



The House Special

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substantial spending for replacement items this year, in part the major roof and AHU project. In addition, there has been significant spending for consultants, reflecting the many projects in various stages. As of the beginning of the year, the auditor calculates our unallocated owners' equity at somewhat more than \$500,000. This gives us a substantial cushion for whatever financial events may occur during the year.

As of March 31, the total number of units in delinquent status to the Association was 11 with \$34,508 in amount due. The number of renter occupied units was 144, 26 % of the total.

Treasurer's Commentary



Karen H. Johnson

Preliminary financial data through March are available and incorporate the results of our annual audit. In this report I will review the financial data for the first quarter of this year.

The net income after taxes for the first quarter was more positive than expected by almost \$32,000. Several different factors account for this outcome. Importantly, the auditor has alerted us to a federal income tax refund of \$7,206 that we had not expected and will be receiving. Our expenses in the first three months have been more than \$20,000 less than budgeted. Of this, nearly \$4,500 is from the category of administrative expenses, with vary favorable payroll, payroll tax and benefits a major piece of this saving. In addition, spending on legal fees and on employees' education have been below budget. In other categories of the budget, expenses for carpet repair and cleaning and on water consumption have contributed to the lower than expected outlays. Various small pluses and minuses were recorded in other line items of the operating budget.

Our balance sheet as of the end of March shows the

Management Report



Michelle Brown-Slaughter

Hammerhead Construction

Hammerhead removed and repainted the rust that appeared on the steel work inside the bridge. Additional aggregate (sand) was added to the floor coating mix and the floor was recoated to give more traction to prevent slip and falls if the floor gets wet. Minor caulking touch up was also done.

AHU Roof Equipment Update

Aaon had a service update for the six newly installed AHU's on the roof for the corridors. Service Mechanical (Aaon's area rep), completed the update on all six units on 4/20/18. This update has helped with the operation of the units.

CTHX Proposal (Cooling Tower Heat Exchangers)

Cooling tower work was completed in the East and West buildings. Both towers are on-line and operating.

Window Leaks proposal – SK&A

Management provided PPOC and FMC with SK&A's \$6,700 lump sum proposal to develop the scope of work for repairs to the façade. An additional \$2,100 is proposed for bid review and development of the contract documents. Once the scope of work is determined and approved, an RFP will be sent to multiple contractors. SK&A will also include specs to paint the faded façade

panels on the East building facing the pool. It will be a separate item for contractors to bid on.

100% Balcony & Unit Inspection Project – SK&A & SHUOA Management

Inspection of units in the West building was completed April 24th. Management & SK&A increased the number of inspections from 24 to 32 units per day - which is 2 complete floors. The process is going well. The East building inspections began May 1st and are expected to be completed by May 11th.

5 Year Reserve Study Project – DMA

The Chief Engineer and the General Manager reviewed the first draft of the Schedule of Components. Comments for revisions were submitted. A meeting is scheduled on 5/17/18, for an overview presentation by DMA - to the PPOC, FMC and the Board.

Garage Interior & Exterior Inspections

In addition to WDP's proposal - RFP's were sent to seven companies for proposals to inspect the interior and exterior of the garage. Five of the companies replied with proposals. An additional company, O&S Associates was also solicited. RFP's were received from:

- ◆ FEA (Facility Engineering Associates)
- ◆ BECS (Building Envelope Consultants)
- ◆ ETC – Engineering and Technical Consultants Inc
- ◆ WJE (Wiss Janney, Elstner)
- ◆ O&S Associates
- ◆ WDP (Whitlock, Dalrymple & Poston)

The highest bidder was WDP, the lowest bidder was O&S Associates. Of the remaining four companies (FEA, ETC, WJE, and BECS), 3 also presented proposals for the pool deck project.

They were: ETC, FEA, and WJE.

2018 Pool Deck Project

The purpose of this project is to eliminate leaks from the pool deck, into the garage and the exterior brick wall. In addition to ETC, Garland provided two additional engineering consultants - WJE, and FEA. All 3 presented their pool deck proposals at the 4/12/18, PPOC meeting. Of the 3 companies, ETC and WJE were asked to expand their proposals with more information. 2018 is only the planning process year for this project, with actual work anticipated to begin in 2019. For continuity, the bidder selected for this project may also be awarded the garage inspection project.

East Freight Elevator

The air conditioning system for the machine room on the East Penthouse has failed. As a result, Management is in the process of obtaining bids to replace this unit.

West Freight Elevator Damages by move-in (10/2/17)

Management was contacted by the moving company's insurance company. Additional information was requested and sent. We are awaiting their review and

decision regarding this claim.

Exterior Wall Vents – West Tier 13

Atlantic Company installed two exterior wall vents at unit 1713W. The recent windstorm ripped the vents off the building.

Shenandoah Landscape

A fallen tree was removed near the brick wall on East side of South George Mason Drive, that was obstructing the walkway on 3/2/18, due to a storm.

Sunset Pool

Changed the filter sand. And a new bronze pump was installed to replace the old pump in the main pool. The pool is being prepared for the new pool season.

West Mezzanine Exercise Room Renovation

On-site staff removed the irreparable steam room and ripped out the flooring. The space is open and larger now. Walls were painted, new lighting was installed, and new rubber flooring is being installed.

Mike Foster- In Unit Maint Tech

Mike resigned from his position the end of March for an offer he couldn't refuse. We are happy for Mike and his family and wished him well! Management hired Dave Blas as the new In-Unit Maintenance Tech. Dave started work on May 1st.

Bathroom Planning – MCS Architects

MCS Architects provided a proposal to remodel and upgrade our multiple bathrooms. This project has been put on hold until the pool deck project planning is underway. The proposal was submitted to PPOC for review and recommendation at March's meeting.

Roof anchors inspection proposal

In late 2017, Management was informed that OSHA changed the requirements for high-rise buildings to have anchors or hooks for window washers. Our buildings do not have hooks or anchors attached to the roof. A quick review was done of both buildings by an engineering company, to develop and design a compliant roof anchor system. The cost estimate at that time was approx. \$150,000 to meet the new OSHA requirements. Our first steps would be to schedule an inspection of our roofs and concrete beams. It was also suggested we provide the recent roof load test that was done during the roof replacement project to determine if the concrete beams were load tested. Since they were not tested, we cannot allow our window cleaning company to wash the residential windows. Until this issue is resolved, our window washing project has been put on hold.

Attorney fees - Unit Owners Collections:

\$703 was paid to the Association's attorney in March 2018, for routine delinquency collections.

Attorney fees - Unit Owners General:

\$1917 was paid to the attorney for advice on general legal services for the month of March.

Collections update- \$34,508 (March 2018) **Delinquencies**

5 units owe \$30,226 for delinquencies that are 60 days past due. 6 units owe \$4,282 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

Chief Engineer's Report

Gregory Grimm

Discontinued Heat Pump Services

Effective June 1st, 2018, we, SHUOA, will no longer service the original Fredrich-Climatemaster Heat Pump (light tan color) for the following reasons:

- 1) **These units are approaching 40-years old**
- 2) **Parts are unavailable**
- 3) **The old refrigerant R-22 has become very expensive to replace**
- 4) **These units are many years past their useful life span**

If you have an original **Fredrich-Climatemaster Heat Pump (light tan color)** in your unit, **call us now (703-578-4855)** and schedule SHUOA to replace your unit; or replace it by a contractor of your choice. If you choose not to replace it, you must work with a contractor of your choice for repairs. As usual, if you have a water leak, **call us now (703-578-4855)** to ask for help.

Replacing your old heat pump now is worth the money and can help prevent costly insurance claims due to water leaks!

Leak Season

Air conditioning season is here! If you have not had a PM (preventative maintenance) service on your heat pump, now is the time to do so. **Call us now (703-578-4855) to schedule your system for a PM service.** Also, **If you do not have a water leak detector on the floor in your utility closet, purchase one from the Management Office now (\$16.81), or from another source. Water leak detectors have saved many units from water damage!! They are worth the money and can also help prevent costly insurance claims due to water leaks.**

Financial Management Report

June Baker

The Financial Management Committee (FMC) met on Monday, April 23, 2018.

Financial figures for the month of March 2018 were: total Income of \$386,231; total Expenses of \$238,459; and

Reserve Contributions of \$125,449. We paid \$975 in state tax and will be receiving a credit of \$7206 from the federal government following the audit of our 2017 tax payments. Thus, Net Income for the month of March was of \$28,555, about \$12,000 higher than budgeted.

For March, the Variance Report showed that actual Revenue was about \$1000 below budgeted amounts primarily because of less than budgeted in-unit maintenance income and legal fees collections. Better than budgeted interest income, move-in income, late fees, and facility rentals offset most of the reduced income from in-unit maintenance. In the Expense accounts, utilities cost slightly more than budgeted amounts for electricity and contracts were higher because of the snow removal payments.

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

Management provided an updated contracts list as requested by the PPOC and the FMC. The current list includes additional items requested at a previous FMC meeting – dollar amounts of the contracts and relationships that we have with vendors for which we receive recurring services. Because the Contracts List was distributed at the meeting itself, FMC members did not have time to review it, and members were asked to review the Contracts List offline and email comments to Committee members and Management.

Management finally has a working credit card to replace the old cash card that was discontinued by Burke & Herbert. The credit card allows Management to conveniently purchase small items either online or at a store.

General Manager Brown Slaughter provided updates on ongoing projects in the management report.

Mr. Bryant Stukes, Chair of the PPOC, and General Manager Brown Slaughter discussed the presentations made by three companies at the last PPOC meeting to coordinate garage interior and exterior inspections this year with planning for garage repairs and pool deck repairs and replacements next year. A lively discussion followed, and the FMC awaits the PPOC's recommendations in May.

There were no action items for the FMC to consider this month.

May 2018

Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9 Security/ Safety &NW 7:00 PM Meeting Room	10 PPOC 7:00 PM Meeting Room	11	12
13	14	15	16	17	18	19
20	21 FIN MGT 7:00 PM Meeting Room	22	23 BOARD 7:00 PM Meeting Room	24	25	26
27	28 Office closed	29	30	31		

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