



The House Special

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President's Report



By Richard Porter

I hope that those of you who celebrate the Easter or Passover season have found it renewing as we move deeper into spring. Here at Skyline house we have gotten off to a good start for replacing the bridge between the East Building and the garage. We have also made headway in planning for needed roof work and HVAC replacements.

We are also taking a closer look at possible balcony issues. We are also preparing the pool area for opening before the end of May. A number of people have talked to me about some things that they would like to see happen in the gyms, or in other places. My response is to en-

courage them to get involved on our committees; that is the way that owners and residents can turn wishes into action. We are giving some thought to opening one of the party rooms on a more frequent basis as a place for residents to gather and sit. This might entail adding Wi-Fi to the area. We are also considering expanding the library hours.

Remember that Skyline House is quality housing for quality people. We offer very good facilities at very reasonable prices, and we want to talk up the property with prospective owners.

Treasurer's Commentary

By Karen H. Johnson



The net outcome for regular income and expense items covered by the operating budget during the first quarter was a surplus of more than \$25,000 relative to the budgeted amounts. Income in excess of the amount expected accounts for over \$8,000. That positive surprise to income reflects higher interest income and greater receipts from legal fees charged to owners, with a small offset from lower move in/refi income receipts.

With respect to expenses, budgeted expenses were lower than expected by a net amount of about \$17,000. Of course, there were various positive and negative deviations from budget throughout the items in the expense ledger. Of note were administrative expenses that were about \$9,000 lower than expected, owing to lower insurance charges paid and the unused contingency funds recorded in that section of the budget. Maintenance expenses were \$2,000 below budget, and supply costs were nearly \$6,000 below budget. In addition, expenditures on contracts for the year were almost \$3,000 less than expected, largely accounted for by spending on security and trash removal. The savings on these expense items were partially offset by net outlays for taxes of over \$3,000.

As of March 31, the total number of units in delinquent status was 14, with \$36,671 due. Renter occupied units comprised 154, 28% of the total.

Secretary's Minutes

By Manuela Guill



SPECIAL ANNOUNCEMENT: On March 28, 2017, the 37th Annual Meeting of SHUOA, Inc. was held in the West Penthouse Level Party Room. Officers of the Board of Directors and Committee Chairs presented their reports to attendees and the results of the annual election for Board seats were announced. *Results:* Two positions with three-year terms were open. The votes were tabulated by an independent vote administrator from Action Management, Inc. of Annapolis, Maryland. 140 ballots were counted representing 25.6460% of the SHUOA membership. Of the total votes, Charles Roberts received 22.3670%; Manuela Guill received 19.7830%; Tyronne Dales (who withdrew prior to the election) received 6.2490%; 2.4890% of voters abstained; write-in name, Jaime Ramirez, received 0.2410%; and write-in name, Deanna Reina, received 0.1630%.

1st REGULAR MEETING INFORMATION: On April 26, 2017, the 37th Board of Directors held its 1st Regular Meeting at 7:00 p.m. One motion was voted on and approved unanimously by all seven members: "**Resolved**, that the Board of Directors approve contracting with Beck's Door and Hardware Service, Inc. to replace the West Mail Lobby Door at a cost of \$13,545.30."

REMINDER: Minutes of regular and special meetings of the Skyline House Board of Directors may be requested from the Secretary of the Board. Copies of minutes from recent meetings are also available to read in the Management Office during normal business hours.

Management Report

By Michelle Brown Slaughter



Bridge Project

The bridge to the East garage is 70% completed. The project had been delayed from its May 31st completion date due to rainy weather and interference with rebar and epoxy issues. WDP will not conduct tests until the end of the project to determine if the source of previous water permeation is from the mezzanine deck's planter boxes.

Lobby Decorating Project

The lobby redecorating was completed in mid-April. Two smaller pieces of artwork by the same artist, PM Colby, who created the large lobby painting were commissioned for the central gallery and hung in May.

Penthouse Levels Wallpaper & Painting

The contractor completed removal of the wallpaper from both East and West Penthouse levels in April and our painters finished up the project by painting the walls, doors, and trim. We paid an additional \$1,600 to remove the wallpaper inside the two coatrooms which had not been included in the initial estimate.

West Billiard Room HVAC System

Vernon Heating and A/C replaced the HVAC system, and Emtech installed the controls and wiring to connect the new HP split HVAC system. The new Spyder controller and software were also installed to start the program for use.

Balcony Repairs

Management was requested to obtain two additional proposals for balcony repairs. The RFP was submitted to three additional companies which provided bids by the end of April. SK&A's inspection proposal from April 22, 2016 at a cost of \$38,500 for all 539 balconies is still current.

East & West Exercise Rooms - Floor Mats

Rubber floor mats were received in mid-April and are expected to be installed in both the mezzanine and East by SHUOA staff.

Cummings & Associates Management Assessment

A deposit was paid to begin the management assessment. To date, the General Manager, Deputy General Manager, Chief Engineer, and several Board members and committee chairs have been interviewed. The project is expected to take several months.

Black Box - SHUOA Phone Services

Maintenance service was renewed from 2/1/17 thru 12/31/18, and our NEC phone system software was upgraded. Our software site license was also renewed. Management has been working with Black Box to learn how to program the phones to use additional functions and features.

IT Proposal - Commonwealth Digital (AKA All Covered)

New IT services are under full contract with All Covered. The new fire wall was installed; we migrated from Mozy to EVault online server backup service. The website domain is in the process of being moved from Melbourne to GoDaddy, prior to its May 22 expiration. Office 365 will be installed after all domain issues are completed and we obtain licenses. We will also migrate email from XO Communications to O365.

Hall Corridor HVAC Units

In order to complete this project, a vote was taken by email and passed by a quorum response from the Board. The reason the vote could not wait for the next meeting was due to the required lead time. Only when the order was placed did Management learn that it would take 4-6 weeks for the local distributor to get the equipment. It was necessary to remove the old HVAC units before the wallpaper was removed, which was scheduled to begin in April. The new units, however, could wait for installation until after the work was completed on the walls.

Pool White Coat, Coping and Tile Replacement

The pool white coating was successfully completed. Damage to the interior concrete walls was repaired. New coping tiles and ceramic depth tiles were installed. Both pools were filled by mid-April. The pool deck was also power-washed in May.

Roof and Corridor HVAC Project Update

The General Manager and Chief Engineer met with our roof consultant (Garland Company), last year's roof contractor (Raintree), the HVAC Mechanical Division Head of Dittmar Company, and our consultant from JFW, to discuss simultaneously replacing the roofs and the corridor HVAC systems this year.

More information is still needed for the HVAC systems:

- (1) Mechanical Engineering Consultant needs to be contracted (proposal pending);
- (2) Scope of work needs to be developed;
- (3) RFP must be developed by the Engineering consultant to obtain proposals; and
- (4) Contract to the successful bidder.

Contracts will be needed for:

- (1) JFW (our project Manager)
- (2) HVAC engineering consultant
- (3) Roofing contractor
- (4) HVAC contractor

Reserve Study Proposals

Management was requested to obtain additional Reserve Study proposals. As a result, proposals were requested and received from: (1) Miller Dodson (MDA Reserves); (2) Design Management Associates (DMA), and TDL (Thomas, Downey, LTD). Management will provide PPOC, FMC and the Board, a package of all of the proposals with a summary for review. Our goal is to select a company and complete the process by September 2017.

Credit Card Payment System

On March 2 & 7, representatives from PayLease and Dues Payments both conducted demonstrations of their alternate payment systems. Only one person attended each demo. A list of additional questions were submitted to each company. No further actions were taken. However FMC did request Management to obtain additional proposals from other companies.

West Lobby Entrance Door

This door is 38 years old and has had functional problems since the key fob system was installed. Even though the door is fitted with a maximum 1200 pound magnet closer, individuals will use both hands to yank it open. As a result the door frame is warped and broken causing a safety issue. These doors are no longer manufactured; therefore, the entire window/door assembly has to be replaced. The new door will have a 10 year warranty, but the glass is covered under a separate warranty. Beck's Door and Hardware Service will be replacing the doors.

Assessment Delinquencies & Attorney's Fees

Six units owe \$31,592 over 60 days past due; eight units owe \$5,079 over 10-60 days past due. \$2,256 was paid to the Association's attorney in March, 2017 for routine delinquency collections and the attorney was paid \$590 for advice on general legal services for the month of March.

Chief Engineer's Report

By Gregory Grimm

Air Condition Season

If residents have not yet scheduled preventative maintenance service for the heat pump for this summer, now is the time to do so. This service usually costs less than \$30. Also, help prevent leaks in your unit and your neighbors' unit. Keep your unit running in top notch condition, and stay cool all summer long. **IF YOU DO NOT HAVE THIS SERVICE DONE, YOU MAY NOT GET SERVICE IF YOUR HEAT PUMP LEAKS OR FAILS TO COOL!!**

Call 703-578-4855 to schedule service now!

Items Sold at the Front Desk

Two of the new offerings are far better than the commercial products you can purchase at a store:

- Dishwasher Cleaner \$7.55
- Washing Machine Cleaner \$7.18
- Sheila Shine for Balcony Railings & Panels \$9.00
- Bathroom Fan Filters \$8.44
- Window Screen Clips (package of 4) \$7.18
- Heat Pump Filters, pricing varies according to size.

Reminders from Management

By Tycia Haight



Fire Emergencies

Whenever there is a fire emergency, the alarm will only sound on the floor of the fire, the floor above and the floor below. Only the Fire Department has the authority and ability to activate the alarms on other floors that may need to evacuate. Residents are asked to proceed immediately to the closest stairwell and exit from the bottom level to the exterior of the building. DO NOT GATHER IN THE LOBBY as first responders will be accessing the lobby and fire control room located next to the front desk.

It is important to note that during a fire emergency residents should not call the front desk unless they need immediate assistance. Front desk attendants are busy assisting with coordination efforts and too many inquiry calls can interfere with their critical duties.

If residents with disabilities or difficulties in using the stairs have not already done so, they are encouraged to notify the office with their need for assistance at the earliest opportunity. This list is kept at the front desk and in the fire control room so that first responders can have access to it in the event of an emergency that requires evacuation.

Packages with Perishable Items

Residents are reminded to pick up delivered packages that contain perishable items from the front desk as soon as possible since there is no refrigeration available to ensure their freshness.

Admit Slips

Please remember to update ‘admit slips’ at the front desk which allow friends, family, contractors, cleaning companies, and others whom residents have authorized to enter their units unaccompanied. The length of time on admit slips is permitted for only 90 days and the slips will be removed by front desk attendants after they expire. If no current admit slip is available, non-residents will not be allowed access into a unit.

Ping Pong Table

Did you know there is a new ping pong table in the West Billiard room? Residents can sign for the game equipment and the key at the front desk by leaving a photo ID.



Good Neighbors

The Good Neighbors Program was established to assist residents who are mobility-impaired or housebound with non-emergency needs. Volunteers can arrange to drive residents to routine medical appointments within a 10 mile radius; pick up prescriptions, mail and packages; and shop for groceries. Current volunteer(s) are posted monthly on the west and east bulletin boards, or residents may contact the program coordinators directly for further information: Alina Gonzalez at (703) 379-5391 or Virginia Fissmer at (703) 379-2901.

Suggestions?

Any ideas, comments, suggestions, or feedback about Skyline House’s services, amenities, maintenance, etc., are welcome and can be sent to the editor. One or more of any submissions will be selected to be featured in the next issue. All submissions will be forwarded to Management and the Board for consideration. Please note that the Association will not tolerate abusive or profane language. Anonymous submissions may be considered for publication if the subject matter is written in a reasonable and thought-provoking manner.

Tech Tips

Did you know that you do not need a dual line phone to use the Skyline House intercom? That’s right! In order to get it set up, contact the Resident Service Coordinator for your building to make an appointment for Unit Maintenance. State your request as repurposing an existing phone jack in your wall to dial directly to the front desk. Then plug in any decorative or single line phone dedicated only for house intercom use. There isn’t much to it! It is really as simple as that!

Did You Know?

Section B of Rule 7 of the “Conduct and Behavior in Common Areas” section of the Rules and Regulations manual posted on the SHUOA website (www.shuoa.org) states, “No food or drink may be consumed in any of the common areas within the buildings including, but not limited to, corridors, stairways, lobbies, elevators, recreational facilities, and rest rooms.”

Financial Management Committee

By June Baker

The FMC met on April 24, 2017. The financial figures for the month of March 2017 were: total Income of \$383,828; total Expenses of \$228,309; Reserve Contributions of \$122,989; Tax Payments of 3,814, leaving a net income after taxes of \$28,716 for the month of March.

This month's Variance Report showed that Revenue for March was slightly under budget, primarily because of less than anticipated Move-In/Refinance income and In-Unit Maintenance income. Utilities, Maintenance Costs, Supplies, and Contracts actual amounts were slightly below budget estimates. Administrative costs were considerably under budget for the month mainly because we did a write down due to the Bad Debt account at the request of our auditor. Payroll costs slightly exceeded budgeted amounts. There were no major concerns expressed.

A Reserve Study will be performed in 2018 as required by Virginia, and we have received six proposals that need to be reviewed by the PPOC and the FMC before a recommendation can be made to the Board. Our concern is that neither committee has the expertise necessary to enable us to make appropriate recommendations. Committee members and guests discussed differing approaches, including asking our current vendor, Mason & Mason, for a recommendation, hiring a consultant to make recommendations, checking with Skyline Plaza and Skyline Square for their vendor, and carefully checking the references from the six potential vendors. The Committee asked the General Manager to provide all proposals quickly, so that we can begin discussions at the May meeting. Treasurer Karen Johnson expressed a wish to have the selection made by September, so that the vendor could then begin its in-depth review of our facilities.

The Committee next addressed the possibility of allowing owners to make payments for In-Unit Maintenance with credit cards. Currently, the General Manager has contacted two companies that allow people to make online credit card payments and can integrate with our accounting system, TOPS. Ms. Johnson had questions following her review of a demonstration, and both companies provided some answers. Although most FMC members believe that we should accept credit card payments, we are not at the point where we understand the most efficient and secure way to do so and can make a reasonable decision. We decided to delay any decisions while we look further into this issue and seek additional options.

The committee unanimously chose Beck's Door and Hardware Service to replace the West mailroom lobby door and window unit in the amount of \$13,545.30.

Physical Plant & Operations Committee Report

By Diane Yeager & Bryant Stukes



The PPOC met on April 13, 2017. The meeting was informative, with one action item voted on. Subjects that were covered included the status of using the East Party Room as a resident lounge, refreshing the front circle landscaping, IT systems overhaul, updating the building's intercom phone system, HVAC replacement for various parts of both buildings, the East Bridge walkway restoration progress, pool white coating, the 2018 Reserve Study Proposals (for which Management is still waiting on responses from potential companies), and a payment option by credit card which would allow residents to pay their SHUOA bills online.

Additionally, proposal estimates for inspections of all balconies were discussed, as well as the pros and cons of replacing roofing and the master HVAC systems in one year, as opposed to spreading it out over two years with a cost savings. The pool deck would be power washed prior to its summer opening and because the cost fell below the authorized \$5,000 expenditure under Management discretion, the committee did not vote on vendors or make a recommendation. The committee, however, did vote unanimously on replacing the aging West mail lobby door by Beck's Door and Hardware Service in the amount of \$13,545.30.

Noor Tells All

By Noor Al-Tall



With summer season underway, it's a better time than ever to get reconnected with one of the local libraries, especially the Thomas Jefferson Library. There are many ongoing events and activities directed at a variety of ages. "Tech Tutoring" is a recurring tutoring session aimed at tackling basic technological difficulties by teaching general computer basics and Microsoft Office know-hows. It is available for both younger and older individuals. There is also general tutoring available directed at middle and elementary school ages for strengthening and mastering educational concepts. For the writers at heart, there is a "Writers' Group" that helps to form connections between writers, provide tips, and spark inspiration and ideas.

For parents who are looking to occupy their young children with a productive yet enjoyable activity, the "Preschool Storytime" creates a nice environment for young children to interact with others by providing interactive activities and stories. Last, but not least, for those who may struggle with English as a second language, the library holds an English conversation group as a means to help strengthen one's articulation of the language in a group setting. After all, dialogue is the true way to master a language! These are only a few of many events hosted at the library. For more information, visit: <http://librarycalendar.fairfaxcounty.gov>.

Also, there are other local libraries to look into such as Burke Branch which is in walking distance from Skyline, or Woodrow Wilson which was recently renovated. For more information on libraries in the neighboring the area, see: Alexandria Public Libraries: <https://alexlibraryva.org/>

Creative Corner

Submitted by Liza Ruiz

May I Always Remember To:

- ☼ Encourage youth.
- ☼ Find the time.
- ☼ Keep a promise.
- ☼ Forego a grudge.
- ☼ Forgive an enemy.
- ☼ Listen.
- ☼ Think first of someone else.
- ☼ Laugh a little.
- ☼ Gladden the heart of a child.
- ☼ Take pleasure in the beauty and wonder of the earth.
- ☼ Speak your love.
- ☼ Speak it once again.

Submitted by Grace I. Krumwiede

I did not know you although we often stopped to chat about the snowfall, its slow removal from our entrance way, and the frigid temperatures.

I did not know you, yet we met at least several times a week in our hall or by the mailboxes in our lobby or sometimes at the reception desk.

I was sometimes late for a luncheon with friends or for a medical appointment and had no time for amenities. I passed you by quickly with a few sparse words. You slowly ambled by with a half-smile acknowledging the passage of time that left you behind--or so I thought.

When my closest neighbors moved, you picked up my newspapers. I asked if I could do the same for you or some other service, but you never asked anything of me.

You mentioned a daughter who lived close by, but I never saw her at your door. I never saw any of your friends. You always walked alone.

Even when your pace grew slower, you wanted to speak to me. I told you about my leading tours at Kennedy Center and the ballets and symphonies that filled many of my evenings. You listened, you were interested in my activities.

I did not know you. You did not tell me about your life, and I forgot to ask.

I did not know you--not until today when I attended your funeral and heard about your accomplishments from loved ones.

You were a basketball player, a winner of piano competitions, a Civil War buff, an archivist and program manager with the Federal Government, a son of a man who back in the thirties turned a 2-year teaching program at a black institution into one of the finest 4-year teaching programs in the country. You were a loving father and a caring husband. You lived with cancer as your constant companion for many years.

I did not know you--but I know you now.

SKYLINE HOUSE POLICY

CHILDREN'S PLAYROOM

OPEN: 9:00am — 3:00pm, Monday — Friday

For questions or assistance, contact the Management Office at (703) 578-4855

- 1) The children's playroom located on the East Penthouse Level is an Association amenity made available solely for the use of owners, tenants, and their guests to engage in recreational activities. **The Association has the right to adjust the days and hours of opening, or to terminate its use, at any time.**
- 2) **Liability Statement:** The Association shall not be held responsible for any activity or action taken by users of the playroom that results in injury or other maltreatment to themselves or other participants.
- 3) The Association has the right to monitor the playroom through CCTV cameras and random checks by authorized staff.
- 4) The playroom is intended for the exclusive use of children from infancy through pre-school age with their designated guardians. Older children may be allowed access when appropriately supervised by a guardian on a conditional basis. This amenity is **not endorsed for unaccompanied adult residents** who engage in non-caregiver activities. Management reserves the right to request that unaccompanied adults vacate the room.
- 5) Guardians supervising minors must be **at least 15 years of age**. The ratio of minors under the age of 15 years to supervising guardians shall not exceed three to one (3:1).
- 6) The playroom is **not authorized as a commercial day care center**. Guardians (other than caregivers who are working for a single family) may not accept monetary compensation for supervising other residents' children.
- 7) Guardians are expected to remain with minors at all times. Should guardians need to leave the playroom, they shall have the minor(s) accompany them, or ensure that another guardian is present to temporarily watch them.
- 8) The Association will provide only basic furnishings for use in the playroom. The Association **shall not be liable for any loss or damage to personal objects** left in the room after each daily closing. Staff may remove any unclaimed items for disposal. Personal objects not deemed to be trash may be reclaimed from the Skyline House lost and found receptacle at the front desk.
- 9) Should the number of persons present in the playroom result in concerns for the health and safety of all occupants, or should cause excessive noise or other demonstrable disturbance to persons living on the floors below, then Management has the right to request that some or all occupants be dismissed.
- 10) Guardians and minors are **prohibited from conducting activities in the corridors** on the penthouse level.
- 11) East Penthouse Level restrooms will remain unlocked during the playroom's designated hours. All personal hygiene needs, such as changing diapers, shall be performed in the restrooms where accommodations are provided.
- 12) All owners, tenants, and their guests are requested to respect other users' personal health by not utilizing the playroom if any person has a communicable illness or condition.

BOARD OF DIRECTORS

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rporter@shuoa.org or rporter325@aol.com

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Director Norman Phillion, Unit 1605W, 703-434-9596
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Director Charles Roberts, Unit 914E, 703-998-6080
charley.roberts@prodigy.net

COMMITTEE CHAIRS & OTHER CONTACTS

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Exercise Rooms: Vacant

Garden Club: Vacant

Good Neighbors: Alina Gonzalez, Unit 1013W, 703-379-5391
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Newsletter Editor: Noor Al-Tall, Unit 706E
nooraltallnewsletter@gmail.com

SHUOA MANAGEMENT OFFICE & STAFF

Central Phone | Front Desk: 703-578-4855
General email: info@shuoa.org

Hours Open: 8:00 am – 6:00 pm | Monday-Friday
Closed 2:00 – 3:00 pm on Fridays

Closed on National Holidays except Columbus Day

Closed Friday after Thanksgiving & half-days before Easter,
Christmas & New Year's Holidays

General Manager Michelle Brown Slaughter
michelle@shuoa.org

Deputy General Manager Tycia Haight
tycia@shuoa.org

Chief Engineer Greg Grimm
greg@shuoa.org

Accountant Huajun "Lucy" Bei
lucy@shuoa.org

Hours Open: 9:00 – 11:00 am & 4:00 – 6:00 pm

West Building Resident Services Coordinator
Noemi Najera | noemi@shuoa.org

East Building Resident Services Coordinator
Donte Wilkins | donte@shuoa.org

LIMITED AMENITIES

Resident's Library, East Penthouse Level
Open Mondays 7:00-8:00 pm except Holidays

Children's Playroom, East Penthouse Level
Mondays – Fridays | 9:00 am – 3:00 pm

SCHEDULE OF RECURRING MEETINGS

Annual Meeting & Election: 4th Tuesday every March

Board of Directors: Every 4th Wednesday except Mar/Aug/Dec

Financial Management: Every 3rd Monday except Mar/Aug/Dec

PPOC: Every 2nd Thursday except Aug/Dec

Covenants: 3rd Wednesday every other month or as needed

SSNW: 2nd Wednesday every other month

Community Relations: Every 3rd Thursday except Aug/Dec

Recreation: As needed

Furnishings & Design: As needed

Exercise Rooms: As needed

Garden Club: As needed

NOTE: All meetings begin at 7:00 pm in the Association Meeting Room, West Penthouse Level, unless otherwise specified. For agendas, changes or cancellations of meetings, regularly check the West and East bulletin boards or contact the designated Committee Chair for more information.

Addendum *Reports from May 2017 Meetings*

President's Report

- ✓ On time
- ✓ Per specs
- ✓ Under budget

That must be our motto for all projects. It means holding our vendors and contractors to account. That is how we deliver value and quality for the money we pay in condo fees and to our staff.

This becomes particularly important when we face major work as we do this year. While we have good reserves at about \$6 million, in the next year we will spend \$3 million on planned major roof and HVAC work. As noted this is all covered in our reserve budget. And we will rebuild the reserve budget at about \$1.5 million per year. That is why it is very likely we will face normal condo fee increases this year so that we stay on schedule for covering needed but foreseeable repairs without resorting to special assessments.

That is also why we need quality and alert Management both to negotiate good deals on our behalf and to insist on performance as promised. When we don't stay "woke", we find quality slips and deadlines are missed. When we do stay alert we can affect major savings, as we are supposed to for example with regard to the roofing and HVAC work. It now would appear this will be accomplished for hundreds of thousands of dollars less than originally anticipated. These savings, and others, will more than cover the new expense we will have to incur to have all balconies inspected in the next year.

So I end as I began. Our motto must be:

- ✓ On time
- ✓ Per specs
- ✓ Under budget

Secretary's Minutes

At the 37th BOD, 2nd Regular Meeting, on May 24, 2017, the following resolutions were passed with five affirmative votes (two Board Members were absent):

- **Resolved**, that the Board of Directors approve a contract with Raintree to replace four roofs and restore two roofs at \$1,740,896.25 to be funded through Reserves.
- **Resolved**, that the Board of Directors approve JFW's Option 1 which directs J. Wyble to draw up performance specifications to provide to Dittmar for installation of three HVAC units on each of the East and West Buildings concurrent with separate roof repairs, and that the five Board Members present agree to affirm an email vote on May 17, 2017 -- taken because of a time sensitive deadline -- with 6 in favor and 1 not voting.
- **Resolved**, that the Board of Directors submit a counteroffer to an owner who is delinquent in condo assessments with a payment plan of \$235 per month plus the current monthly assessment until the outstanding total is caught up to date.

Treasurer's Commentary

This report will focus on the operating expenses incurred in April 2017. The net outcome for regular income and expense items covered by the operating budget during April continued to show a positive outcome of net income in excess of the budgeted amount. Excluding the variable component of spending on items for the In-Unit Maintenance program, expenses for April were about \$14,000 less than expected. Payroll, payroll taxes and benefits account for about \$5,000 of this figure. A major piece of that saving was in the line item for Group Health/Life/Dental expenses. Another \$5,000 of the savings over budget for expenses was in the category of administrative expenses. For this category, legal fees were a significant contributor to the positive balance, along with numerous items with more modest balances. Maintenance items accounted for \$2,600 of the total, with a number of items cumulating to that total. Spending on contracts accounted for about \$2,400, with the security contract a major item. The positive balances from the items discussed above were slightly offset, by about \$1,400, by spending on utilities, with spending on electricity over budget the reason for this negative balance. We cannot be certain that our budget outcome will continue to show favorable outlays for expenses, but through April we have followed the budget and had no major negative surprises. As of April 30, the total number of units in delinquent status to the Association was 13, with the amount due of \$29,149, a lesser amount than was the case in March. There were 152 renter occupied units which comprises 27% of the total.

Covenants Committee

The Committee met in May to further our discussion of the rule on balconies. Up to now, Skyline House has had a permissive policy toward tiles on balconies. The Association has approved installations, winked at unapproved installations, and generously covered repair costs, including the extra costs associated with removing and replacing tiles.

Although repairs were conducted as recently as 2009-2012, new damage has emerged on a few balconies, and PPOC is planning a comprehensive inspection and interim repair project, which together may cost more than \$200K. (That's just my rough guess, but divide it by 556 units and wince.)

Owners are reminded that under the current rule, they cannot install coverings (e.g., tiles or carpet) without approval from Management, which will not be granted under present circumstances. Owners are responsible to maintain tiled balconies in good condition, and they must remove carpeting from November through March.

It is suspected that improperly installed or poorly maintained tiles (e.g., cracked or poorly grouted tiles) increase the risk of freeze/thaw damage to the concrete by trapped water. Owners who choose to install tiles are assuming a risk, and we want to rewrite Rule 15 to define their financial responsibility under Bylaw VIII-3(a). We are in general agreement on the following points:

- The rule should assert the Association's right to conduct inspections of balconies. (Rule 21-A already asserts the right to conduct annual inspections of water hoses and connections, so this is hardly new. Legally speaking, the balcony is a Limited Common Area.)
- When problems are discovered, Management may require immediate repairs or measures to prevent future damage, possibly including total removal of tiles and reapplication of the protective coating.
- Financial responsibility should not depend on prior approvals, since ancient records have gone missing. Neither should it depend on assessed nor presumed causation, since causation is a murky issue and most tiled balconies seem to be in good shape. Prior installations could be grandfathered from certain aspects of responsibility, but to what extent?
- Owners should be financially responsible for any extra costs associated with removing and replacing tiles, reapplying protective coatings, etc. (Responsibility for repairs to underlying concrete is a more complicated issue, which remains under discussion.) The Association should take a tough line on future installations, if the inspection confirms the suspected correlation between tiles and damage to concrete.
- Buyers of units with tiled balconies have stepped into the shoes of the previous owners and have assumed the same financial and maintenance responsibilities as if they had installed the tiles themselves.

Financial Management Committee

At the May 22, 2017 FMC meeting, we covered financial figures for the month of April 2017 which were: total Income of \$380,586; total Expenses of \$221,795; Reserve Contributions of \$122,989; Tax Payments of \$11,750, leaving a Net Income after taxes of \$24,052 for the month of April.

This month's Variance Report showed that Revenue for April was slightly under budget, primarily because of less than budgeted In-Unit Maintenance income. In the Expense accounts, Payroll, Payroll Tax and Benefits, Administrative Costs, Maintenance Costs, Supplies, and Contracts actual amounts were slightly below budget estimates. Utility costs slightly exceeded budgeted amounts.

There were no major concerns expressed regarding the financial statements nor the management report provided by General Manager Michelle Brown Slaughter.

A Reserve Study will be performed in 2018 as required by the Commonwealth of Virginia, and we have received seven proposals and examples that need to be reviewed by the PPOC and the FMC before a recommendation can be made to the Board. The PPOC expects to discuss the proposals at its June meeting and vote on the proposals at the July meeting.

The FMC will also discuss the proposals at our June meeting, and we will concentrate on the financial information that the studies provide to determine whether or not that information will meet our needs. Some of the vendors provide online capabilities to allow us to work "what-if" scenarios. Ms. Brown Slaughter suggested that once we've narrowed the evaluations down to about three possibilities, we could have demos provided by those vendors. The FMC will also vote on the Reserve Study at the July meeting. At the April meeting, Treasurer Karen Johnson expressed a wish to have the selection finalized by September, so that the vendor could then begin its in-depth review of our facilities.

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

- Approve the proposal from Raintree to repair or replace all our roofs in the amount of \$1,740,896.25. The FMC made the recommendation unanimously.
- Approve the proposal from SK&A to inspect all balconies in the amount of \$38,500. The FMC made the recommendation unanimously.

- Approve Option #1 to request Wyble (the Electrical Mechanical Engineer for design) to prepare Performance Specifications as guidelines for Dittmar, the General Contractor, to price the HVAC replacement project. The FMC had approved this option via email earlier, and this vote was taken to formally approve our email vote. The FMC made the recommendation unanimously.

Budget time is fast approaching, and we have set dates in August for our subcommittee meetings. For the past few years, we have met at least twice to finalize each budget -- Operating and Reserve -- so this year we are scheduling two meetings each in advance. The meetings will be held August 16-17 for the first iteration and August 23-24 for the second. FMC members will volunteer for one or both subcommittees at the June meeting.

Physical Plant and Operations Committee

The PPOC met Thursday, May 11, 2017. PPOC heard the General Manager's report. Items of note:

- Work on the East Building Bridge to the garage is nearing completion. Management expects the work and Fairfax County inspections to be complete sometime between May 30 and June 16.
- Removal of wall paper in the penthouse galleries is complete; painting of the West Building penthouse gallery is complete.
- A replacement exterior door for the West Building mail lobby has been ordered. The new door will not have exterior door handles. Installation is expected to take place in July.
- Rubber flooring for the exercise rooms has been delivered and will be installed by in-house staff.
- Management is exploring the possibility of a credit card payment system with BluePay (the merchant provider partner for Burke and Herbert).

On pending matters, PPOC approved two motions, both addressing work involving SHUOA roofs. First, members voted unanimously to recommend accepting **the proposal of Raintree to replace four roofs and restore two roofs at a discounted total cost of \$1,740,897 (discounted from \$1,882,050)**. It is expected that the work will begin as early in the current year as feasible. Second, PPOC members voted unanimously to recommend an expedited process in which **J. B. Wyble (Electrical Mechanical Engineer for design) will be requested to prepare the performance specifications that will enable general contractor Dittmar to price and carry out the mechanical work associated with the installation of three HVAC units on the roofs of both the East and the West Buildings**. This streamlined procedure should allow the roof replacement/restoration work and the roof HVAC installations to be done jointly. These HVAC units, which heat and cool the common areas of the condominium, cost about \$70,000 each, not including installation.

On the matter of balconies, PPOC considered both (1) *proposals for repair of balconies* known to require work (Concrete Protection at \$98,253 and Choice Restoration at \$103,030, with about \$65,000 of those bids being allocated for "Mobilization, Permit, Bond, Insurance, and General Conditions) and (2) *a proposal (from SK&A) to inspect* all 539 SHUOA balconies at a cost in the neighborhood of \$40,000. PPOC determined that it would be prudent to inspect all of the balconies before contracting to repair those that are already known to show damage. The bids to repair the small number of balconies with known damage were therefore tabled until the comprehensive inspection has been completed.

PPOC also received proposals from seven firms that are interested in providing a Level 1 Full Reserve Study (with site visit) to be completed in 2018. The most important purpose of such studies (which in previous years have been conducted for SHUOA by Mason and Mason) is to provide a 5-to-10 year schedule of anticipated major repairs and replacements to common property elements (including future cost estimates for such repairs/replacements) so that SHUOA can determine the amount of homeowner annual reserve contributions needed to ensure that the property will be well maintained and that homeowners' investments are protected. A decision on which firm to recommend will be made at the June meeting.

PPOC also briefly considered: the use of the East Building party room as a space for resident daytime use; the desirability of exterior and interior trash receptacles; replacement of the chain-link fence along the property line with Build America with a solid fence; landscaping work on the traffic circle and at the main entrance; and the possibility of renovating the eleven common area bathrooms in 2018.