



The House Special

Newsletter of the Skyline House Unit Owners' Association | Mar. | Vol. 37; Issue# 12 | Shuoa.org

What's on the Menu?

President's Report.....	1
Treasurer's Commentary.....	1
Treasurer's Commentary (Cont.).....	2
Management Report	2
Management Report (Cont.).....	3
Reminders from Management.....	3
Chief Engineer's Report.....	3
FMC.....	4
March 2018 Calendar.....	4
Contacts.....	5

close work by staff, outside contractors, and our committees. It will at times also require patience from residents.

I am by nature eager to see tasks done, so if I remain President I will press for prompt and complete work.

We are also moving toward our new employee rules manual. A draft from the consultant recommended by management has been reworked by a Board task force, and I hope should be ready for a look by committees at the end of this month.

We will have Board elections next month, so vote now; ballots will be out to you soon. I understand that we have 5 candidates for 3 positions. You are, of course, free to vote as you please. I do repeat that I think the best candidates are those who have been active in our committees and Board; those people know how things work and what things need doing. That doesn't mean you have to like things as they are, but it does mean that you are best able to effect change when you know what is really going on.

That's a fuller report than usual. I look forward to getting feedback from all of you.

President's Report

Richard Porter



The past month brings us closer to completing or finally tackling some important Skyline House projects:

- The roof and air handler replacements have gone smoothly and are near completion.
- Water issues on the new bridge floor due to condensation will likely be addressed by floor coating or carpeting.
- The new reserve study is underway.
- Our new copying machines are in place and will save us money in newsletter printing and, I hope, with next year's annual election materials and going forward.
- We have new safeguards to ensure the completeness of the newsletter (against typos, dropped paragraphs and Russian hackers).
- We are beginning to evaluate pool deck repair and replacement: this will be a big and expensive job including the whole top of the garage. That work should also address bulging walls, leaking planters, garage stalagmites caused by chemical erosion of the concrete, and pool ADA compliance. All of this will take

Treasurer's Commentary

Karen H. Johnson



First I shall briefly summarize the components of the total operating budget for 2017. Total income and total expenditure are each slightly in excess of \$4.6 million. Total assessment income is 92 percent of that total. With respect to expenses, the transfer of funds to our reserve holdings accounts for 32 percent of the total. Budgeted payroll spending plus payroll taxes and benefits account for 30 percent of total expenses. Spending on utilities is 15 percent of total. The remaining 23 percent is spread over administrative, maintenance, and contract costs, with federal and state income taxes accounting for less than 1 percent of the total.

It is notable that our balance sheet as of January 31, 2018, reflects the sale of some assets in order to have on hand the necessary cash to make the January payments for the roof and AHU projects. Much of the cash obtained from that sale remains in our brokerage account to meet additional reserve expenditures to finish those projects and

to meet other reserve spending needs in the coming months. Our total asset portfolio continues to have a balance of about \$6 million, down slightly from December. We are in the process of having the audit done for calendar year 2017. The results of that audit will no doubt slightly change some of the figures for 2017 and on our balance sheet. I will report on the audit results in my annual report.

As of January 31, the total number of units in delinquent status to the Association was 12, with \$34,904 in amount due. The number of renter occupied units was 149, 27 % of the total.

Management

Report

Michelle Brown-Slaughter



Bridge Project- Hammerhead Construction

A new issue occurred on the bridge floor coating. Water condensate made the floor very slippery. Management laid carpet runners on the floor to prevent residents from slip and falls. The coating manufacturer met with WDP and Management on 2/1/18. He provided a report of his findings to WDP, and his initial recommendation is to re-coat the floor using a higher grade of aggregate to the floor coating mix for better foot traction. The remaining warranties were also received.

Roof Update- Raintree/Garland

Due to colder weather, the metal work was delayed due to weather conditions on both the East and West roofs. The roofers demobilized their equipment and supplies, and are expected to be completed in early March.

Roof AHU Update- Dittmar -

Final payment was made to Dittmar. The AHU project is completed, and all of the new roof top air handling equipment is up and running.

CTHX Proposal (Cooling Tower Heat Exchangers)

PPOC and FMC recommended to approve the proposal to refurbish the 4 cooling towers (2 in each building). The equipment is enclosed in stainless steel which has prolonged its life expectancy. The overhaul of several components will assure the equipment will maintain peak performance of the cooling towers. The proposal options are: (1) \$71,612 if all 4 units are awarded as one project. (2) Versus \$85,260, if done separately. A cost savings of \$13,648 if all are awarded in 2018. PPOC and FMC recommended option one for \$71,612. The Chief Engineer would like to start repairs in March.

Window Leaks – SK&A

Management received the results from SK&A, and Atlantic Company's investigation of multiple window leaks. They found poor conditions in the caulk joints of the windows that were heavily cracked and debonding from the substrate, as well as debonded seals and voids. Many windows' glazing joints were also in poor condition. They observed open cracks and delaminated concrete at slab edges that need to be repaired. Their overall recommendation is for the Association to implement a global sealant replacement program on both the East and West buildings. The sealants within the façade have reached or exceeded their useful life and will continue to deteriorate if not replaced soon. They also recommend that Owners with window leaks thru their window frames, replace their windows. New window frames may eliminate the leak problems.

100% Balcony Inspection Project – SK&A

Management scheduled the 100% mandatory balcony inspection project to begin April 2, 2018, with SK&A. We anticipate the project will take 2 months (April thru May), at 24 units per day which is approx. 1.5 floors a day. A Maintenance staff person will accompany SK&A to: (1) confirm that the emergency key on file works; (2) test to confirm smoke detectors works; (3) check for water leaks in the kitchen, bathrooms, and water heaters; (4) check the age and condition of the water heater and heat pump. A draft letter and inspection checklist was provided to PPOC for review. The mandatory inspection letter was also included with the annual meeting and election packages that were mailed to all owners on 2/20/18.

5 Year Reserve Study Project – DMA

DMA toured the property on two separate occasions with the Chief Engineer during the first weeks of February, to conduct their initial reserve study survey. A first draft report is expected in March.

2018 Pool Deck Project- Raintree/Garland

On 2/8/18, Raintree Services and Garland, our roof contractors, presented their findings from their initial inspection of our pool deck, garage and Mezzanine areas. They recommended an engineering consultant to oversee the project. And Garland will provide 2 additional engineer companies as options. The purpose of this project is to eliminate leaks from the pool deck, into the garage and the exterior brick wall. This year is only the planning process for this project, with actual work anticipated to begin in 2019. FMC and Board members were also invited to attend the meeting.

Bathroom Planning – MCS Architects

MCS Architects provided a proposal to remodel and upgrade our multiple bathrooms. Their scope of work is to provide commercial architectural plans to obtain general building permits to reconfigure and remodel multiple bathrooms. A general contractor (i.e. Dittmar) will be required to provide the trade permits. The proposal was submitted to PPOC for review and recommendation at

March's meeting.

5 Year Elevator Inspection – Fairfax County/Avery Elevator

The 5-year elevator inspection on the 6 passenger cars and two freight elevators (8 total), required by Fairfax County will be conducted by Avery Elevator in April 2018. Avery will also perform any required repairs as a result of the inspection. The 4 hydraulic (hydro's) garage elevators are not due to be inspected at this time.

Elevator Damage from Move-In

The West Freight elevator was damaged by an Owner's tenant who reserved the freight elevator for their move-in on October 2, 2017. The Owner's insurance denied their claim. However, the Owner continues to work with their tenant who filed a claim against the moving company. No further update at this time.

Collections update- \$34,904 (January 2018) Delinquencies

6 units owe \$30,212 for delinquencies that are 60 days past due. 6 units owe \$4,693 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

2018 Annual meeting and Elections

Management received applications for 5 candidates who are running for the 3 open positions on the Board. Two current board members, Karen H. Johnson and Norm Philion, are running again. The 3 new candidates are Ahmad Wali Shairzay, Ara Alan, and Steve A. Butler.

2/28/18 Board Meeting Action - Approval Needed for :

- CTHX Proposal - \$71,612

IMPORTANT DATES:

- Candidates Night is Wednesday, March 7th,
- The annual meeting and election is Tuesday, March 27th.

The next regular scheduled Board meeting is Wednesday, April 25th, 2018.

~ Reminders from Management ~

Post Dated Checks

Management does not accept postdated checks. The Association processes checks when they are received.

Document Shredding Event

The Fairfax County Solid Waste Management Program will host a Document Shredding event on Saturday, April 28th, from 8am to 12pm at the Mason District Governmental Center, located at 6507 Columbia Pike, in Annandale, VA. For more information and additional locations, visit www.fairfaxcounty.gov/publicworks/recycling-trash/document-shredding, or call 703-324-5230; TTY 711.

Chief Engineer Report

Gregory Grimm

Heat Pumps

Just like any home HVAC system, your heat pump needs routine maintenance and a yearly check-up to continue operating as efficiently and safely as possible. This will help prevent a number of problems with your heating system. It can also help lower your utility bills.

Home Heat Pump Maintenance

While there are some things you can do as a homeowner to extend the life of your heat pump and lower your energy bills, regular maintenance visits from a professional are an important part of keeping your system running as it should for the long haul. The single most important thing you can do is check and change your air filter as needed.

During the annual exam, one of our Maintenance Techs will also check the refrigerant level in your unit. The amount of refrigerant, when it is low, or too high, can adversely affect performance and potentially lead to a breakdown. The compressor in a heat pump works whether you are heating or cooling your home. In the winter, the compressor reverses the flow of the refrigerant, and in the summer it supplies the refrigerant to cool the home. Having the right amount of airflow keeps the compressor operating at optimal performance levels. Changing or cleaning the filter frequently will prevent improper airflow. Dirty coils, fans, and debris around the outside components can also restrict airflow and lead to an overworked compressor. When the compressor breaks, it can cause major repair costs and other damages. When there are clogged components, or damaged parts, a heat pump's efficiency levels can be significantly decreased. Not only does this increase the potential for a breakdown, but it will also increase your heating and cooling energy bill. This is why it is important to maintain your heat pump by cleaning it regularly. Don't wait until your heat pump breaks down, call us to schedule your annual check-up or if you need any repairs.

SHUOA's Routine In-Unit Heat Pump Maintenance Services

During a heat pump inspection and maintenance service, the Maintenance Tech will give your heating and cooling system a comprehensive 6-point inspection and cleaning. We will:

1. Check the refrigerant levels
2. Clean all the coils and fans
3. Flush the condensate drain lines
4. Add an algacide to the condensate drain pan
5. Make any necessary repairs
6. Test your heat pump to ensure that it is working safely and efficiently.

We can also make heat pump replacement recommendations if it is time to replace your old heat

pump with a new high-efficiency heat pump. If you have an original heat pump that was installed when the building was built, it is past the time to replace that old unit! **We will no longer service old equipment that is past its life expectancy!** So Call the office now (703-578-4855) and schedule your heat pump's seasonal service. Or stop by and pick up information about the units we sell as replacements.

Financial Management

June Baker

The Financial Management Committee (FMC) met on Monday, February 26, 2018. The financial figures for the month of January 2018 were: total Income of \$395,505; total Expenses of \$304,391; Reserve Contributions of \$125,449; no State or Federal tax payments; leaving a Net Income of -\$34,334 for the month of January. The anticipated Net Income for the month of January was -\$46,410, so we had a positive variance of approximately \$12,000. The negative income for the month of January reflects a month in which our expenses were greater than our income. During the year, there will be many months in which income is greater than expenses.

For January, The Variance Report showed that actual Revenue was \$8,300 above budgeted amounts because of better than expected Interest Income, gain on sale of investments, and In-Unit Maintenance income. In the Expense accounts, all except for Supplies were below budgeted estimates.

Before we reviewed the financial statements, Treasurer Karen Johnson briefly compared the current balance statement with the previous one, since the current balance statement shows the effect of the sale (in January) of an Association CD and a Treasury Note that were close to maturity.

Several Committee members had questions about individual accounts in the financial statements, and General Manager Michelle Brown Slaughter answered the questions.

As requested by the PPOC and the FMC, Management has provided both committees with a list of contracts with start dates, end dates, and comments in advance of end dates. After a discussion, we decided that we need two lists, one for actual contracts that will have to be renewed or subject to new bids and one for relationships that we have with vendors for which we receive recurring services. In addition, the Committee asked Management to include actual monetary amounts on the Contracts Logs. The Contract Logs will help Management, the Board, and Committees determine how to handle our ongoing relationships with our vendors.

Burke & Herbert Bank has all requested information needed to provide us with a corporate

credit card, but we have not yet received it.

Mr. Bryant Stukes, Chair of the PPOC, briefly described the February 8 pool deck presentation by Raintree/Garland for those FMC members who were unable to attend the meeting.

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

- Approve the \$71,612 CTHX proposal to refurbish all four cooling towers. The recommendation was passed unanimously.

The next FMC meeting is scheduled for Monday, April 23, 2018. As always, all residents are welcome to attend.

March 2018

Calendar

SUN.	MON.	TUES.	WED.	THURS.	FRI	SAT.
				1	2	3
4	5	6	7 Meet the Can- didate	8 PPOC 7:00 PM Meeting Room	9	10
11	12	13	14 Se- curity / Safety &NW 7:00 PM Meet- ing Room	15	16	17
18	19	20	21	22	23	24
25	26	27 ANNU- AL MEET- ING	28	29	30	31

— **BOARD OF DIRECTORS** —

President, Richard Porter, 1005E

414-870-0499
rporter@shuoa.org
rporter325@aol.com

Vice President, Sarah Kreger, 301W

703-593-3806
sak22041@gmail.com

Treasurer, Karen Johnson, 1511W

703-379-0322
kjohnson@shuoa.org

Secretary, Manuela Guill, 106E

571-228-7418
mguillSHUOA@aol.com

Director & Chief Engineer, Gregory Grimm, T08E

703-477-3656
greg@shuoa.org

Director, Norman Philion, 1605W

703-434-9596
normanphilion@gmail.com

Director, Charles Roberts, 914E

703-998-6080
charley.roberts@prodigy.net

Web Developer, Win Singleton

— **MANAGEMENT OFFICE** —

General Manager, Michelle Brown-Slaughter

michelle@shuoa.org

Deputy General Manager, Tycia Haight

tycia@shuoa.org

Accountant, Huajun “Lucy” Bei

lucy@shuoa.org

Resident Service Coordinator, Noemi Najera

noemi@shuoa.org

Resident Services Coordinator, Donte Wilkins

donte@shuoa.org

— **COMMITTEE CHAIRS** —

Covenants, Bert Barrois, 512E

703-931-2395
Bert.Barrois@gmail.com

Financial Mgmt., June Baker, 211E

703-824-3619
Jbaker_traveler@hotmail.com

PPOC, Bryant Stukes (Chair), 1605E

703-824-9293
tbstukes@gmail.com

Security, Safety & NW, Diane Zierhoffer, 102W

zierhofferdm@hotmail.com

Community Relations, Mark Gilliat, 607E

571-236-2749
mgilliat@netzero.net

Recreation, Sheri Stroud, 214E

571-551-6447
shervo@cox.net

Furnishings & Design, Tremayne Bunaugh, 1605E

SHUOAdecor@gmail.com

Garden Club, Vacant

Editor, Noor Al-Tall, 706E

nooraltallnewsletter@gmail.com