



The House Special

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President's Report

Richard Porter



Welcome to the New Year! Hope everyone is off to a good start with your New Year's resolutions! Here at Skyline House we are looking ahead to a good year, building on 2017. We continue to need more owner and resident participation in our committees. This year we aim at completing our roof work and finally tackling our pool deck. The pool deck issues involve roofing and ADA considerations. After several years of mulling it over I think we are prepared to do necessary upgrades. We will also be updating our reserve budget planning. We should also be finishing the new employee manual and our management review. So we should have some fresh thinking on many fronts. In the short term I expect we will be saving money and

improving efficiency in our newsletter which will be printed in-house with our new copying equipment; this should also allow us to cut down on printing errors and make issues come out more currently. We are also making slow progress in updating our software and software inter-connection, thanks to the work of our computer task force.

As always I encourage each of you to join in the work of making Skyline House better. Give us your ideas.

Treasurer's Commentary

Karen H. Johnson



In this report, I will review the plans for reserve spending during 2017 as expressed in the reserve budget and the preliminary financial data that we now have that cover the spending outcomes for the year. The outcome for reserve spending can differ from the budgeted amounts for various reasons, including unexpected needs owing to equipment failure, reassessment of the remaining useful life of equipment, or better than expected conditions of equipment.

The budget planned for total spending of \$1,478,897. The actual amount expended as recorded in the preliminary data was \$2,515,902.07. The most important item that explains the difference in the actual relative to the planned is the spending done on replacing all the roofs. As was understood when the roof project was approved, in order to save on the total cost to us the roof work was contracted to be done as one project, rather than spread over several years. The project is not yet complete and not all costs have been paid. But in 2017, the accounts show payment of \$1,642,757.50 for roof-related work. A second large project that was paid from 2017 funds was the East Bridge; that cost was in excess of \$150,000. Lesser, but still substantial, amounts were spent on façade repair and lease of our photocopier.

Were any large planned projects not done? We spent only minimally on pool accessories, we did not replace our current access system, and no major landscape expenses arose. Some payments that occurred in 2017 were the result of projects that were largely done the previous year, such as the lobby decoration. Some

items from 2017, such as the roof project and the AHU replacement project, will lead to payments to be made this year. Our spending on consulting fees was about as planned.

As of December 31, the total number of units in delinquent status to the Association was 14, with the amount due \$34,851 up slightly from November. The number of renter occupied units was 148, 27 % of the total.

Management

Report

Michelle Brown-Slaughter



Bridge Project

All punch list items were completed except the water test since the bridge experienced no leaks during the multiple heavy rainfalls in the 4th quarter of 2017. Hammerhead is fully aware that they are responsible for any leaks should they occur in the future. Management received some of the warranties from the contractor and Kalwall.

Roof Update

The roof project is quickly nearing the end. There's only a small amount of work left to be done on the West Tower, and the metal coping is almost completed in the East Tower. Weather permitting, and barring any major problems, this project should be completed by the end of January or first week of February.

Roof AHU project Update

The AHU project is also quickly coming to the end. The balancing work was completed and Dittmar is just wrapping up a few loose ends by patching holes in walls, completing the re-connection of the duct detectors, insulation work, and integrating the new equipment into our EMS system. J. Wyble and Fairfax County inspected the work. J Wyble will return upon completion, to sign off on the entire job. Weather permitting and barring any major problems, this project should also be completed by the end of January or first week of February.

Window Leaks

Management received a report from SK&A, and a repair proposal from Atlantic Company for next steps on the facade window leaks. Both will be reviewed by PPOC at the February 8th, 2018 meeting.

Reserve Study Proposals

DMA is contracted and scheduled to start work on this project from January thru June 1st, 2018. They will be onsite the first week of February. They are reviewing all of the documentation that was sent by Management in December and January.

2018 Pool Deck Pool

In December 2017, Raintree and Garland, our roof contractors, conducted an inspection of our pool deck, the roof and other areas on the Mezzanine and garage levels. They will make a presentation of their findings and recommendations from that inspection at the 2/8/18 PPOC meeting. FMC and the Board will be invited to the presentation.

Bathroom Planning

The Chief Engineer met with the architect referred by Dittmar, to conduct an overview of our bathrooms. The formal proposal and recommendations will be reviewed by PPOC at the February 8th, 2018 meeting.

Elevator Damage from Move-In

The West Freight elevator repairs were completed by Avery Elevator . The \$5,696 cost of damages were billed to the Owner whose tenant reserved the elevator for their move-in on October 2nd. The owner advised Management they would submit a claim to their insurance company and they are working on that process.

Elevator Cable Replacement

Cables in the East passenger elevator car #2 and car #3 need to be replaced, at a cost of \$15,510 (\$7,755/each). PPOC and FMC recommend the Board approve it.

Vendor Bankruptcy- Becks Doors

A judgment was obtained in the court case on November 14th. We can now proceed to attempt to collect on the judgment if any assets are found that can be garnished. The new custom made door (that has no hardware on the exterior), was installed in December 2017, by S. Albert Glass, to replace the damaged West Mail Lobby Door.

Pool Contract Renewal

The Sunset Pool contract was signed by the Board President and renewed for 2018 pool services.

Cummings & Associates (CAA) update

The facilities report was received 10/25/17, and the timetable for the remaining tasks was also received. The employee manual was received in December and is currently being reviewed by the Board.

Attorney fees - Unit Owners Collections:

\$1,401 was paid to the Association's attorney in December, 2017, for routine delinquency collections. \$1,121 was paid to the attorney for advice on general legal services for the month of December.

Collections update- \$34,851 (December 2017) Delinquencies

4 units owe \$24,391 for delinquencies that are 60 days past due. 10 units owe \$10,461 for delinquencies that are

10-60 days past due. Collection is being handled by the Association's Attorney.

1/24/18 Board Meeting Action Approved:

- Shenandoah Landscape – 3-year contract renewal
- Republic AAA Trash - 3-year contract renewal
- Avery Elevator – proposal to replace elevator cables in car #2 and #3 in the East - \$15,510

Physical Plant & Operations

Committee (PPOC)

Report



Bryant Stukes

The PPOC met Thursday, January 11, 2017, beginning at 7:00p.m.

1. Welcome and remarks by Chair, Bryant Stukes.

The chair welcomed everyone back from the 2017 Winter Holiday break and laid out the committee agenda for the New Year.

This year the PPOC, in conjunction with Management, will focus on “Getting It Done in 2018” for physical plant and operational projects.

- Community Communications Concepts
- 2018 Pool Deck and Pool Bathrooms Pre-Planning Phase
- SHUOA Main Entry/Side Signage Design/Implementation
- Front Octagon Renovation
- Management/Engineering workflow Programs
- Cox Cable Contract Renew or Discontinue
- 2018 SHUOA Contracts Review

2. The PPOC received the report of the General Manager with updates on:

See Management Report for full updates on the items below

- Bridge Project
- Skyline House Roof/HVAC Replacement
- Window Leaks

- 2018 Reserve Study update
- Elevator area Trash/Recycle Bins
- 2018 Pool Deck Plan
- SHUOA Bathroom Planning
- Elevator Damage – from resident Move-In
- Elevator Cable Replacement
- Vendor Bankruptcy – Becks Doors
- Cumming & Associates (CAA) update – HR Manual

3. Actions

PPOC approved two principal motions:

PPOC recommended to the FMC and the Board of Directors that the Association:

- **Accept the three-year contract renewal of Shenandoah Landscape Services for 2018**

PPOC recommended to the FMC and the Board of Directors that the Association:

- **Accept the proposal of Avery Elevator Corporation to replace the elevator cables in cars #2 and #3 in the East Building, at a cost of \$15,510**

4. Other Topics

- The Skyline House main entry and side entry sign replacement will be discussed at the next PPOC meeting.
- The Chair asked that Management conduct research on Lobby Level Recycling/Trash Receptacles for placement near the East/West elevators.
- The Chair stated that late fall and early winter the committee will begin the process of reviewing Operations/Maintenance programs that are in use, to continue the process of modernizing the Skyline House operational/maintenance systems.
- The committee was made aware that the Cox Cable contract will expire within a few years and we must begin the task of figuring out if it is cost effective, to continue to subsidize basic cable for the buildings.

At 8:15pm the meeting was adjourned. **The next regularly scheduled meeting of the PPOC will take place Thursday, February 8, at 7 p.m. in the meeting room of the West Building Penthouse; all Board Members and residents are welcome to attend.**

Chief Engineer's Report

Gregory Grimm

CORRIDOR HEAT AND AIR CONDITIONING

The new corridor RTU's (roof top units) are installed and working. A big part of this job was balancing the air flow at every vent, on every floor. This process is expensive and time consuming. What balancing does is ensure that each floor, and each unit gets the proper amount of fresh air. This process also helps minimize odors in the corridors, now that the building is properly pressurized.

We have had problems with residents adjusting the corridor air vents on their floor. Please do not adjust any corridor air vent, as it will have a negative impact on the entire system. Also, if you have installed a floor sweep outside your unit door to prevent air coming into your unit under the door, this will greatly affect the amount of fresh air that comes into your unit. It could possibly affect your health because a small amount of air is supposed to flow under your door, and into your unit so that the air doesn't become contaminated.

COOKING ODORS

Several residents have complained about cooking odors. To help prevent this, **please use your kitchen exhaust fan anytime you are cooking.** Be kind to your neighbors.

DRYER VENTS

Your dryer vent and kitchen exhaust fan share the same outlet. For most units, it is located over the balcony door. For others its above the dining room window, and for residents who live on the 17th floor, it's above the balcony roof. **This vent should be cleaned from time to time. SHUOA offers this as a FREE In-House Maintenance service to all residents. If you notice that your dryer is not drying properly, it is an indication that the vent is clogged up with lint, and could become a fire hazard! Please call the office (703) 578-4855, to schedule Maintenance to blow out your dryer exhaust line.**

For the year 2017, we spent less in all Expense categories than budgeted. For example, we spent significantly less on electricity than anticipated, did not use any of the \$10,000 contingency funds, and were not required to use the insurance deductible for damages caused by the June unit fire.

For December, The Variance Report showed that actual Revenue for December was slightly above budgeted amounts because of better than expected Interest Income which offset less than budgeted In-Unit Maintenance. In the Expense accounts, all except for Maintenance and Supplies were below budgeted estimates, and those two categories were close to targeted amounts.

The Association has had a cash card from Burke & Herbert to pay for items for which checks are not feasible. Late last year, we received notice from the bank that they were discontinuing the card. The FMC Chair, Treasurer, President, and Deputy General Manager agreed that we should apply for a corporate credit card, and we have done so. We requested an upper limit of \$5,000 and agreed that the card should be paid in full each month. Deputy General Manager Tycia Haight will continue to review the statements and assign appropriate accounts to each purchase. We have not yet received the card.

Treasurer Karen Johnson discussed the January sale of an Association CD and a Treasury Note that were close to maturity. General Manager Michelle Brown Slaughter had informed Ms. Johnson that we had large reserve budget payments due in mid-January (e.g., roof and AHU payments) and needed additional cash to pay upcoming bills.

The PPOC and FMC Chairs are requesting that the Board direct Management to provide a list of all contracts with start dates, end dates, contract amounts, warranty information if applicable, and comments well in advance of end dates. Thus, the committees will be able to review renewal contracts and/or request that we rebid a contract. This will obviate the need for the PPOC and FMC to approve contracts after they have been signed and will return us to the previous procedures for discussing and recommending contracts.

The Committee next discussed whether we should ask the Board of Directors to add a line to the Reserve Budget's Consulting area to enable Management to consult with HR experts if necessary as related to employees.

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

- Approve the already signed Shenandoah Landscape proposal for three years with a cost of \$47,498.64 for the first year. The recommendation was passed unanimously.
- Approve the \$15,510 Avery Elevator Corporation proposal to replace hoistcables in two East building elevators. The recommendation was passed unanimously.
- Approve the \$7,290 Coates Heater Company proposal

Financial Management Committee Report (FMC)

June Baker

The FMC met on Monday, January 22, 2018.

The financial figures for the month of December 2017 were: total Income of \$388,541; total Expenses of \$243,736; Reserve Contributions of \$122,989; State and Federal tax payments of \$5,750; leaving a Net Income of \$16,066 for the month of December. Please note that we ended 2017 with a positive net income of \$161,797 which far exceeds the estimated end-of-year net income of \$19.

to replace boiler elements. Since this was an emergency replacement, the President and Board members had already approved the work. The recommendation was passed unanimously.

- Approve the already signed Republic Services of Virginia proposal to extend the contract for three years. The recommendation was passed unanimously.
- Direct Management to create a list of all contracts with start and end dates; amounts; warranty information, if applicable; and comments sufficiently in advance of end dates. This list should be updated as necessary and provided to the PPOC, FMC, other affected committees, and Board of Directors in sufficient time to make renewal and/or rebid decisions. The Committee did not take a vote on this proposal, but all members agreed that this list should be created and updated as needed.
- Direct Management to add a line item to the consultant area of the Reserve Budget of \$5000 to enable Management to consult with HR experts, if necessary. Six FMC members voted for the recommendation and two members opposed it.

The next FMC meeting is scheduled for Monday, February 26, 2018. As always, all Residents are welcome to attend and participate.

Elections Update

The final candidates of the 2018 election are as follows:

- Ara Alan
- Steve A. Butler
- Karen H. Johnson
- Norman Phillion
- Ahmad Wali Shairzay

The "Meet the Candidates" function will occur on March 7th. The elections will take place on March 27th. See you there!

~ Poetry

Thanks for Making a Difference Every Day

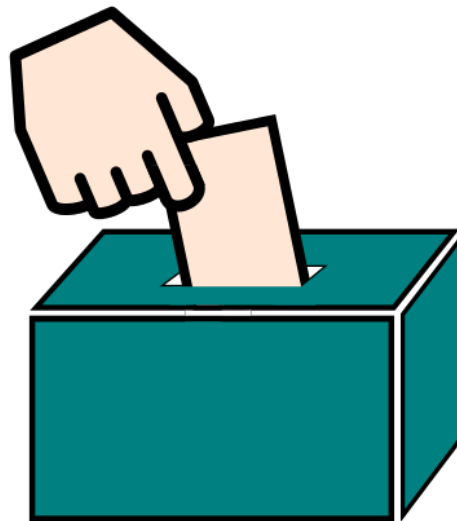
Author Unknown

Submitted by: Liza Ruiz

One morning a man walked along a beach covered with thousands of starfish that had washed up during the storm.
Now they lay dying in the sun.

He saw a young girl picking up the starfish one by one and tossing them into the sea.
As he approached her he couldn't help but ask, "Why bother? There are too many of them. You won't make much difference".

She picked up another starfish
And tossed it into the water.
Then she turned to the man and said "I made a difference to that one".



February 2018

Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8 PPOC 7:00 PM Meeting Room	9	10
11	12	13	14	15	16	17
18	19 OFFICE CLOSED	20	21	22	23	24
25	26 FIN MGT 7:00 PM Meeting Room	27	28 BOARD 7:00 PM Meeting Room			

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