



# The House Special

Newsletter of the Skyline House Unit Owners' Association | June | Vol. 39; Issue# 6 | Shuoa.org

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way. We think we can accomplish what has to be done within our normal budgetary process but careful management will be required.

## *Treasurer's Commentary*



Karen H. Johnson

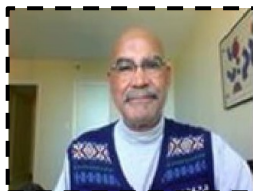
Preliminary data for the month of April and for the first third of the year are now available. In this report, I will review our operating budget outcome for January through April and offer some comments on the major projects underway and our reserve spending.

For the first four months of the year, our net income after taxes is a little more than \$20,000 better than we had budgeted. We are slightly above budget with respect to income. This is partly the result of a payment of a past due obligation by one owner that was made earlier in the year and previously reported by me. For expenses, we are somewhat below budget, with better than expected outcomes so far for payroll taxes and benefits, the security contract, and scattered other items. The In-Unit Maintenance program is reflected in both income and expenses. For that program, income is below budget by about \$15,000. The COGS is also below budget, partly offsetting the shortfall in income. These costs are about \$9,000 below budget. Both items reflect the slowdown in the replacement of water heaters and HVAC units in recent months. On balance, we are in sound shape with respect to the operating budget.

With respect to the two major projects underway that are covered by the reserves budget, large payments are occurring at intervals and new costs are becoming known to us. To provide an overview through the end of April, as reported in the financial information now available, I will compare our balance sheet figures as contained in the audit report for end December 2018 and our figures for end April. I will focus on two categories, replacement reserves and periodic maintenance reserves, and set aside the figures for spending on consultants. At end April, relative to end December, our reserve holdings for replacement reserves were down a little more than \$560,000. Our reserve holdings for periodic replacement

## *President's Report*

Richard Porter



Ramadan Mubarak! As we move into warmer weather we are also discovering new challenges to our physical plant. We are replacing the pool deck/plaza roof, and repairing facades and the garage. We have encountered some unexpected issues with the facade work relating to steel behind the spandrels and the condition of the spandrels. As a result, more spandrel testing is required, and more spandrel repairs will be necessary. This will require readjusting the schedule for garage repairs so that we remain financially on track. It also means changes to what and when we do work on the pool deck and the plaza. Our goal is to make all necessary repairs in a timely manner in a cost effective

reserves rose somewhat more than \$60,000. When these are combined with figures for liabilities and other balance sheet items, our members' equity position is lower by about \$460,000. Over the first four months, our allocation from payment of condo fees into these two categories was a bit more than \$480,000. Our withdrawals from these two categories totaled \$980,000. The \$500,000 excess of withdrawals over allocations corresponds to the nearly \$500,000 drop in our equity position. The total of our members' equity at the end of April was just under \$5.5 million. This is still a substantial sum, but we must take care going forward that the pace of our spending falls comfortably within our means.

Attached below is the Treasurer's report for 2019:

**SKYLINE HOUSE UNIT OWNERS' ASSOCIATION  
THIRTY-SEVENTH ANNUAL MEETING  
TREASURER'S REPORT  
March 26, 2019**

Again this year, our financial accounts have been audited by the firm of Goldklang Group CPAs P.C. I will be referring to figures from the final audit report. The table below reports the Association's balance sheet as of December 31. This table reflects the financial receipts and payments throughout the year. It summarizes our readiness to handle the expenses we face this year, especially the major projects already underway. Note that the total member equity rose from its level at the end of 2017. Also, the totals of funds allocated to periodic maintenance and replacement reserves rose from end-2017. The unallocated member equity at year end 2018 was close to \$580,000. These dollars are available to meet any need and any surprise that might confront us. We are in a strong position to complete the necessary work on our buildings that we have started.

**Balance Sheet as of December 31**

	<u>2018</u>	<u>2017</u>
<u>Assets</u>		
Cash, deposits & investments	\$6,078,515	\$5,902,866
Assessments & accounts receivable	14,336	19,990
Other	225,346	207,571
<b>Total Assets</b>	<b>6,318,197</b>	<b>6,130,427</b>
<u>Liabilities</u>		
Accounts payable	284,386	704,037
Other	76,174	66,356
<b>Total Liabilities</b>	<b>360,560</b>	<b>770,393</b>
Consultant Fund	250,155	240,231
Periodic and replacement reserves	5,186,088	4,628,160
Cumulative change in asset value	-58,001	-20,418
Unallocated members' equity	579,395	512,061
<b>Total member equity</b>	<b>5,957,637</b>	<b>5,360,034</b>

The next table summarizes the operating budget items over the year. In 2018 we registered a rise in total income and a slight rise in assessment receipts, total expenses and contributions to reserves.

**Operating Budget**

	<u>2018</u>	<u>2017</u>
Total income	\$4,772,207	\$4,629,320
Of which:		
Assessments	4,289,411	4,246,948
Total expenses	3,199,489	2,983,788
Contribution to reserves	1,505,384	1,475,868
Total income less expenses + Contributions to reserves	67,334	169,664

In 2018 we realized a positive cash surplus of total income less expenses and contribution to reserves. This outcome is an indication that spending during the year was well-contained and came close to matching the budget we adopted near the end of the preceding year.

<b>In-Unit Maintenance Program</b>	<u>2018</u>	<u>2017</u>
Income	259,894	139,677
Expenses	252,043	176,989

Note in particular that the In-Unit Maintenance Program for 2018 recorded a total of income that exceeded expenses by a small amount. That confirms that those getting maintenance services in their units are paying the Association for the costs involved.

**Reserves allocation and spending**

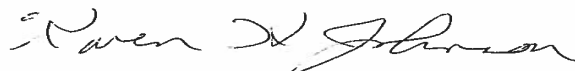
Reserve allocation rose last year, as seen on the final table. Expenditure from reserves was less than the new funds allocated. This outcome follows the major work and costs from 2017 associated with the roof project. Accordingly, we added to our reserve holdings in 2018 and those funds are available for our current projects.

	<u>2018</u>	<u>2017</u>
Allocation to reserves	\$1,505,384	\$1,475,868
Expenditure of reserve funds	937,532	2,950,251
Net accumulation of reserves	567,852	-1,474,383

**Delinquency status**

As of December 31, 2018, the total past due amount owed to the Association was \$41,171, an increase from 2017. This sum is the combined obligation of 16 units. At that time, 26 percent of our units were renter occupied.

Respectfully submitted,



Karen H. Johnson,  
Treasurer, SHUOA

## Management Report

Michelle Brown-Slaughter



### 2019 Pool Plaza Repairs - Phase I

Demolition of the pool deck process is completed. Pavers, old waterproofing and all planter boxes with landscape materials have been removed. EV-Air Tight is finished with the deck cleaning and has demobilized and removed their equipment. However, the East loading dock and parking spaces will remain a staging area for Phase 2 of the pool deck project.

Coping stones were removed from the pools, and the old worn out drains have been replaced by Raintree's sub-contractor, Deming. Nine new drain pipes were installed in the garage that was approved by the Board. When drain work was completed, cars returned to Level A in the garage.

Raintree has installed two layers of the waterproofing on the pool deck surface. They also assembled a "Mock-up" on the pool deck to give an idea of what the pavers will look like once installed.

A feasibility study was conducted by ETC on the pro's and con's of (1) building a new bathroom structure on the pool deck; or (2) renovating the existing bathrooms. The feasibility report was reviewed by PPOC, FMC and the Board for recommended next steps.

ETC provided a *Decisions Chart*, with target dates for multiple decisions to be made by FMC, PPOC, and the Board in order for the pool deck project to move forward in a timely manner. Important decisions needed include the parapet wall (brick, railing or both); paver selection; amenities and their locations; bathroom renovations vs new build, etc. Most electrical and plumbing installations will be determined by the decisions made. Decisions will also impact Phase II's project schedule.

### Façade Sealant Replacement for Window Leaks

The Atlantic Company caulked brick work on the endcap facades of the East and West buildings. However, concrete deterioration extending beyond the façade and into several residential units was unexpectedly discovered. An environmental survey of several units was conducted as required for the façade work. The results were negative for asbestos. 14 change orders and a repair plan with estimated additional costs was proposed and approved. A \$24,825 proposal was submitted to remove existing coating and apply new coating on the slab edges (spandrels) of the East and West endcaps. The purpose is to prevent further deterioration of areas that were not repaired at this time.

The coating application will be budgeted and scheduled to occur every 10 years to prolong the life expectancy of the façade slab edges.

### Garage Project – ETC and Raintree Services

Work on the exterior parapet brick wall of the garage has not been scheduled yet.

### Isolated Balcony Repairs Phase I

Work on the isolated balconies has not been scheduled yet. At least 3 balconies have more severe damages to be repaired vs other balconies.

West Freight Elevator was out of service for a couple weeks. The 40-year-old hoist was damaged and had to be disassembled, sent to Baltimore, repaired and reinstalled. It was covered under our elevator contract. It is currently working. However, the hoist will need to be replaced within the next 5 to 10 years according to our elevator contractor.

### In-Unit Maintenance Tech

Dave Blas, our In-Unit Maintenance Tech returned to work the first week of May after being out on a Workers Comp injury.

Upcoming Activities – The Activities Committee (formerly known as The Recreation Committee) scheduled a 4<sup>th</sup> of July event on East Penthouse Sundeck on Thursday, July 4<sup>th</sup>. Look for posters with more details.

### Attorney fees - Unit Owners Collections:

\$372 was paid to the Association's attorney in April 2019, for routine delinquency collections.

### Attorney fees - General:

\$236 was paid to the attorney for advice on general legal services for the month of April.

### Collections update- \$25,901 (April 2019) Delinquencies

Five units owe \$20,852 for delinquencies that are 60 days past due. 6 units owe \$5,050 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

### 5/22/19 Board Meeting Action - Vote passed:

- \$24,825 Façade Project – Paint (Coat) Slab Edges of East and West Drops #18 by Atlantic
- \$11,724 Façade Project - Environmental Inspections

**\*The next Board meeting is Wednesday, June 26, 2019\***

## Financial Management

### Report

June Baker

The Financial Management Committee (FMC) met on Monday, May 20, 2019.

Financial figures for the month of April 2019 were: total Income of \$384,796; total Expenses of \$223,684; Reserve Contributions of \$128,334; Federal income tax payment of \$6,500 and State income tax payment of \$500; leaving a Net Income of \$26,278 for the month of April.

The Management Report distributed by General Manager Michelle Brown Slaughter summarized statuses of our two major projects – the façade repair work and the pool deck/garage work – and detailed major operating budget and reserve budget payments made during April.

Board Secretary Charley Roberts updated committee members on the ongoing activities associated with the façade repair project with special attention to the environmental concerns that have arisen. The FMC is being asked to recommend selecting an environmental testing company to perform the necessary tests to satisfy Commonwealth of Virginia requirements.

Work on the façade end caps is being carefully planned to avoid more shifts of the swing stages than necessary which increases the complexity of the process.

At the April meeting, The Atlantic Company was asked to provide the Association with costs for putting a protective coating on all the exposed concrete slabs between floors on the end caps. Secretary Roberts described the work entailed and spoke of the benefits to SHUOA.

We turned next to the pool deck/garage project, and Secretary Roberts summarized ongoing activities and mentioned that the deck waterproofing activity is nearing completion. Treasurer Karen Johnson reminded committee members that we have awarded just two major contracts for the pool deck thus far: the demolition work performed by Ev-Air Tight and the waterproofing membrane by Raintree. We have also awarded a contract to Raintree's subcontractor, Deming, to replace/repair drains and drain lines, as needed. The

next major contracts that we face are the deck surface and the perimeter wall demolition and rebuilding. Board, PPOC, and FMC members are concerned about the apparent escalation in estimated costs for these major projects and have asked ETC, our engineering consultants, for explanations and better solutions.

Treasurer Johnson talked briefly about the status of our reserve funds between the end of December 2018 and April 2019. We have continued to add about \$128,000 each month from our condo fees while paying for the work being done on the façade and pool deck and other maintenance projects, thus showing about \$500,000 less in overall reserve funds to date. We mentioned the Treasury note that is due to mature in August and our probable plan to access the funds in July. When we began the major projects at the beginning of the year, we had a plan for paying for them, and the plan is continuing to work.

The Committee is recommending that the Board:

- Accept Mabbett Associates proposal for \$11,724 for environmental testing of up to 50 units. The recommendation was passed unanimously.
- Allow Management to approve change orders for a total cost of the façade project not to exceed \$800,000 (an increase of \$25,000 over the April Board decision). This amount will cover the \$24,825 proposal from The Atlantic Company to apply protective coating to the end cap spandrels. The recommendation was passed unanimously.

**The next FMC meeting is scheduled for Monday, June 24, 2019. As always, all residents are welcome to attend.**

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## Physical Plant & Operations

### Committee (PPOC)



Bryant Stukes

The PPOC met on Thursday, May 9, 2019 at 7:15pm. The chair welcomed everyone to the May meeting and read the May Management Report.

### New Business/Discussion

The committee was given the results of the HVAC/ Water heater replacement project with the understanding, that a public awareness initiative should be launched to inform owners again, of the need to replace these items with the summer season upon us.

The committee was informed of the GM's plan to research obtaining package lockers via Amazon Hub, to help alleviate the strain on the front Desk staff, regarding package delivery and pick-up. The committee will receive preliminary cost options later in the year.

The committee asked that the Chief Engineer provide us with a PM (Preventative Maintenance Checklist) at each meeting going forward, as was done in the past.

The committee also asked the GM to provide us with the Monthly Walk-About Reports going forward, as was done in the past.

The chair stated that the Pool Deck Survey/Ideas would be presented sometime next month to the committee.

The committee discussed the following owner-requested initiatives:

- Resident Proposed Idea: Balcony Enclosure:
  - o The committee decided it was not worth the effort of investigating due to cost and overall potential appearance.
- Resident Proposed Idea: Sidewalk along the main driveway
  - o The committee felt this was an idea that merited a study of cost and feasibility in 2020, as the general consensus was that it is needed.

The chair briefed the committee on the idea of asking members of the community to develop a Newsletter Subcommittee.

### Actions

PPOC approved the following item:

- The Atlantic Company's \$26,200 proposal to remove existing and apply new coating to slab edges on East and West

At 8:15pm the meeting was adjourned and committee members stayed for a closed-door briefing on the façade progress with Director Roberts.

**The next regularly scheduled meeting of the PPOC will take place on 6/13/2019 7:00pm. The SHUOA community is invited.**

## Chief Engineer Report

Greg Grimm

### Air Conditioning Season is Here

Please be aware, if you have not done a Preventative Maintenance (PM) service on your heat pump, we will not service your unit until you have scheduled your PM Service. This means if your air conditioner fails and you have not done the PM service, we will not respond on evenings or weekends. The service must be scheduled

through the office before we will service your heat pump. Also note that **if you have an original heat pump that is forty (40) years old, we will not service these units at all!!**

To prevent water leaks in your unit or units below yours, stop by the Management Office to buy a water leak detector. If you do not have one of these in the floor of your utility closet, we recommend that you purchase one now (\$16.81)! For less than \$20, installing a leak detector in your utility closet, could save you hundreds of dollars in damages if there was a leak to your unit, and/or any units below you!

## Covenant's Column

Bertrand Barrois



The Committee recently received a request for more explicit rules concerning safe driving in the garage. The problem with all such rules is that they are not self-enforcing. Good drivers obey them without being told, but thoughtless drivers don't. All the rules boil down to a single point: *Use common sense for safety.* I hope that y'all are good drivers, but I am probably preaching to the converted.

We are particularly concerned about dangers to pedestrians and cars backing out of their spaces.

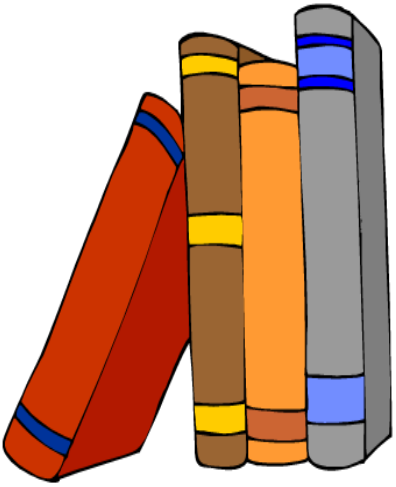
Do not pass cars that have just stopped. Assume that they have stopped to yield to pedestrians or backing cars. You won't know why they stopped until it's too late for you to stop. If you must pass a stopped car at all, do it at a snail's pace.

Do not pass cars that are turning into parking spaces. If you pass another car on the left while it is turning left, you are insane. If you pass another car on the right while it is turning right, you are doubly wrong!

Slow down before entering the garage, especially when the entrance door is open. A car on the entrance row might just be backing out as you enter.

Use your lights in the garage, and honk (sparingly, please) if you need to get attention, but remember that honking is no substitute for braking. Drivers of backing cars need to know that you are coming. Their view might be blocked by a neighbor's monster-mobile.

Yield to cars that are backing out of parking spaces, and when you are the one backing out, back out slowly, so that oncoming cars have time to stop.



**Notice to Residents:**

**Due to overwhelming donations to the library - Please, no donations unless books are first reviewed by Carol Cataldo. Please contact her by email or phone: [cataldo2@ix.netcom.com](mailto:cataldo2@ix.netcom.com) 703.820.5969**

**Thank you!**



**Join the Activities  
Committee July 4  
For Pizza  
&  
Watch the Fireworks**

**East Penthouse Deck  
8:30 pm – fireworks stop  
Sign up at the Concierge Desk if you  
plan to attend so we will know  
how many pizzas to order. 😊**



### **Children's Play Room Rules**

1. Playroom is designed for children under six.
2. Children older than six are allowed but must act responsibly.
3. Children must be supervised by a parent or an adult at all times.
4. Please remove shoes upon entering playroom. Socks must be worn at all times.
5. No rough play, swearing, screaming.
6. No food or drink. Exceptions:
  - a. baby food/milk,
  - b. drinks for children in sealed containers,
  - c. dry snacks in sealed containers for children.
7. Hands must be sanitized before entering playroom, or use sanitizer provided on wall in the playroom.
8. Congregating adults with food and drink is not allowed.
9. No sick children or adults allowed.
10. Toys/items brought to playroom not authorized by Children's Interest Committee are subject to be thrown away.
11. Children must be respectful of the other children. No pushing, hitting or injuring other children.
12. Toys must be returned to proper area before leaving.
13. Parents must clean up the room, remove or dispose of all trash before leaving the room.

- Children's Interest Committee



## قواعد غرفة لعب الأطفال

1. تم تصميم غرفة اللعب للأطفال دون سن السادسة.
2. يسمح للأطفال الأكبر من ستة (٦) سنوات بالتصرف بمسؤولية.
3. يجب أن يكون الأطفال تحت إشراف أحد الوالدين أو شخص بالغ في جميع الأوقات.
4. يرجى إزالة الأحذية عند دخول غرفة اللعب. يجب ارتداء الجوارب في جميع الأوقات.
5. لا اللعب الخشنة والشتائم والصراخ.
6. لا طعام أو شراب. الاستثناءات:
  - a. أغذية / حليب الأطفال،
  - b. مشروبات للأطفال في حاويات مختومة،
  - c. وجبات خفيفة جافة في حاويات مختومة للأطفال
7. يجب تعقيم الأيدي قبل دخول غرفة اللعب، أو استخدام المطهر الموجود على الحائط في غرفة اللعب.
8. لا يُسمح بتجميع البالغين مع الطعام والشراب.
9. لا يسمح للأطفال أو البالغين المرضى.
10. تخضع الألعاب / الأشياء التي يتم إحضارها إلى غرفة اللعب ، والتي لا تسمح بها لجنة مصلحة الأطفال ، إلى رميها بعيدًا.
11. يجب أن يحترم الأطفال الأطفال الآخرين. لا تدفع، تضرب أو تجرح الأطفال الآخرين.
12. يجب إعادة اللعب إلى المنطقة المناسبة قبل المغادرة.
13. يجب على الآباء تنظيف الغرفة وإزالة جميع النفايات أو التخلص منها قبل مغادرة الغرفة.

لجنة مصلحة الأطفال

# June 2019

## Calendar

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

— **BOARD OF DIRECTORS** —

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