

# The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | NOV | VOL 36; ISSUE# 9 | SHUOA.ORG

## PRESIDENT'S REPORT

Richard Porter



**C**ivics lesson: Iranian proverb—

What is brought by the wind will be carried away by the wind.

We have a board of Directors meeting nearly every month. This is the meeting where the board discusses the association's business and makes decisions about its management. In the past, officers have had meetings where people in the audience were more limited in speaking than is currently the case. I believe that our residents are mature enough that they can be extended an opportunity to bring matters to the board's attention. That is why we have the open microphone portion before the official start of each business meeting; it is a useful tool for helping the board to do its job. But it is not an absolute right and it is confined to the opening portion before the official business meeting begins.

Once the official business meeting begins, as a general matter the board entertains only the matters on its agenda and through its committee reports. Further deliberations take place only through discussions between board members, and as required informational input from committee members. In no case is it appropriate for those merely observing to take part in the official deliberations of the directors. It would appear that failure to understand these rules led to a misunderstanding at the last meeting when members in the audience chose not to speak in the open microphone portion, and then were dismayed that they did not have a chance to speak during the formal business meeting. It is my hope that this explanation of our rules and procedures will prevent future misunderstanding and disappointment. Observing the rules of our deliberative organization is key to keeping our governance effective and robust.

## TREASURER'S COMMENTARY

Karen H. Johnson



**F**inancial data are now available through the end of September. In this report I will briefly comment on the operating budget in September, highlight items of interest in the reserve budget, and comment on the draft budgets for 2017.

Again in September, we continued to enjoy a favorable balance of income relative to our expenses. Income for the month was about as budgeted. Expenses were below budget, with the major items that account for this outcome in payroll and related expenses, administrative expenses, and supplies, where the In-Unit Maintenance program had only limited expenses last month.

In the reserve budget, we have information now for three-quarters of the year. Several items seem noteworthy with respect to our spending for reserves. Periodic maintenance items have totaled only about \$10,000 relative to the planned nearly \$60,000 because a major expenditure associated with the residential meter bank did not arise. With respect to replacement items, we have spent about \$250,000 of the planned \$775,000. A significant part of the planned spending is in the budget for redecoration. Lobby redecoration is underway but not yet fully paid, and additional payments will occur as the work in the lobby progresses. The remaining area where spending is still well below budget is for roofs, decks, and water proofing. The lack of cash outflow for these items reflects the delays in the east bridgeway roof project. In addition, some funds were allocated

for initial work on the pool deck; that work has not yet been begun as it too is delayed by the bridgeway project. In the category of planned spending on consulting fees, only about \$3,000 has been spent, compared to a total of \$183,000 that was budgeted.

We have completed the process for preparing the operating and reserve budgets for 2017. Together, they call for no increase in the dollar amount of funds allocated for reserves in 2017 from that in 2016. This will be the second year of no increase. We cannot continue to hold reserve allocation at this level over the long term, but I believe that our financial position is strong enough, in light of the pace of our spending, that we can continue to do so in the coming year. Because we have learned over time this year that our expenses are remaining well controlled and below budgeted amounts, we did not feel it necessary to plan for large increases in operating expenses next year. Accordingly, we budgeted the small increase of 0.5 percent in the rate of condo assessments.

As of September 30, the total number of units in delinquent status to the Association fell further to 13, with \$27,553 in amount due. This number has decreased from its level in the past two months. The number of renter occupied units moved up to 154.28 % of the total.

## MANAGEMENT REPORT

Michelle Brown-Slaughter



### Bridge Project

There is one item left on the Fire Marshall's Review comments that WDP has to provide additional information. It pertains to the doors and windows around the bridge. The Glass Enclosure Shop Drawings were revised by Kalwall, approved by WDP, and submitted to Hammerhead. The Safety Plan was revised to show egress and exit signs. Once all of the permit information is ready, it will be returned to the County for further review. WDP will then set up a meeting with the County for Special Inspections.

### Decorating Project

Construction of the columns is well underway. They are cutting, finishing, and staining the wood in their shop so they can bring it on-site to do a continuous installation. All of the custom furniture has been ordered and is being fabricated.

The carpet for the lobby has been ordered. Once the columns are complete, the decorators will move forward to install the new carpet. Once carpet is installed, they will have furniture delivered.

A mockup of the custom lights that will hang over the seating areas was fabricated. The custom lights wood finish will match the custom coffee tables that are also being fabricated.

The front of the front desk area will be refaced in a wood stain to match the columns to give it a "built-in" and cohesive look. Solid stone will be used for the top surface. They are working on the lighting for over the front desk that will have a similar feel as the lights at the seating areas. Their contractor is scheduled to remove the bulk head over the front desk the week of November 1<sup>st</sup>, which will overlap with the column installation. Their plan is to have all of the construction completed before the new carpet is installed. The area above the front desk will have a lighter version of the crocodile textured paper that's being used on the bump-out behind the wall for the custom painting. The upholsterer picked up 2 seat cushions from the East and West hall corridors to measure for all seat cushions to be reupholstered.

### Exterior Signage

A new decorative wrought iron sign post which hangs 4 signs at the front entrance of the property was installed. The purpose was to eliminate multiple sign posts with signs of varying sizes. It also added a sign to direct drivers to the West loading dock. Two additional signs have been ordered to direct drivers to the East loading dock area.

### Alternate Exercise Room:

Two new TV's were purchased for the new exercise room. The new equipment for the West building exercise room was installed and the old exercise equipment was moved to the new fitness room in the East building on the S-level. Both rooms are currently in full use.

## **Attorney fees - Unit Owners Collections:**

\$519.21 was paid to the Association's attorney in September, 2016, for routine delinquency collections. \$405 was paid to the attorney for advice on general legal services for the month of September.

## **Collections update- \$27,553 (September 2016—Delinquencies**

4 units owe \$21,687 for delinquencies that are 60 days past due. 9 units owe \$5,866 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

## **Management Inspections**

Attached are results of inspections completed by staff in September.

## **10/26/16, Board Meeting Action Needed: Proposals to Approve for:**

- a. **Computer/IT:** Commonwealth Digital-selected bidder
- b. **West Billiard Room HVAC System** replacement – Vernon Heating and A/C
- c. **Repair erosion and drainage** near unit T14E (behind East building lobby entrance) - Shenandoah Landscape
- d. **Fire Pump Repair** – Livingston Fire Protection Inc - to replace failing 38 year old equipment

A new procedure will be implemented. Its purpose is to provide a list of units for sale and/or rent to our owners and residents who volunteer their information to SHUOA. Owners will be able to list their units for sale and/or rent. The attached ***Units for Sale and Rental Listing*** page outlines the rental listing guidelines. The attached ***Request for Listing and Release of Liability*** form must be completed and provided to the Management office by 3:00pm on Fridays. A sample listing is also attached so residents have an idea of what to expect. Copies of the listings will be published and posted at the front desk, and are available upon request.

**\*The next regular Board meeting is on  
November 30, 2016.**

## **REMINDERS FROM MANAGEMENT**

### **HOLIDAY PACKAGES**

Due to the limited amount of storage space and the overwhelming number of packages we receive daily, and that are expected this holiday season, **the Front Desk will not accept: oversized deliveries such as mattresses, tires, rolls of carpet, or packages that are 120 inches in length or width, or that weigh 70 pounds or more.** This is in accordance to Rule #6 of the Skyline House Unit Owners' Association Rules and Regulations. Residents must make separate arrangements with the U.S. Postal Service, UPS, FedEx, Amazon and/or other courier services, to have oversized packages delivered directly to them when they exceed the size and/or weight limits. In addition, we do not accept multiple packages left by a resident for pick-up. To help you have a successful package experience, please use the following guidelines:

- a. Confirm your name and unit number is on the package before you accept it, and before you leave the front desk.
- b. Note the date, time and person at the front desk that gave you the package. Just in case there is a discrepancy, it helps us to know who helped you at the front desk.
- c. Sign your name legibly so we can determine who picked up the package.
- d. As a courtesy, not a requirement, we only call the intercom phone number, and send an email to the email address on record. So please be sure your information is updated. If it's a perishable item, as a courtesy we will call the number to your unit or cell phone (whichever is listed). **But it's your responsibility to pick up your perishable items as soon as possible as we do not refrigerate items!**

### **PARTY ROOMS**

When you rent the party room, you only rent the party room, not the entire Penthouse level. When a party is being held, all residents have the right to use all other amenities on the Penthouse level. That includes the billiard rooms, sundecks, and the library in the East building.

### **NO TAILGATING**

1. Please do not tailgate behind a car into the garage after another car has entered. You should wait until the car has entered and the door is closing. Then use your remote control to open the garage door and en-

ter. If you see someone tailgating, report the car make, model, color and license tag to the front desk. Tell them the day and time the incident occurred. But for safety reasons, never confront someone in person.

2. Please do not tailgate into the building behind someone else (ie lobby entrance, West mail lobby, loading dock areas). If you see someone doing so, report it to the front desk.

## **NO SMOKING**

**SMOKING IS PROHIBITED IN COMMON AREAS!** In case you didn't know, Rule #27A, B and C (page 28), states that smoking is prohibited within all common areas of the building, which includes but is not limited to: the lobby, stairwells, trash disposal closets, galleries, corridors, loading docks, interior areas of the garage, party rooms, other indoor recreational facilities, exercise rooms, public restrooms, elevators, storage rooms, bicycle storage rooms, and Association's employee offices and work areas. Smoking is allowed within units, on balconies, and patios of units. BUT... All persons who smoke shall ensure that smoking materials are safely extinguished and disposed of properly in TRASH CONTAINERS. Residents have complained that people are throwing their cigarette butts off balconies and leaving them in stairwells. PLEASE DO NOT THROW CIGARETTE BUTTS OFF BALCONIES AS THEY CAN BE A FIRE HAZARD, and do not leave them and/or tobacco in the stairwells!!

## **CHIEF ENGINEER REPORT**

Gregory Grimm

### **HEATING SEASON**

The weather is changing now, and you will soon start using heat instead of air conditioning. Please

check your system to ensure that everything operates properly in heat mode. Also, don't forget to

change the filter in your heat pump as needed. This is the most common cause of system failure.

### **REPLACING WASHING MACHINE HOSES**

I've heard that a good rule of thumb is to replace rubber washing machine hoses every five years. That sounds good, but how do you remember? Another

tip I've heard is to replace your washing machine hoses every leap year. Not a bad idea. We install stainless steel braided hoses on washing machines when we are asked to change them. Stainless steel braided hoses are much more resistant to bursting, and they're fairly inexpensive. **Call the office at 703-578-4855, 8:00am to 5:00pm, to schedule your washing machine hoses to be replaced.**

## **DRYER VENT CLEANING**

**Here at Skyline House, we clean dryer vents, from the vent hose in the back of the dryer to the outside vent for FREE.** If your dryer vent has never been cleaned, now would be a good time to schedule this free service. It will help your laundry dry faster, may help prevent a dryer fire, and will surely save you money! There are exceptions to those that we can clean. We cannot clean your dryer vent if you live on the 17<sup>th</sup> floor of either building. We have had limited luck cleaning vents in the 5<sup>th</sup>, 6<sup>th</sup>, and 14<sup>th</sup> tiers of both buildings, as these vent are located over the dining room window.

## **FINANCIAL**

### **MANAGEMENT**

June Baker

The Financial Management Committee (FMC) met on Monday, October 24, 2016.

At the start of the meeting, Dr. Wynfred Joshua, Chair of the FMC since 2003, told Committee members that she was resigning the chairmanship because of personal reasons, but she would remain a member of the FMC. Committee members and visitors applauded Dr. Joshua's contributions to Skyline House and wished her well. At that point, I assumed chairmanship of the FMC.

The financial figures for the month of September were: total Income of \$380,025; total Expenses of \$216,030; Reserve Contributions of \$122,989; and Taxes of \$4,250, leaving a positive income after taxes of \$36,755.

This month's Variance Report showed that most accounts were on or under budget during September. Payroll, Administrative costs, and Utilities were somewhat under budget. Purchasing for In-Unit

maintenance items was significantly lower, because there were fewer requests for replacing items, such as HVACs and water heaters; thus, income for In-Unit maintenance was also lower. We note, however, that YTD income from In-Unit maintenance exceeds budgeted amounts by \$17,631.

There were no major concerns expressed regarding the financial statements. Questions raised by FMC members were explained by the Deputy General Manager.

Old Business items centered around financial items raised by the Community Associations Institute (CAI) Professional Community Association Manager (PCAM) reports which we had briefly discussed in September.

One of the questions concerned temporary storage of cash before being deposited at the bank; a safe has been purchased, and is being used.

Another recommendation was that we should have further review of our financial health through an additional limited audit by our auditors or another outside source. Our auditors replied to an inquiry with the following statement: "...not sure SHUOA would need this external layer of oversight and review throughout the year. The annual audit would cover this type of examination and would be much more detailed in scope. Also, the FMC and Treasurer are highly involved in the monthly financial transactions and financial statements. Monthly variance reports are prepared and the entire Board receives financial statements and has the opportunity to ask questions." At this point, the FMC decided that we did not need additional outside audits during the year.

A third PCAM recommendation was for additional review of monthly bank statements by someone outside of Management who does not have access to SHUOA funds (e.g., the Treasurer or a FMC member). The Chair of the FMC will review the bank statements from this point forward.

Although the next topic was not specifically mentioned in the PCAM reports, owners expressed an interest in having additional methods (e.g., credit cards) to pay various fees and purchases besides cash

or check at the first PCAM meeting that we had. Committee members voted to ask Management to investigate additional methods for owners to pay bills without being a financial burden on SHUOA and report back to us at the November meeting. There was one abstention from an FMC member who prefers paying by cash or check.

We have not yet received additional proposals for the preparation of an employee manual and job description from Management as we had asked at the last meeting. In addition to proposals from individual consultants with an unspecified number of hours for doing the project, we only have one proposal from a company. We asked Management to continue to seek additional proposals and report back to us at the November meeting.

The FMC next turned to New Business, and the Committee is recommending that the Board of Directors:

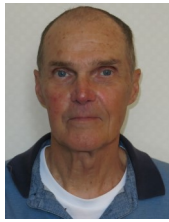
- Approve the proposal from Commonwealth Digital Office Solutions to provide IT services beginning in January 2017 for a monthly fee of \$1,424 with a one-time transition fee of \$876.
- Approve the proposal from Vernon Heating and Air Conditioning to replace the West Billiard room HVAC system for \$10,823.
- Approve the proposal from Shenandoah Landscape to repair erosion and drainage near Unit T14E for \$6,320.

The FMC concurs with the PPOC and Board decision to proceed immediately with the East building fire pump system repair by Livingston Fire Protection Inc. for \$14,500.

The next FMC meeting is scheduled for November 28. As always, we urge owners to attend and give us the benefit of their thoughts.

## PHYSICAL PLANT & OPERATIONS COMMITTEE (PPOC) REPORT

Al Lambert & Diane Yeager



The PPOC met October 13, 2016, from 7 to 8:55. Six members of the committee were present, as were the General Manager, the Building Engineer, and two additional members of the Board of Directors. Four residents attended.

PPOC received the Management Report, which included an update on the delayed project of replacing the canopy for the East Building crosswalk bridge to the parking garage; an update on the progress, schedule, and details for the main lobby; and a report on preliminary matters pertaining to the conversion of the East billiard room for use by families with young children.

### **FIRE HAZARDS!**

Residents are reminded that INCENDIARY MATERIALS ABSOLUTELY MUST NOT BE DEPOSITED IN THE TRASH CHUTE. Cigarettes, cigars, candles, ashes, and any like materials must be thoroughly doused and/or completely cold before being thrown in the trash. Management informed the PPOC that the cause of the October 1 fire in the West Building trash chute could not be determined. The sprinkler system worked effectively to control the blaze; the sprinkler head in the trash chute between ground level and the first floor activated properly and kept damage to a minimum. Even so, the condominium sustained about \$2,000 worth of damage, largely because the fire fighters had to cut fourteen slats in the roll-up door in order to gain access to the compactor room. Residents are also reminded that when fire fighters are running a line, NO VEHICLES are permitted to pass through the affected area under any circumstances.

On other matters, PPOC approved three motions:

**PPOC recommends to the FMC and to the Board of Directors that the Association accept the proposal of Commonwealth Digital Office Solu-**

**tions to provide IT services and support to Skyline House in 2017, for a monthly fee of \$1,424.00 and a one-time transition fee of \$876.00..** This was moved by June Baker, seconded by Bert Barrois, and passed unanimously. Three bids were considered, including one from SHUOA's current provider; a PPOC subcommittee working with Management recommended Commonwealth. The PPOC also discussed the limitations of the current website and the possible need, in the near future to completely redo the platform, as it is increasingly difficult to find personnel to manage and update a "pure code" or HTML website. The proposal from Commonwealth Digital Office Solutions does not include rebuilding the website. When that becomes necessary it will involve an additional expense.

**PPOC recommends to the FMC and to the Board of Directors that the Association accept the proposal of Vernon Heating and Air Conditioning to replace the air handling unit, heat pump, and compressor for the West Building billiard room a cost of \$10,823.00.** This was moved by Bert Barrois, seconded by Gladys Manrique, and passed unanimously. Three bids were considered. The unit being replaced is 38 years old, and the broken condenser cannot be repaired because that kind of condenser is no longer sold. Greg Grimm, Building Engineer and Director, noted that SHUOA has three additional small HVAC units of the same age, so it is likely that there will soon be a need to replace the others as well.

**PPOC recommends to the FMC and to the Board of Directors that the Association accept the proposal of Shenandoah Landscape Services to correct the erosion, run-off, and drainage problem near Unit T14 of the East Building a cost of \$6,320.00.** This was moved by Gladys Manrique and seconded by June Baker. It passed unanimously. PPOC considered only one bid—that of the landscape company with whom we have a contract for landscape services. The site of the problem can be viewed from the ramp leading to the bus stop on George Mason Drive. The problem arises because of run off from the paved and landscaped area adjacent (on the George Mason side) to



the corridor leading from the main lobby to the East Building.

### **In addition:**

The Building Engineer brought to the PPOC's attention an urgent development with respect to the East fire pump. What had initially appeared to be a problem with the small jockey pump now appears to be a significant problem with the large main fire pump. It is possible that a section of 6-inch pipe and multiple 38-year-old valves may require immediate replacement. Being unsure of the scope of work, he estimated that the cost will run somewhere between \$5,000 and \$20,000.

A PPOC subcommittee reported progress in developing the policy, requested by the Board, for property management during weather (and other) emergencies.

Tasks were assigned for the repurposing of the East billiard room for use by mothers with small children. The most important of these tasks is coordinating with the Covenants Committee to produce rules and regulations relating to conduct in and utilization of the room. With prompting from the residents sitting in on the meeting, concerns about hygiene, safety, and the possibility of noise were discussed.

PPOC received the "Skyline House 5 Year Roof Plan: A Roof Asset Management Program" prepared by the Garland Company. Skyline House has six roofs, all of which were installed in 1995 and nearing the end of their expected lives. The plan calls for replacing one and restoring two in 2017 at an estimated cost of \$225,096.00 and for replacing the remaining three in 2018 at an estimated cost of \$1,210,750.00. The PPOC will take up these capital expenditures at future meetings.

PPOC received the report that information is being gathered and organized to document and explain the need for the replacement of six air handler units. This can be anticipated to be a very large expense. The replacement of these rooftop units will

need to be carefully coordinated with the replacement of the penthouse roofs.

The next meeting of the PPOC is scheduled for Thursday, November 10, at 7 p.m. No walk-around is planned for October.

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## **GARDEN CLUB**

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Al Lambert

**W**hat's up?

October and early November are ideal for planting spring bulbs such as tulips. Thus, the club will be planting about 100 tulips in the large ground plot as one makes the right turn toward the garage entrance (trees in distress were recently removed).

The grass within the circle in front of the lobby has been fertilized to provide lush green grass this winter and pansies have been planted throughout the area. Pansies have also been planted in front of the west building and around two trees at the garage entrance. Additionally, a small white pine was recently planted behind the east building. The tree has needles that are thin, pointed and has a light blue tint. Being an evergreen means their needles don't change color in the fall and don't shed in the winter months.

This year we should experience the camellias blooming for several weeks beginning in mid-November. Look for one at the garage entrance and in front of the west building. If the temperatures remain moderate, there will be a few blooms into the start of the new year.

Fall is a beautiful time of the year and as our colorful maple and oak tree leaves dissipate our evergreen trees and bushes will accent the landscape and provide us a vision of spring 2017. Thank you!

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## **EXERCISE COMMITTEE REPORT**

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**T**he Exercise Room Committee met on October 11<sup>th</sup>, 2016. Five attended the meeting to discuss improvements to our existing gyms. The most pressing issue is the noise coming out of the exercise room in the East building. Residents can hear the weight machine and other noises coming out of that room at any hour. Also noted was that there is a lot of echo within that exercise room as it is all concrete.

We discussed safety/surveillance issues inside the new gym. And we discussed the possibility of buying more equipment/weights in January 2017.

### **Recommendations:**

Immediately—Purchase noise reduction panels for the walls of the gym downstairs and install two CCTV cameras. Post notices so users are aware they are there.

### **January 2017:**

Install rubber flooring and acquire new exercise machines and weights for the downstairs gym. Install rubber flooring and remove the steam room in the upstairs gym.

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## FURNISHINGS & DESIGN

### COMMITTEE REPORT

The following items were discussed at the first meeting of the Furniture and Design Committee on Tuesday, October 25, 2016:

- The color palette selected for the meeting room – with slight modification-- will follow suggestions from Green Owl.
- Management has determined that the wallpaper in the hallway of the west penthouse level will need outside attention due to the poor conditions of the wall and of the wallpaper. The committee would like management to get bids from outside painters for painting the west and east penthouse levels. A separate estimate should be requested for the west building in case the painting of the east level has to be postponed.
- The committee would like to know whether the painting of the penthouse levels can be paid for from the operating budget.
- The committee is requesting that Green Owl provide more options for the light fixtures in the lobby and for the artwork planned for the lobby accent wall.

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## COVENANT'S COMMITTEE

### REPORT

The Committee met in October to discuss the proposed children's playroom. PPOC has recently pushed to re-purpose the underused East Billiard Room as a children's playroom, and the Covenants Committee was tasked to draft rules and policies. PPOC sees an opportunity to put the space to better use, but the members of Covenants foresee problems with mess, damage, and noise. The Board seems inclined to proceed.

Besides these tangible concerns, the project raises two larger issues: Would it be serving the interests of owners or catering to renters? (We suspect that a disproportionate number of users would be renters.) Would Skyline House become more of a child magnet than it already is? Your input to the Board would be appreciated.

### Miscellaneous Reminders:

- *Woof-woof, meow-meow, tweet-tweet ...* This is a no-pets in the building. (Rule 14.)
- *Safety in the garage ...* Use your lights, don't speed, don't pass other cars, and don't tailgate though the entry door. If you don't have your remote, stop by the lobby and check one out at the desk. (Rule 18-f-3.)

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## 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 de-



terminated 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.

NOVEMBER 2016 VOLUNTEERS are:

**JUNE BAKER      211E      703-824-3619**

**HANNE JONES      1307E      703-379-1473**





## **Skyline House unit owners' Association**

3711 S. George Mason Drive

Tel. 703.578.4855

### **Units for Sale and Rental Listing**

We work hard to provide an excellent quality of life by enforcing the House Rules and Regulations as well as the Declaration and the Virginia Condominium Act.

The By-laws provide occupancy limits for each Skyline House unit as follow.

**NO MORE THAN:**

**IN A:**

**FOUR (4) RESIDENTS  
TWO**

**THREE (3) BEDROOM UNIT OR A  
BEDROOM AND DEN UNIT**

**THREE (3) RESIDENTS**

**TWO (2) BEDROOM UNIT OR ONE-  
BEDROOM AND DEN UNIT**

**TWO (2) RESIDENTS**

**ONE (1) BEDROOM UNIT**

- **PETS ARE NOT ALLOWED ON SKYLINE HOUSE PROPERTY**
- **THERE IS A \$200.00 ADMINISTRATIVE / MOVE IN FEE. YOU MUST RESERVE THE FREIGHT ELEVATOR AHEAD OF TIME FOR YOUR MOVE. MOVES ON SUNDAYS AND NATIONAL HOLIDAYS ARE NOT ALLOWED:**
- **WHEN MOVING IN YOU MUST SCHEDULE AND ATTEND AN ORIENTATION PRIOR TO YOUR MOVE IN DATE.**
- **LEASE MUST BE FOR A MINIMUM OF SIX (6) MONTHS. AIR BNB IS NOT ALLOWED!!**

Condominium living requires some adjustment and possible restriction to personal lifestyle. Skyline House residents are expected to adhere to the rules and By-laws out of consideration for the privacy, comfort and wellbeing of the community.

It is important that you know how the rules and By-laws will affect your circumstances before you buy or lease at Skyline House.

Because your realtor may be unfamiliar with our governing documents please visit our website [www.shuoa.org](http://www.shuoa.org) and you can download the rules and declaration. If you have any questions please stop by or call the Management Office at 703.578.4855.

The Association assumes no responsibility for the accuracy of the attached.

Please print this form, complete and submit no later than 3:00 pm Friday to Skyline House  
 Management Office in person  
 or via fax at (703)578-3734

## REQUEST FOR LISTING AND RELEASE OF LIABILITY

I \_\_\_\_\_ (print Name), request listing of a Skyline House Unit for sale and/or lease.

I understand that listing is furnished free by the Skyline House Unit Owners' Association. **I understand that my listing will be automatically removed after 30 days, unless the listing is re-listed by owner or the owners' agent.**

I understand that the listings may be published by the Associations Management Office about every thirty (30) days at the discretion of the General Manager and depending on the workload of the Management Office.

I certify that I am acting on behalf of the owner(s) of the listed unit. I further certify that I know the rules and regulations concerning Skyline House. I will provide any prospective purchaser/tenant with Skyline House Rules and Regulations which have been furnished to me.

I release the Association, its employees, assigns and members from all LIABILITY.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### CIRCLE OR PRINT APPLICABLE INFORMATION

Unit Number: \_\_\_\_\_ (E) or (W) for      **sale**                      **lease**                      **both**

Unit has:      **1**      **1 & Den**      **2**      **2 & Den**                      **3**      **bedrooms**

Unit has:      **1**      **1 ½**                      **2**      **2 ½**      **bathrooms**

Sales prices:    \$ \_\_\_\_\_ .                      **Lease price:**    \$ \_\_\_\_\_ /Month.

Unit includes:      **1**      **2**      **parking space(s).**

Unit is available:      **Now or** \_\_\_\_\_ **(Month & Year)**

Phone number:      \_\_\_\_\_

**Comment (limited to 10 words):**

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# SAMPLE

## *Skyline House Condominium* **Units Listed for Sale or Lease**

<b>Unit #:</b>	<b>MgmtOff</b>	<b>Available</b>	<b>December 1</b>	<b>Bedrooms/Baths:</b>
<b>Parking Spaccs (Owned/Rented):</b>		<b>0 / 0</b>		<b>Lease, Sell or Both:</b> <b>Sell</b>
<b>Sale Price:</b>		<b>\$0</b>		<b>Lease Price:</b> <b>\$250,000.00</b>
<b>Contact:</b>	<b>Realtor * TEST</b>			<b>Phone:</b> <b>1234567</b>
<b>Comments:</b>	<b>2 Bedroom 1 bath unit for sale. Must see!</b>			

**Additional Information is available at the Skyline House Website: [WWW.SHUOA.ORG](http://WWW.SHUOA.ORG)**

*Wednesday, November 09, 2016*

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# SKYLINE HOUSE CALENDAR

## November 2016

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

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