

The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | FEB | VOL 37; ISSUE# 1 | SHUOA.ORG

PRESIDENT'S REPORT

Richard Porter



I hope all of you have had a happy and festive holiday season. We have certainly been blessed thus far with relatively pleasant weather. We will soon begin planning for completion of the bridge project when warmer weather is assured towards spring. At that time we will also get a handle on leak problems in the pool deck area. Once that is done, we can consider our repair alternatives, which then will allow us to attend to overdue remodeling in that area.

As you know work has come along substantially on the lobby remodeling. Although some differences of opinion exist in terms of taste, I am firmly of the opinion that the new lobby is smart, and gives the property a leg up with both visitors and prospective buyers. Kudos to the decorating committee!



It also appears that our new gym is being regularly used by a good cross-section of our population. This validates the recommendations of the community survey and the planning of the gym committee.

Finally we are coming into our election season. I hope many of you who have been active on our committees will consider running for seats on the Board of Directors. For those of you who have aspirations about participating in our self-governance, I encourage you to first become active on the committees so that you understand how our business is run. This would enable you to contribute knowledgeably in the event you joined the board.

Al Lambert has recommended the poem that we are printing this month,

The Road Not Taken, by Robert Frost. Of course it's a classic.

TREASURER'S COMMENTARY

Karen H. Johnson



For my report this month, I will review the expenditures made under the reserve budget for 2016. The reserve budget detailed plans for possible spending of \$1,016,287 under three categories: periodic maintenance spending, replacement spending, and consulting fees. The available preliminary data indicate actual cash outlays that total a bit less than 40 percent of that total.

Periodic maintenance items comprise a small fraction of the total. Much of our maintenance is done annually and is in the operating budget. Within this category, the largest planned item, listed for over half of the planned amount for the category, was for repairs to the residential meter bank associated with an anticipated inspection. This outlay proved to be unnecessary. For two other items, window replacements and pool white coats, funds were spent but in an amount less than potentially foreseen. Total spending in this category is recorded as \$10,480.

Replacement items account for a large part of the actual spending. Projects foreseen for this year in the budget included, lobby redecoration, penthouse carpet, the east party room floor, lighting, various HVAC items, the

west roof and east sundeck ceiling, the swimming pool deck, the east bridge remediation, exercise equipment and facilities, and office furniture. Other smaller items also were budgeted. Most items anticipated in the budget were acted upon. An exception was the pool deck, which was postponed awaiting access to the underside of that deck during the east bridge project. Some expenditures exceeded budget; others were less than budgeted. Major items where the spending was below budget were the penthouse carpet, the east party room floor, the east bridge, and the west roof spending for 2016. Items of spending over the amount anticipated are mainly related to the redecoration, but that effort combines several separate line items from the reserve budget. Importantly the east bridge project is underway, but most of the dollar outlays will occur this year and are not yet in the accounts. For the pool deck, the dollars in the budget plus more will be needed once that project has been planned in detail and undertaken.

In the category of consulting fees, outlays in 2016 were very little. Some payments related to the east bridge occurred, but future spending for that project is likely. Several of the 2016 expected items have, in effect, been pushed into 2017. One significant saving was for the east party room, where we managed that project with Skyline House resources. Total spending from reserves came to \$380,405. No major item was overlooked.

As of December 31, the total number of units in delinquent status to the Association was again 15, with \$35,618 in amount due. The number of renter occupied units rose to 154, 28 % of the total.

MANAGEMENT REPORT

Michelle Brown-Slaughter



Bridge Project:

The Chief Engineer and General Manager attended the Critical Structures meeting at Fairfax County on 12/22/16, with Hammerhead (contractor) and WDP (engineering consultants). **We are happy to announce that we obtained the building permit for the bridge project!** A conference call is scheduled with Management, the contractor and WDP, to discuss next steps and logistics.

Decorating Project:

Payment was made to Green Owl for the repairs to the lobby column due to termite damages. The bulk of the lobby decorating work was completed in December.

We are currently waiting for pillows for the couches, front desk renovations, and additional lighting over the front desk. Artwork for the rear lobby wall was installed on 1/18/17. We are also awaiting a decision regarding the West Penthouse hall wall paper removal project.

Erosion and drainage repair near unit T14E (behind the West lobby grounds)

Shenandoah Landscape completed the repair of the erosion and drainage problem near unit T14E.

Deteriorated railroad ties were removed and replaced with new river rocks. New drainage was installed to redirect water flow down the hill to prevent further erosion damage.

Pump Noise

The acoustical consulting contractor Miller, Beam & Paganelli checked the condenser water pump to identify the source of noise heard throughout the West building. They recommend replacement of the water pump to alleviate the problem.

East Billiard Room Conversion to a Kid Friendly Space

Management met with two (out of three volunteers) to review the East Billiard Room, and discuss next steps to convert the room. Several suggestions were made, and additional suggestions should be received soon. Management also contacted Fairfax County in response to an inquiry by an owner, to assure we comply with County zoning and permit requirements. Management spoke to a Zoning Permit Tech, who said if there's no building permit being pulled, there's nothing for the zoning department to do. Management also called the Permit Application Center and left a message for the Permit Tech. Waiting for a return call.

SK&A Balcony Repairs Proposal

The \$5,300 cost provided is for SK&A to develop the project specifications and details for each unit for Concrete Protection & Restoration (aka CPR) to provide a price for the actual repairs. CPR will provide a price for the repairs based on SK&A's scope and specs to address the concrete delamination and spalling in Units 502W, 810W, 1015W, 1114W and 1215W. The final phase will be consulting services from SK&A which will be conducted on an hourly basis once the project has been awarded to CP&R.

Security Services Proposal

Management recommends Securitas Security to replace CES Security. Management and CES mutually agree that their services have not lived up to the quality and standards of services we are accustomed to. Guards have not met the standards of Skyline House; CES has many scheduling issues, and miscommunication to guards of their schedules. CES increased their rate for 2017 to over \$3.00 per hour from \$16.43. They state the increase is due to the Minimum wage increase in the District of Co-

lumbia that must be passed onto all of their clients. We cannot justify the large increase over the insufficient service we are currently experiencing. There are 2 Guards that we want to retain and the new company has agreed to process them through their HR for hire. This will greatly assist with training new guards that will arrive fresh with the new company. An alternative solution to the \$5,720 cost (\$110/week) of the golf cart is being researched and considered a separate cost from the proposal.

Reserve Replacement Study Proposals

Management received four additional referrals from our auditor-Goldklang (see list below), and a late referral from Cummings & Associates-Engineering & Technical Consulting Reserve (ETC) . Once we receive the additional proposals, we will provide information from all of the bidders and a recommendation for approval.

- 1. Reserve Advisors
- 2. Miller Dodson Associates, Inc.
- 3. Thomas Downey, Ltd
- 4. PM+ Reserves

Attorney fees - Unit Owners Collections:

\$3,634 was paid to the Association’s attorney in December, 2016, for routine delinquency collections. \$1,273 was paid to the attorney for advice on general legal services for the month of December.

Collections update- \$35,618 (December 2016)

Delinquencies

- 6 units owe \$28,443 for delinquencies that are 60 days past due. 9 units owe \$7,174 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

1/25/2017 Meeting Action Needed: Approval for:

- a. SK&A balcony proposal - to approve consultant to develop scope of work and specs for balcony repairs to 6 units
- b. Securitas proposal - to approve new security services to replace current CES contract

***The next regular Board meeting is on February 22, 2017 ***

REMINDERS FROM MANAGEMENT

IT’S THAT TIME AGAIN- The 2017 annual meeting and election is almost here! The following is the 2017 election calendar:

- Jan 3rd – Nominations opened
- Feb 2nd – Nominations closed
- Feb 28 – Meeting packages mailed to Owners**
- Mar 7 – Meet the Candidates night**
- Mar 28th – Annual Meeting and Election**

- **Unit Renovations** - To avoid noise complaints, please notify Management and your neighbors when you plan to do renovations to your unit. A little bit of advance notice goes along way!
- **Lobby abstract painting-** PM Colby is the artist who rendered the large abstract paintings in the lobby. See more of her work at pmcolbystudio.com
- **East Billiard room conversion**– we need volunteers to participate in discussions to convert the East Billiard room to a kid friendly space. The room will be used during the daytime (9am to 3pm) for parents to bring their toddlers (babies to pre-school age). It will not be a daycare, child care or babysitting facility. If you are interested parent, please contact the General Manager at michelle@shuoa.org. Our deadline to open the space is early to mid-March 2017.
- A New ping pong table was purchased and will be installed in West Billiard Room. The same rules apply to use and check out the ping-pong equipment from the Front Desk.
- **Insurance** – Be sure you have home owners insurance if you’re an owner, and renters insurance if you rent from an owner. It will protect your personal property in the event that you or your neighbor has a water leak, or other problem that may require repairs to your unit. If you have insurance, now is a good time to review your policy with your insurance company to confirm what coverage you do and don’t have. Better to be safe than sorry, sooner than later!

CHIEF ENGINEER REPORT

Gregory Grimm

UNIT SMOKE DETECTORS

The life expectancy of smoke alarms is generally 10 years, at which point the sensors in them begin to lose sensitivity. The test button only confirms that the battery, electronics, and alert system are working. It doesn't mean that the smoke detector is working and will sound if there is smoke! Even if the smoke alarm in your home can still detect smoke, we recommend that you replace them with new models at ten (10) years. We replace smoke detectors for \$18.49 plus the standard labor charge. We will not install a resident purchased smoke detector. Our replacement units are hard wired with a battery back-up. Some of the older smoke detectors do not have a battery back-up. All units have one smoke detector like this, although residents may have added others that only use batteries. You are responsible to remember to replace the smoke detector battery every year! And replacing the battery is not an emergency call. Also remember that the smoke detector in your unit is not connected to the buildings fire alarm!! For more info about replacing your smoke detector you can refer to the FEMA website at the following link: https://www.usfa.fema.gov/prevention/outreach/smoke_alarms.html **Call or stop by the Management office to purchase your smoke detector today!**

WATER HEATERS

Like any appliance, water heaters break down over time and need to be replaced. No one enjoys taking a cold shower, so ideally, you'd like to be able to replace your water heater before it completely stops working. If you wait too long, it could lead to a much larger problem. Such as, large leaks and water damage to your condo, the condos around you, and the condos below you.

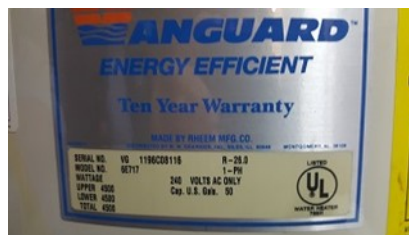
So how do you know when it's time for a replacement? Age: The older the water heater, the more likely it is to break down. As a general rule, a tank type water heater (which are used in our building) will last, on average 8 to 10 years (some are rated less, some more). To determine the age of your water heater: First, locate the manufacturers label with the serial number on the side of your unit. This sticker is usually around any warning labels and the energy guide. Check to see if the installation date is noted on the sticker. If not, then write down your serial number as it usually indicates the year and month the water heater was manufactured. Each manufacturer

uses different formats and you need to de-code the water heater serial number. For water heater dating charts visit www.nachi.org/water-heater-dating-chart.htm. **Call or stop by the Management office to purchase your water heater today!**

New Water Heater



Old Water Heater



Leak Detectors



Also, note that we sell water leak detectors in the Management office for \$16.84. The leak detector will notify you if there is a leak from your water heater or heating/cooling unit; or there's a leak from a condo above you. These detectors are an alert system that will immediately notify you there is water on the floor in your utility room. The leak detector should be placed on the floor in your utility closet, between the water heater tank and the heating/cooling unit. They use a 9 volt battery and will make a beeping noise if the battery is low. So if your leak detector goes off, and there is no water, it is time to change the battery. Once again, you are responsible to replace the battery, and we will not replace it for you after hours. It is best to remember to replace this battery each year, perhaps at the same time you replace your smoke detector battery, if your smoke detector has a battery back-up.

Recently, we had an older water heater rupture due to age. If there had been a leak detector, an alert would have

sounded, and the leak would have been minimal. But since there was no detector, we had units that incurred water damage! A water detector will save you a lot of headache from having a major costly water leak. **Call or stop by the Management office to purchase your leak detector today!**

FINANCIAL MANAGEMENT

June Baker

The Financial Management Committee (FMC) met on Monday, January 23, 2017.

The financial figures for the month of December 2016 were: total Income of \$389,111; total Expenses of \$322,749; Reserve Contributions of \$122,989; Federal and State Tax payments of \$4,250, leaving a negative income of \$60,877. Please note, however, that we ended the year with an unaudited positive income of \$128,330.

This month's Variance Report showed that revenue for December exceeded the budget, while Payroll, Payroll Tax & Benefits, Utilities, Maintenance, and Supplies were all over budget.

There were no major concerns expressed regarding the financial statements. Questions raised by FMC members were explained by Ms. Brown Slaughter, the General Manager.

At the October meeting, the FMC asked Management to find sources that residents could use to make payments by credit and debit cards or other means as an additional option. This capability would NOT replace current payment methods, such as automatic withdrawal of monthly fees from one's bank, checks, or cash. It will be just one more option that residents can use to pay their bills. We were provided with two options, both of which can link to our current in-house accounting system. We asked Ms. Brown Slaughter to contact the sources, and she has. We will be scheduling webinars in February for Committee members to understand how the systems work.

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

- Approve the Securitas Security contract for \$141,551 beginning in February 2017. Management is currently pursuing the option of our renting a golf cart rather than paying Securitas to do so, and if discussions with

our insurance company regarding premiums and our attorney regarding other issues enable us to do so, we will ask Securitas to remove the \$5,720 annual charge for the golf cart. The recommendation was passed unanimously.

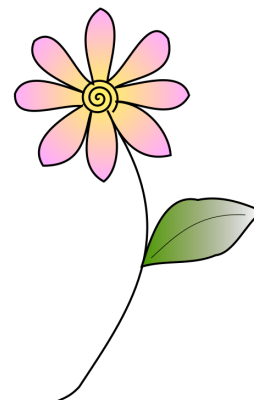
- Approve the SK&A proposal to provide structural engineering services related to balcony concrete delamination and spalls repairs in the form of a Request for Pricing document for the project for \$5,300. The recommendation was passed unanimously.

The Committee then discussed the six proposals that we have received from HR consultants, our Attorney, and companies to update/rewrite our Employee Manual and Job Descriptions. Since the Board is pursuing contracting for an overall management assessment, we recommend that the Job Descriptions await the outcome of that project. Thus, we are making a recommendation only for the Employee Manual at this time.

We find that two companies appear to be equally qualified with fees that are similar. The companies are **Cummings and Associates** with a fee of \$5,400 for both the manual and job descriptions (we would request that the \$1,500 for job descriptions be removed from the contract, leaving a fee of \$3,900), and **TPO, Inc.**, with a fee for the manual of \$3,750.

We are recommending that the Board select Cummings and Associates, especially since they appear to be the company that may provide us with our management assessment. The vote was 1 for TPO and 5 for Cummings.

The next FMC meeting is scheduled for Tuesday, February 21, 2017. As always, all residents are welcome to attend and participate in the meeting.



PHYSICAL PLANT & OPERATIONS COMMITTEE (PPOC) REPORT



Bryant Stukes & Diane Yeager

The PPOC met Thursday, January 12, 2017, from 7 to 9:15 p.m.

Bryant Stukes, replacing Al Lambert who retired from the chair's duties at the end of 2016, led the PPOC in a review of all thirty-one projects on the 2017 reserve budget summary. With a very busy year ahead in a property now nearly 40 years old, the PPOC would like to recruit residents who have various forms of technical expertise (in engineering, construction, contract procurement, IT, communications—to name a few) to serve as an informal council of advisers for the PPOC. Such an informal advisory council would have no obligation to attend meetings, but could expect to be individually consulted as needed to assist management and the PPOC in bringing more projects to completion more rapidly. Please feel free to contact Bryant or Manager Michelle Brown-Slaughter if you are willing to assist now and then—the expertise of both owners and non-owner residents would be welcome.

Management reported that Fairfax County has granted the building permit so that the East Building bridge canopy project can move ahead this spring, that a transition in IT services is underway from current provider Lanperfect to Commonwealth Digital Systems, and that Management is working to identify possible consulting companies for the legally mandated 5-year reserve/replacement study.

On the recommendation of SHUOA's Safety, Security, and Neighborhood Watch Committee (chaired by Diane Zierhoffer) and Management, the PPOC approved the proposal of Securitas Security Services, which will replace CES Security beginning around the first of March.

To begin addressing scattered balcony problems discovered during the voluntary summer inspections, the PPOC recommended accepting a proposal from Smislova, Kehnemui & Associates (SK&A) to develop a repair scope of work in the form of a Request for Pricing (RFP) to be sent out for bids by restoration contractors. Some of these repairs involve balconies on which owners have

installed tiles. Residents are reminded that very strict rules (available in the management office) govern such installations and that if those rules are not followed, residents will be expected to bear the cost of any resulting damage. Balconies are limited common elements, and the PPOC is considering establishing periodic mandatory inspection of all balconies; resident comment is invited.

Given their age and condition, the multiple roofs of Skyline House are in need of repair/replacement, as are the large air handler units that sit on the main roof of both buildings. These are large expenses, and the projects (which involve cranes) have to be coordinated. The expenses have been anticipated and budgeted for in the reserve fund. Management has been asked to provide, no later than the end of March, a proposed timeline for these interdependent projects.

The PPOC also notes that a focus group has been appointed by the Board to examine the existing website, draw up a list of needed functionalities, and make recommendations as to the advisability of hiring a professional firm to design a more flexible and adequate replacement. Residents are invited to share with June Baker (chair of the FMC Committee and the focus group) views about what functions the website should serve.

The next meeting of the PPOC is scheduled for Thursday, February 9, at 7 p.m., in the West Penthouse meeting room.

COVENANTS COMMITTEE

Bert Barrois

Draft rules and policies for the proposed children's playroom were submitted to the Board back in November, but the project is still pending. Please lobby the Board if you have strong feelings pro or con.

The committee did not meet in January but will meet in February to discuss two new issues that might lead to changes in house rules, subject to approval by the Board. If these issues concern you, please attend the meeting as an honored guest. You might even want to become a member.

(1) *Financial responsibility for damage to balconies attributable to unapproved or defective floor coverings (e.g., tiling or carpeting).* Coverings have been found to trap water, which degrades the concrete. PPOC is presently dealing with damage on six balconies in our com-

plex, two of which had tiles, and the repairs will be costly.

(2) *Enforcement of financial responsibility for damage caused by water leaks.* Our rules assign responsibility based on the source of the leak, regardless of negligence or lack thereof, but how can we make owners behave responsibly by settling reasonable claims in a reasonable period of time?

The March election promises to be very exciting -- two declared candidates (so far) for two open seats. But we need your proxy to reach a quorum in any case, lest we have a disaster that requires a second election. Come to Meet-the-Candidates (March 7) and pepper them with questions.

A GIFT OF POETRY

inspires the heart and touches the soul

Skyline House Association plans to publish a poem each month in the newsletter from resident submissions (owners and renters). If you would like to have a poem printed from your native country, please have it translated into English. Poems must be submitted to the Management Office no later than the third (3rd) Wednesday of each month.

“The Road Not Taken”

Robert Frost (1874 -1963)

Two roads diverged in a yellow wood,
And sorry I could not travel both
And be one traveler, long I stood
And looked down one as far as I could
To where it bent in the undergrowth; Then took the other,
as just as fair,
And having perhaps the better claim,
Because it was grassy and wanted wear;
Though as for that the passing there
Had worn them really about the same,
And both that morning equally lay
In leaves no step had trodden black.
Oh, I kept the first for another day!
Yet knowing how way leads on to way,
I doubted if I should ever come back.
I shall be telling this with a sigh

Somewhere ages and ages hence:

Two roads diverged in a wood, and I-

I took the one less traveled by,

And that has made all the difference

Submitted by: Al Lambert, Unit 709W

On January 1980, Carlos and Liza Ruiz moved from Skyline Plaza to Skyline House. At that time both were working for the Department of Defense. Each completed over 30 years of service.

Liza is originally from the Netherlands where she served three years in the Dutch Army. On April 30, 1945 she received the honor from the Royal Order to wear the Memorial Cross and pin as military draftee. During that time she met and married her husband of 68 years. She is a mother, grandmother, great – grandmother who enjoys sewing, gardening and traveling. She is also very much involved in activities for mentally disabled people.

Liza has submitted the following:

“Thought for the Year”

No one will ever get out of this world alive.

Resolve, therefore, to maintain a sense of values.

Take care of yourself. Good health is everyone’s major source of wealth,

Resolve to be cheerful & helpful. People will repay you in kind.

Avoid angry, abrasive persons. They are generally vengeful. Avoid zealots. They are generally humorless.

Resolve to listen more & to talk less. No one ever learns anything by talking.

Be chary of giving advice. Wise men don’t need it, & fools won’t heed it.

Resolve to be tender with the young, compassionate with the aged, sympathetic with the striving, & tolerant of the weak & wrong. Sometime in life you will have been all of these.

Do not equate money with success. There are many successful money-makers who are miserable failures as human beings. What counts most about success is how a man achieves it. – Author Unknown

Skyline House has ordered a flag to be displayed in Liza's honor.

We have some other residents that have submitted a request to have a flag displayed of their countries. So far we have: India, France, Hungary, and Columbia. If you would like to have a flag displayed in honor of your country – please stop by the Management office. Thank you!

Submitted by:

Tycia Haight, Deputy General Manager

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 VOLUNTEER is :

JUDITH YORK 514W 703-671-2267

IMPORTANT NOTICE

REGARDING GOOD NEIGHBORS VOLUNTEER PROGRAM:

Dear Skyline House Residents:

In the past months, we have found ourselves in the position of having to cut down on the services provided by the Good Neighbors Program.

We have lost many volunteers who have moved away or have resigned for health reasons. In addition, we have several members who are themselves somewhat disabled and unable to provide help lifting heavy wheelchairs, rolling walkers or oversized packages.

Our pleas for volunteers, unfortunately, have only produced 2 new members in the last 5 years.

Therefore, effective February 1st, 2017, only one (1) VOLUNTEER will be providing services each month. This is going to be on a trial basis for 3 months. After that, the Program will be re-evaluated.

If the monthly volunteer is unable to help out, the resident in need of transportation can request help by checking the following providers on line or calling for information:

1. Metro Access at 202-962-2700
2. Fairfax County discount voucher taxi programs at 703-877-5800.
3. The Shepherd's Center of McLean, Arlington and Falls Church at 703-506-2199
4. FASTRAN at 703-222-9764

Detailed

information on these programs are available and can be reviewed in the Management Office.

PARTICIPATE!

A national flag is a flag that symbolizes a country! Skyline House would like to identify and recognize all residents and their country of origin. Stop by the Management Office and provide your name and native country so that a small flag can be purchased and put on display in the main Lobby.



SUDOKU

Enjoy this Sudoku puzzle and stay tuned for the answers in the following issue!

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

NO AirBnB, Skyline House Residents

You may not legally list your unit on Airbnb or other such entities, including Vrbo, or Homeaway. Per rule 3A 4 & 5:

(4) “No Unit shall be rented for transient or hotel purposes, or in any event for a period of less than six months.”

(5) “No portion of any unit (other than the entire unit) shall be leased for any period.”

We have these rules for the security of all of us, so that unknown people with keys do not enter our building, use our facilities, possibly cause damage to common areas, or roam our halls at will. In addition, the Association’s insurance coverage and costs can be negatively affected if we have short term rentals.

Residents who disregard these rules can be fined and legally prosecuted.

SKYLINE HOUSE CALENDAR

February 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Recreation Committee 7:00 PM Meeting Room Library Open 7:00 – 8:00 p.m. East Penthouse	7	8	9 PPOC 7:00 PM Meeting Room	10	11
12	13 Library Open 7:00 – 8:00 p.m. East Penthouse	14	15 Covenants 7:00 PM Meeting Room	16 CRC 7:00 PM Meeting Room	17	18
19	20 LIBRARY CLOSED Office closed	21 FIN MGT 7:00 PM Meeting Room	22 BOARD 7:00 PM Meeting Room	23	24	25
26	27 Library Open 7:00 – 8:00 p.m. East Penthouse	28				

BOARD OF DIRECTORS

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GOOD NEIGHBORS COORDINATORS

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