken or damaged marble threshold at your front entrance door, please contact the Management office to have it replaced as soon as possible. All repairs and replacement of marble thresholds is the responsibility of each owner.
- The East Party Room is now available for rent! The room is booked based on availability, and is on a first come, first serve basis. It is best to reserve the room no less than least two weeks in advance!
- Owners may request from Management, an electronic copy of the 3 PCAM reports. The next scheduled PCAM meeting is Tuesday, September 13th , 2016 at 7:00pm in the West Penthouse Meeting Room.
- Management appreciates all of the work order requests we receive for repairs needed, or lights out. If you see something, say something! Please continue to record these items on the Work Order Log at the front desk. It allows us to keep them in one place for tracking purposes.



## CHIEF ENGINEER REPORT

Gregory Grimm

Why is Building Ventilation so Important?

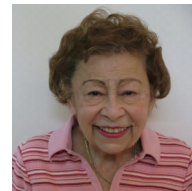
- 1) **Occupant Ventilation:** A supply of fresh outdoor air (or “makeup air” as it is more commonly known) is necessary under various building codes and to ensure occupant health.
- 2) **Corridor Pressurization:** Residential towers may consist of several hundreds of units, each one occupied by people of different ages, backgrounds and work schedules. People cook, shower and smoke, which produces odors that don’t always match the desires of their neighbors. The makeup air is supplied directly to the corridor, producing a small positive pressure relative to your unit. The makeup air travels into your home typically through a small gap under the main entrance door, effectively containing any odors to your home. This also provides your home with fresh air and keeps the air in your unit from becoming unhealthy. **Door sweeps on entry doors to units are not recommended!!**
- 3) **Building Pressurization:** The laws of physics create all kinds of interesting phenomena at different scales. The air in a single-story building on a windless day will be relatively stagnant no matter how many windows and doors are open. If you live in the northern United States, this internal convective system is greatly amplified in the winter when interior temperatures are typically 70 °F (21 °C), and exterior temperatures range from 32 ° to -30 °F (0 °C to -28 °C). Since the warmer air in the building is lighter than the colder air outside, the warm air in the building tries to rise up and out of the building. This is also known as stack-effect. This is the same process that allows combustion gasses from a fireplace to exit up and out through a chimney.

This stack-effect results in warm air from the building trying to escape from the upper levels through cracks, open windows, and balcony doors in your home; and through elevator shafts with rooftop mechanical rooms, and roof access doors.

Without proper building pressurization, stack effect can create 3 different conditions:

- If you live on a lower floor, cold air will infiltrate around your windows, balcony doors, or could even be drawn in through exhaust ductwork through your kitchen range hood and bathrooms. This can result in temperature control problems, drafts, and even create loud whistling noises.
- Similarly mentioned above for Corridor Pressurization, this produces potentially unwanted odors for occupants as air from some units will enter the corridors and move around the building where it is not desired.
- Moisture from outside is drawn through the building envelope and could potentially cause problems including, but not limited to visual defects, insulation degradation, and even mold.

## FINANCIAL MANAGEMENT



Wynfred Joshua

The Financial Management Committee (FMC) met on Monday, July 25, 2016. The following are the financial figures for the month of June. Total Income was \$383,755; Total Expenses were \$272,135; the Reserve Contributions were \$122,989, leaving a deficit before taxes of \$11,369. Taking into account \$4,250 for estimated taxes, we will have a deficit of \$15,619.

There were no major concerns expressed regarding the financial statements. The questions raised by FMC members were explained by the General Manager. Members discussed at some length the East Building Bridge project. When the General Manager reported that we should not expect construction activity for several months, several members expressed concern that the duration of the project would be extended again. She explained, however, that much of the timing depended on the county proceeding with issuing the required permits. Some committee members noted that during the project to replace the cooling tower roof and the deck drains in the West Building, the contractor left a dumpster filled with trash at the back of the building for an unnecessarily long time. In addition to the unsightliness for residents and possible attraction of rodents, members were concerned that prospective buyers who saw the overfilled dumpster would be unfavorably impressed with our grounds. The General Manager was asked to ensure that future projects requiring a dumpster would require a cover overnight and would be emptied or removed as soon as possible.

Members subsequently discussed the Redecorating Project at length, leaving no time for discussion of other issues which were postponed to the next regular meeting in September.

During August, FMC sub-committees will be meeting on the Reserve and Operating Budgets. Note that the Subcommittee on the Reserve Budget will be meeting on Wednesday, August 17 at 7pm and the Subcommittee on the Operating Budget will be meeting on Thursday, August 18 at 2pm in the West Building Association Room. We are asking owners to submit to us as soon as possible any additions or comments they may have regarding the budgets so we can consider these in the budget preparation. Please send your comments to Michelle, the General Manager, and the FMC chairman.

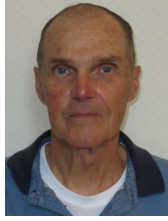
The next full meeting of the FMC is Monday, September 19 at 7pm. We welcome members of the Skyline community and encourage their comments and advice.

## PHYSICAL PLANT & OPERATIONS

### COMMITTEE (PPOC)

### REPORT

Al Lambert



The PPOC met July 14, 2016, from 7 to 8:45. Seven members of the committee were present, as were two members of the Board of Directors and five residents.

PPOC considered a draft document outlining a policy on the handling of weather emergencies. June Baker moved that this draft “Command and Control” policy document be presented to the Board with a request for further guidance. Liza Ruiz seconded the motion. The document assumes that neither the General Manager nor the Deputy General Manager will stay in the building during the storm and may be prevented from reaching the building for some days afterwards. There was discussion as to whether the Safety and Security Committee would be the appropriate committee to consider any further requests from the Board regarding this matter. The motion passed unanimously. Residents who wish to review the draft policy may request a copy from Al Lambert, PPOC co-chair. PPOC formally received a comprehensive report on the condition of carpets in the residential corridors of both buildings. The report was prepared by two resident owners, Evelyn Haught and June Baker. PPOC expressed deep gratitude for the well-organized and detailed report, which represented many hours of work. Management will address the recommendations regarding cleaning and repair. The report notes that the hall carpets are, with a few exceptions, in remarkably good condition and that it may be possible to delay their replacement beyond the scheduled date of 2019. The report notes that two marble thresholds are so badly damaged that they need immediate replacement. Since all the thresholds in Skyline storage have been used, Management will order a new stock for replacement purposes. Residents are reminded that the marble threshold is the responsibility of the unit owner. When they are significantly damaged, the owner of the unit must bear the cost of replacement.

PPOC considered a request from a resident that trash receptacles be placed behind the pillars at the doors of the front lobby. Several people noted that this had been tried in the past—with dismaying results. People misused the receptacles, and rats and other vermin prospered. There was a broad consensus against placing any trash receptacles outside the buildings. Trash remains a problem both indoors and outside. Owners are reminded that littering outside and failing to properly dispose of trash indoors increases our housekeeping costs and that those costs are reflected in condo fees.

PPOC members were reminded that there will be two meetings for the preparation of 2017 budgets: Wednesday, August 17, from 7 to 9 p.m., and Thursday, August 18, from 2 to 4 p.m.

PPOC received reports from Management on the East Building bridge canopy replacement project (the tentative timeline shows completion by the end of the year), the redecoration of the main lobby (Green Owl Design has developed 2 concepts that will be presented to unit owners for comment), balcony inspections, cooling tower roof replacement, the alternate exercise room (possibly opening in August), and the conversion of the East Building billiard room to kid-friendly space. Discussion ensued regarding the division of responsibilities relating to the conversion of the little used billiard room to family use. PPOC members understand their responsibility to be (1) to respond to owner’s expressed desires concerning amenities that the condo ought to provide (refer to the survey conducted in 2015) and (2) overseeing the physical reconstruction of the space and the provision of appropriate furnishings. PPOC considers the development of rules regarding the use of the space to be the responsibility of the Covenants Committee. A member of the Covenants Committee who was present indicated that the Covenants Committee has doubts and questions about the proposed plan. It would appear that unless those doubts are sufficient to sway the Board, the conversion of the space will go forward as expected.

The next meeting of the PPOC is scheduled for Thursday, August 11, at 7 p.m. No walk-around is planned for July.

## GARDEN CLUB

Al Lambert

What’s up? With the hot summer weather, the club is focused on staying ahead of weeds, watering as needed and giving plants a mid-season feeding. The poor condition of the soil which lacks good soil tilth, poor drainage, and lack of nutrients require a constant watering and feeding cycle. Consequently, in July and August the goal is to water the flowers daily but only for a very short time duration otherwise the water is wasted with run-off. Two new white pine evergreen trees have been planted as the tree replacement program continues and we gradually replace the aging and distressed trees. Mulch and compost are being added to the trees, shrubs, and flower beds as needed to help hold water.

If you have not noticed the traffic circle in front of the main lobby now has fieldstone boulders to create a new visual dimension with their earthen color tone. The vase in the circle has a boxwood tree that is healthy and apparently satisfied in its location but has failed to grow in the past two years. It will be replanted on the grounds and a new and larger boxwood will be planted this month. Scheduled new things to occur this summer is the creation of a rock garden in front of the west building to add charm and a new look to our property for visitors, prospective buyers, and the owners and renters.

Thank you!

## SECURITY, SAFETY & NEIGHBORHOOD WATCH



Chair, Diane M. Zierhoffer

The Security, Safety and Neighborhood Watch Committee met on the 13th of July 2016.

The Mason District Police website is still under construction; however residents can access [www.crimereports.com](http://www.crimereports.com) to learn about police activity for the previous week and about registered sex offenders in the vicinity of any address in the US. The Fairfax County Communities of Trust (COT) partnership promotes positive interactions with the police. They host various events that bring local residents and police together. We can request a Communities of Trust event in our neighborhood should anyone wish to sponsor one.

The Yield signs on B and C level in the garage were both moved to provide better visibility. While cars coming down from the higher level may block the signs for a moment, it is hoped people remember to yield at those intersections.

Management Office reported that a resident informed the Board President on the 9th of July that she had been assaulted in the garage. Apparently she observed an older white male in a white car making a left turn onto B Level and she addressed this with him. He allegedly exited his car, opened her door, and began yelling at her. She did not report this incident to the police and did not get his license plate number or any other information to be able to make a report, out of fear of retaliation. Residents are reminded that if you see, or are the victim of crime, you must call the police. This could certainly have been considered a police matter.

A party was held in the West Party Room in June and it was reported to Management that more than 100 guests were present. The Chief Engineer and courtesy officer went up and gave the host 10 minutes to reduce the crowd to 100 people and to contain the party to the Party Room, as children were in the hall and sundeck without adult supervision. The host complied, but that unit's Party Room privileges have been suspended.

There have been changes in the Courtesy Officer staff. At the request of Management, we have a new site supervisor. Officer Shawn Graves began work on the 11th of July and will work primarily 3 PM to 11 PM, Monday thru Friday. He has worked as a Special Police Officer at Howard University and also for a protective services company at National Harbor. Officer Patricia Harris will work the night shift and Officer Mark Beasley will fill in on shifts as needed. Please stop by and welcome them to our community.

Issues of concern raised at our meeting were focused on the trash our residents and guests drop or throw around our property, both inside and outside, and the excessive

time cars are parked at the loading docks. It is difficult to hold anyone accountable for trash, as one resident has observed cars pulling into our parking lot, staying for a short while, dumping trash in our parking lot, and then leaving without entering the building. However, we should look for ways to discourage residents and guests from treating our property as if we lived in the city dump. The committee would like to recommend, with a new staff of courtesy officers, a more aggressive approach be taken to "sticker" and then towing vehicles whose owners abuse the 30-minute limit in the loading docks, as well as for violations in Guest Parking.

With regard to the parking garage and our drive-ways, it would be nice to think that other residents and our guests would extend courtesy to other drivers and pedestrians, but just as drivers violate laws on the city streets, they will also do it in the garage. Get license plate numbers and report violations to the Management Office, but for crime on our property, call the police. Use caution when driving or walking on our property. The life you save may be your own. It is not a weakness to yield to others.

While reviving Channel 95, a concept mentioned at our meeting, may present a means for informing residents of condo business, I would like to use the bulletin boards and the sign holders in the elevators to convey public service announcements. However, you have seen my "artwork." If you know someone who could design posters for us, please let me know. I have some ideas for a series of reminders of rules and common courtesies that could be rotated during periods when Management does not have other news to post.

The SS&NWC will meet next on the 14th of September 2016.

Respectfully submitted, Diane M. Zierhoffer

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## EXERCISE COMMITTEE REPORT

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The Exercise Committee met on July 26<sup>th</sup> at 7pm in the Board Room. There were 12 people present.

We discussed the new floorplan and equipment for the existing exercise room. The committee recommends Heartline for the new equipment. The committee discussed that all equipment in the existing room be moved to the new room as soon as it is ready, therefore allowing us to take out the steam room and renovate as needed and ready the room for the new equipment.

We respectfully request your approval to move forward with the purchase of the reserve replacement equipment. We further discussed and eliminated the possibility of using any donated non-commercial equipment as we do not want that liability. Furthermore, neither Heartline or any other company that services our exercise equipment will work on or warranty non-commercial equipment.

Once we have this project well under way we will continue to work on a cohesive plan to finish the new work out facilities and get our ideas to the respective committees as soon as possible for budget reasons.

The committee would appreciate any and all guidance or input to help us move forward as quickly as possible.

## DECORATING COMMITTEE

### REPORT

#### Lobby Redecorating Process

- Representatives from the Ad hoc Lobby Decorating Committee (the Committee) met with five design/decorating companies in the fall of 2015.
- Two companies (Green Owl Design and Lush Interior Designs) presented to representatives of the board, Finance and PPOC Committees in February 2016.
- At the May board meeting, the board voted to engage with Green Owl Design.
- Committee and management met with Green Owl Design on several occasions to consider the final concepts and discuss a work plan.
- Discussions focused on how some project work may be handled by in-house staff to mitigate costs. E.g., painters.
- Management removed all curtains and valances from the windows in the lobby and galleries. Paint samples were applied to hidden sections of the lobby wall for Committee consideration.

#### Conceptual/Textile Design Selection

- Community voted on conceptual/textile designs that had differences in carpet, accent paint color, and upholstery and accent fabric. The designer also provided two design storyboards for community members to get a sense of furniture type and placement. Please note, these are not meant to be exact representations of what the designer may implement.
- Notices were placed under each unit door on and flyers were placed in all elevators on Friday, July 15, 2016.
- Design storyboards were set up in the lobby on Sunday, July 17, 2016.



- Voting opened on July 18 and closed at noon on July 24. A total of 116 valid votes were cast with the majority selecting Concept 1.

#### Vote Tabulation

	East Building Votes	West Building Votes	Totals
Concept 1	33	30	63
Concept 2	24	29	53
Totals	57	59	116



#### Winning Design Concept

##### Irregular votes

- 25 votes cast without a choice (12 East and 13 West) and with comments. See below. This makes up 18% of the total cast ballots (141 ballots).
- T15E – Not counted because no name on ballot
- 1412E – Rental unit. Not counted because name on ballot does not match the owner per the tax record.

##### Remaining Concerns of the Decorating Committee – To Be Discussed with Green Owl Design

- Base of columns – will they be covered? Stone or other material? What color?
- Final decisions needs to be made regarding removal of the brown tiles or to cover them with carpet?
- Committee wants to be involved in lighting and artwork selection.
- Bulkhead removal? Will Green Owl Design remove it? Will SHOUA? Does the painting decision depend on the bulkhead removal?
- Who is doing the lobby and gallery painting? Green Owl Design or SHOUA staff?

# GOOD NEIGHBORS VOLUNTEERS

## WANTED

TO SERVE **TWO** MONTHS PER YEAR



**FOR INFORMATION CONTACT**

**VIRGINIA FISSMER 703-379-2901 or  
ALINA GONZALEZ 703-379-5391**

August's Volunteers are:

VIRGINIA FISSMER	601W	<a href="tel:703-279-2901">703-279-2901</a>
WAYNE KRUMWEIDE	606W	703-998-0251



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

### RIDDLES

I am found in the sea and on land but I do not walk or swim. I travel by foot but I am toeless. No matter where I go I'm never far from home. What am I?

I don't have lungs or a chest but I need air; I am not alive but I grow; I don't have a mouth and I don't like water. What am I?

My name is something that is used in an instrument that determines how hot you are. I'm also the name of a planet. What am I?

Answers:  
A snail  
Fire  
Mercury



# SKYLINE HOUSE CALENDAR

## AUGUST 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	<b>1 Recreation Committee</b> 7:00 PM Meeting Room <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	2	3	4	5	6
7	<b>8 Library Open</b> 7:00 – 8:00 p.m. East Penthouse	9	10	11	12	13
14	<b>15 Library Open</b> 7:00 – 8:00 p.m. East Penthouse	16	17	18	19	20
21	<b>22 Library Open</b> 7:00 – 8:00 p.m. East Penthouse	23	24	25	26	27
28	<b>29 Library Open</b> 7:00 – 8:00 p.m. East Penthouse	30	31			

### **BOARD OF DIRECTORS**

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**Web Developer**, Win Singleton

### **GARDEN CLUB**

Al Lambert 709W 703-931-7314 [allambert48@outlook.com](mailto:allambert48@outlook.com)

### **GOOD NEIGHBORS COORDINATORS**

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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

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