

THE HOUSE SPECIAL

NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS ASSOCIATION

PRESIDENT’S REPORT

BY RICHARD PORTER, PRESIDENT



Skyline House is braced for the coronavirus. Thanks to Management and having an infectious disease doctor on the Board, I believe we are ahead of the curve in terms of taking steps to limit exposure, protect employees, and deep clean, at least as compared to the places described

in a recent post article. Of course, we have to stay alert, and we will. I remain concerned about residents I see without masks and gloves.

I also have a fiduciary duty to ensure the financial health of Skyline House. At present we are paying 100% of salaries for 80% of work, for safety’s sake. But national trends show that under pandemic circumstances, many people are unable to pay mortgages, rents, and condo fees. To prepare for that, we must avail ourselves of extra financial resources that are available, such as the federal small business cares loan program. I believe we would be able to draw down something in the area of \$250,000, which may be subsequently forgiven, or repayable at a meager rate provided we maintain our payroll. I am aware that we have residents in financial need. Such need may well translate into missed condo fees for us. Among other things, the extra federal cash could provide us a cushion to help such people. Rest assured that we remain committed to ensuring the physical and financial health of our investment.



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We encourage residents to submit articles or ideas: shuoeditor@gmail.com

GENERAL MANAGER'S CORNER

BY DEPUTY GM, TYCIA HAIGHT



Building Link:

- The transfer of data to Building Link has been placed on hold due to COVID-19. Management decided to hold off on the data transmission but move forward with securing additional equipment needed for the transition to Building Link.



2020 Pool Plaza Repairs – Phase II:

- **Ev-Airtight** – Parapet wall is almost complete. Masonry wall reconstruction and stabilization is nearing completion. Ev-Airtight has also completed the sidewall concrete repairs on the pool.
- **Raintree Services** – Raintree has completed 95% of the third membrane. The drain where water was ponding in the SW corner has been installed. Raintree is waiting on revised shop drawings from the manufacturer of the pool fencing.
- **Millennium Pool** – Millennium is waiting on the concrete repairs on the pool walls to cure, and floor repairs to be completed and cured before they can proceed with their work.



2020 Façade & Balcony Repair Project:

- The Phase 2 façade project is scheduled to address the West building and back starting at the west end of the building. Additional repairs to both buildings are scheduled to be phased this year and the next three years to complete the repairs.



GM Search Update:

- The Board has received information from three potential candidates for review from our consultant. They have drafted a series of questions that have been reviewed by Bob Segan, and interviews have been set up for either in-person with social distancing or via video conferencing.



Delinquency:

- **Total past due as of 3/31/20: \$22,395.00 – 13 units.**
- **Five owners are in collections with the attorney:**
 - One unit paid in full in the month of March.
 - One owner is on a payment plan.
 - One unit owner has recently submitted a payment plan for Board approval. It was approved at the April 22nd Board Meeting.
 - The remaining two owners are in collection action with the attorney.

COVID – 19 Policy and Procedures:

After the February Board meeting, procedures were immediately put in place by the recommendation of our Board member and infectious disease doctor to have housekeeping disinfect common areas, elevator call buttons, door handles many times throughout the day. This was put in place the February 27th and has been ongoing since that time. Also, hand sanitizer was placed in the lobby, front desk, offices, and exercise rooms.

Eventually, all common areas were closed as preventative measures. The office remains open, but with no walk-ins, residents have been required to call, email, or make an appointment of necessary to come in the office, with the understanding of six-foot social distancing. We also limited in unit work to emergencies only.

On March 26th, the Board approved a sick leave policy related to COVID – 19 only. This allows staff to use sick leave apart from the regular sick leave for COVID - 19 related issues, meaning being quarantined, diagnosed with the virus, or to care for a family member that has the virus for up to eighty hours of paid time off.

Also, in response to Governor Northam’s stay at home order, Management drafted a policy presented to President Porter to stagger the work schedules for staff to be at work. In most cases, staff are working three days a week; in other instances, such as the front desk and housekeeping staff are staggering days working between three and four days. This went into effect on April 1st. The Board approved this formally at the April 7th, Special Board meeting.

Management obtained proposals for disinfecting common areas such as the front desk, elevators, offices, and maintenance shop. The first service was completed on April 24th, and the next one is scheduled for May 7th. This takes some planning and coordination as the area needs to be clear for approximately 3 hours for the treatment and drying process.

COVID-19 UPDATE

THE SHUOA BOARD OF DIRECTORS RECOMMENDS RESIDENTS & GUESTS:



WEAR A MASK/FACE COVERING WHILE RIDING IN THE ELEVATORS, WALKING IN HALLWAYS, APPROACHING THE FRONT DESK AND OTHER COMMON AREAS!



WEAR GLOVES OR HAND COVERINGS TO TOUCH COMMON SURFACES (e.g., when touching elevator buttons)



ONE FAMILY/SINGLE RESIDENTIAL UNIT PER ELEVATOR RIDE!

Note to Skyline House Residents

Please remember to be a good neighbor during this Pandemic!

Check on your neighbors!

SHUOA needs volunteers to pick up groceries or prescriptions for our elderly residents!

Contact: Donte or Noemi in the Management Office

TREASURER'S REPORT - APRIL

BY KAREN JOHNSON, TREASURER



Preliminary data for March and the first quarter are now available. In this report, I will review our financial situation during the first quarter and at present.

Our total expenses during the first quarter were somewhat under budget. It is largely the result of lower-than-expected spending on payroll and related benefits and taxes. In turn, that reduction reflects the vacancy since mid-January in our General Manager position. Expenditures for the first quarter was slightly over budget for our security contract and pest control. Other categories of spending varied, but most were very close to budget, including utilities. We are limiting activity in the In-Unit Maintenance Program at present, with the result that income for that program was less than expected although COGS were slightly above budget. On balance for the first quarter, total expenses were a bit more than \$14,000 under budget. Income less expenses were slightly more than \$13,000 more favorable than budgeted.

Our outlays from our reserve holdings for the ongoing projects continue to be large and require our attention during this unusual crisis period. During the first quarter, we spent about \$1,132,000 for work done on the mezzanine deck and nearly \$87,000 for work on the pool itself. That project is moving toward completion. We also paid about \$62,000 in consulting fees. As of March 31, the total amount booked on our balance sheet as reserves for replacement and longer-term maintenance was somewhat more than \$3.5 million.

I had limited information about the first three weeks of April when payment for the April condo fees was due. That information shows a nearly steady payment by owners. However, several owners have called me or Management to discuss their concerns about the ability to pay during this crisis. We need to monitor our

As of March 31, the total number of units in delinquent status to the Association was 13, with \$22,395 in amount due. The number of renter-occupied units rose to 149, 27 % of the total.



THE SECURITY, SAFETY & NEIGHBORHOOD WATCH COMMITTEE

BY STEVE BUTLER



The leadership of the SS&NW Committee was handed over to Mr. Steve Butler, as Ms. Zierhoffer is moving away from Virginia. Mr. Butler spoke of using Building Link when it is launched to communicate with residents about safety issues. He hopes to encourage residents to assist with Neighborhood Watch patrols. Ms. Chilman has trained new volunteers and will gladly train other residents who would like to help in identifying safety and security issues.

We plan that the next meeting of the SS&NW Committee will likely be on 13 May 2020.

financial circumstances carefully in the coming weeks and months.

BAILEY'S CROSSROADS NEWS

Food Distribution Sites Open to All

- Breakfast from 8 – 10:30 a.m.
- Lunch from 10:30 – 2 p.m.
- ✓ Bailey's Primary Elementary, 6111 Knollwood Drive, Falls Church
- ✓ Braddock Elementary, 7825 Heritage Drive, Annandale
- ✓ Crestwood Elementary, 6010 Hanover Avenue, Springfield
- ✓ Garfield Elementary, 7101 Old Keene Mill Road, Springfield
- ✓ Graham Road Community Center, 3036 Graham Rd., Falls Church
- ✓ Hybla Valley Elementary, 3415 Lockheed Boulevard, Alexandria
- ✓ Mount Vernon Woods Elementary, 4015 Fielding Street, Alexandria
- ✓ Weyanoke Elementary, 6520 Braddock Road, Alexandria

WHAT'S YOUR POINT?

This column will be reserved for residents to voice an opinion or constructive comment, about the Skyline House community, like the former “Letters to the Editor” column that was in The House Special many years ago.

Submit your 250 words or less letter to: shuoeditor@gmail.com

PLEASE NOTE:

- **Individuals who submit articles or letters grant SHUOA, Inc. the right to publish, distribute, archive, or use submissions in print, online, or other formats; and acknowledge that their submissions may be edited for length, grammar, accuracy, and clarity.**
- **Submissions containing private solicitations; personal attacks; unfair criticism of private individuals, businesses or organizations; or inappropriate language will not be used.**



PPOC - APRIL

BY BRYANT STUKES, COMMITTEE CHAIR

The chair welcomed everyone to the first virtual meeting of the PPOC, held in this manner due to COVID-19 protective measures. Concerning the pandemic, it was noted that Acting General Manager, Tycia Haight, had done an effective in keeping the community informed as to how SHUOA was handling this issue:



Actions:

The PPOC **approved** the following items:

- Avery Elevator to replace East garage elevator #6 hydraulic jack replacement, in a not-to-exceed amount of \$110,000. The Board already approved this amount at the April 7th Special Board Meeting.

Other Topics:

PPOC Committee members, Bert Barrios and June Baker inquired as to why there is a gap in the parapet wall near what was the expansion joint. He was asked to send a picture of this, and the Construction Committee will bring it to the attention of ETC on Thursday, April 23rd, at the progress meeting.

- PPOC members were informed that Chesapeake Iron Works, Inc. submitted a revised proposal, due to a request from the Committee, that the ladders be up to code. It will be reviewed at the May PPOC meeting.
- PPOC Chair expressed that SHUOA’s maintenance team is experiencing a variety of health-related issues. If an extra person were hired, he would be able to assist with in-unit maintenance and the upcoming Façade interior work.
- PPOC members were informed by Charley Roberts, Board Director, and Construction Committee member, of what the Committee can expect next month during the presentation for the 2020 Balcony/Façade work.
- PPOC members were informed that the PPOC and the acting GM, Tycia Haight, had sent out an RFP, with responses from four (4) potential IT vendors. The interim GM and PPOC Chair will review the proposals and schedule a presentation either before or at the May meeting.

FMC - APRIL

BY JUNE BAKER, COMMITTEE CHAIR



The Financial Management Committee (FMC) met via a conference call on Monday, April 20, 2020. Most Committee members called in, and there were only a few glitches in connections. Financial figures for March 2020 are:

Total Income	\$ 407,672
Total Expense	\$ 235,560
Reserves Contributions*	\$ 132,192
Federal & State income tax	\$ 0
Net Income	\$ 39,920

Also, Reserve Budget payments came to \$718,740 for March and included payments for maintenance items, pool deck, and ongoing pool work, and engineering consultants. This meeting’s agenda concentrated on providing information on various topics and Acting General Manager Tycia Haight covered most of them in her detailed Management Report. There were no questions about the financial statement from the Committee. We received a check totaling \$85.80 for January use of the ATM. Board Secretary Charley Roberts reported that the Construction Committee was ready to recommend a contractor for the façade and balcony work. Still, I deferred to upcoming PPOC discussions and FMC review of the proposals before asking the FMC to make a recommendation to the Board of Directors. We expect to make the recommendation at the May meeting. At this point, we do not know when actual work can begin on the West building. President Richard Porter approved Avery Elevator’s proposal for replacement of the hydraulic jack in the East garage’s #6 elevator as an emergency repair, and the Board of Directors ratified the proposal at the Special Board meeting on April 7. The FMC voted unanimously in agreement with the Board’s decision.

The next regular FMC meeting is scheduled for Monday, May 18, 2020. As always, we welcome all residents to call in or attend the meeting, depending upon circumstances.



The next regularly scheduled meeting of the PPOC will take place Thursday, May 14, 2020, at 6:00PM. via conference call. The SHUOA community are welcome to call-in!

CHIEF ENGINEER'S CORNER

BY GREG GRIMM, CHIEF ENGINEER



Next to air, water is the most important element for the preservation of life. Water is a finite commodity which, if not managed properly, will result in shortages in the near future. Water conservation can go a long way to help alleviate these impending shortages.

1. Check your toilet for leaks.

Put a few drops of food coloring in your toilet tank. If, without flushing, the coloring begins to appear in the bowl, you have a leak that may be wasting more than 100 gallons of water a day.

2. Stop using your toilet as an ashtray or wastebasket. Every cigarette butt or tissue you flush away also flushes away five to seven gallons of water.

3. Put a plastic bottle in your toilet tank. Put an inch or two of sand or pebbles in the bottom of a one-liter bottle to weigh it down. Fill the rest of the bottle with water and put it in your toilet tank, safely away from the operating mechanism. In an average home, the bottle may save five gallons or more of water every day without harming the efficiency of the toilet. If your tank is big enough, you may even be able to put in two bottles.

4. Take shorter showers. A typical shower uses five to ten gallons of water a minute. Limit your showers to the time it takes to soap up, wash down and rise off.

5. Install water-saving shower heads or flow restrictors. Your hardware or plumbing supply store stocks inexpensive shower heads or flow restrictors that will cut your shower flow to about three gallons a minute instead of five to ten. They are easy to install, and your showers will still be cleansing and refreshing.

6. Turn off the water while brushing your teeth. Before brushing, wet your brush and fill a glass for rinsing your mouth.

7. Turn off the water while shaving. Fill the bottom of the sink with a few inches of warm water in which to rinse your razor.

8. Check faucets and pipes for leaks. Even a small drip can waste 50 or more gallons of water a day.

9. Use your automatic dishwasher for full loads only. Every time you run your dishwasher, you use about 25 gallons of water.

10. Use your automatic washing machine only for full loads only. Your automatic washer uses 30 to 35 gallons per cycle.

11. Don't let the faucet run while you clean vegetables. Rinse your vegetables instead in a bowl or sink full of clean water.

12. Keep a bottle of drinking water in the refrigerator. This puts a stop to the wasteful practice of running tap water to cool it for drinking.

13. If you wash dishes by hand, don't leave the water running for rinsing. If you have two sinks, fill one with rinse water. If you have only one sink, first gather all your washed dishes in a dish rack, then rinse them quickly with a spray device or a pan of water.

14. Check faucets and pipes for leaks. Leaks wastewater 24 hours a day, seven days a week. An inexpensive washer is usually enough to stop them.

This list is comprised of info taken from many web sites. If you investigate, you will find other ways to save as well.



COVENANT’S COMMITTEE

BY BERT BARROIS, COMMITTEE CHAIR



We would urge the Board to have PPOC revisit the issue of placing trash receptacles at the entrances to the lobby and West building, in the hope of reducing litter by making proper disposal easier. It was tried some years ago; however, it was abandoned. We are skeptical of the objections raised by Tycia and Betty, who argue(d) that the receptacles were misused and attracted rodents. The amount of litter is exasperating, and would-be picker-uppers are frustrated by the absence of convenient receptacles. We feel that the work of emptying the receptacles is worth another try. We recognize that interior receptacles pose further difficulty because residents are apt to discard liquids that must not be allowed to ruin the carpets.

CREATIVE CORNER

Do Not Lose Hope

-Unknown

Do not lose the hope in your heart even on days
when success seem far,
Even when all the doors are close, check for
windows that are left ajar.
For my dear friend success is actually failure
turned inside-out,
Remember this, whenever you find yourself
discouraged or in doubt.

This column is reserved for residents who wish to submit poetry or prose about a favorite subject of theirs.

Please submit your poetry or prose to:
donte@shuoa.org

CHILDREN’S INTEREST COMMITTEE

BY ARA ALAN, CO-CHAIR



Closed schools mean challenges for parents!

Two parents shared some details on what they are doing with their children during this stay-at-home-all-day time:

One dad says: I have a 4-year-old daughter. We start the morning after breakfast with twenty minutes of yoga, but sometimes we make it 40 minutes. There is a show on Amazon Prime that has yoga for kids in the form of storytelling. If we do the twenty minutes of yoga, then we follow it by twenty minutes of exercise dancing. Then we work on some ABC’s or numbers on to art and coloring. A break comes with lunch and free time. She can play or do an ABC educational mouse game on the iPod: she usually does both. We have a general structure but do not force anything, instead guiding her through the day.

A mother writes: for our kids, we are trying to keep a schedule daily. Every day we get up and write the day of the week and what our plan is for the day. It includes writing, reading, art, exercise, and a choice of watching tv or using an iPad or a computer.

Let’s hear from parents of middle and high school students. That’s a different kind of challenge!

**BAG
YOUR
TRASH**



BEFORE

**THROWING IT DOWN THE
CHUTE!**



Reminders from Management: Pest control Issues:

Some residents have been dealing with pest issues (mice) entering into their units.

When they reach out to Management, we can set up additional inspections of their units with the technician's supervisor. He spends time looking for any entry points and seals them while also providing suggestions of other areas that may need securing by an outside contractor, but often it is a service that we can perform in house.

As a reminder to residents, we have a contracted pest control company that is on-site every Wednesday; this is included in your condo fee.

If you are ever concerned about a pest control issue, please have the front desk sign your unit up for services. Please remember to advise the front desk if you will be home or will leave a key and admit. Residents need to leave a key and Admit Slip. We cannot provide access without this. It is also essential to follow up each week until the issue is resolved.

In addition to providing services in units, our pest control technician on a weekly basis checks: common areas both inside and outside the building. Outside of the building, we have bait stations and smart boxes to deter mice from entering the building. The smart boxes are moved around to different locations as needed.

Residents are also reminded to keep pantry foods in sealed containers and to avoid leaving any food on counters as this would attract roaches and mice. Units should be clutter-free as it provides hidden areas for mice to travel and is a source of nesting materials. It is also good to make sure that you have a tight seal around your unit door as well as the balcony door.

MEMORIAL DAY

BY ANN JOHNSON, CO-EDITOR

Every year we celebrate Memorial Day. This year it may be a lot quieter than usual what with social distancing, masks, closed locales, etc. Let us take this opportunity to look at the history of this holiday.

The honoring of fallen soldiers began long before the Civil War. In the United States, there are various places laying claim to being the first to do something special. One account says that the first ceremony of grave decoration was in Warrenton, VA, in June 1861. A soldier named John Quincy Marr was the first battlefield casualty in that war. He died at the Battle of Fairfax Courthouse.

After the Confederacy surrendered in 1865, a group of freed slaves unearthed the remains of Union prisoners of war buried in a camp near Charleston SC and reburied them. A huge parade was held.

The day came to be called Decoration Day because of the custom of the townspeople going to local cemeteries and putting flags and flowers on soldiers' graves. Over 600,000 soldiers had died in the Civil War, so for many years, the commemoration focused on their sacrifice and rightness of their cause no matter which side they were on.



Over time as those veterans died and other wars came along, the day became a day of memorial for all soldiers who died in defense of the country. Veterans' groups tried to keep the holiday on its original day of May 30. They complained that putting it on a Monday made it into just another three-day weekend, noted more for commercial opportunities and vacation travel. But in 1971, Congress changed the date to be the fourth Monday in May.

SKYLINE HOUSE CALENDAR



MAY 2020

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

Comments or suggestions about *The House Special* are always welcome!

Contact: Editor & Co-Editor: Bryant Stukes and Ann Johnson | shuoeditor@gmail.com

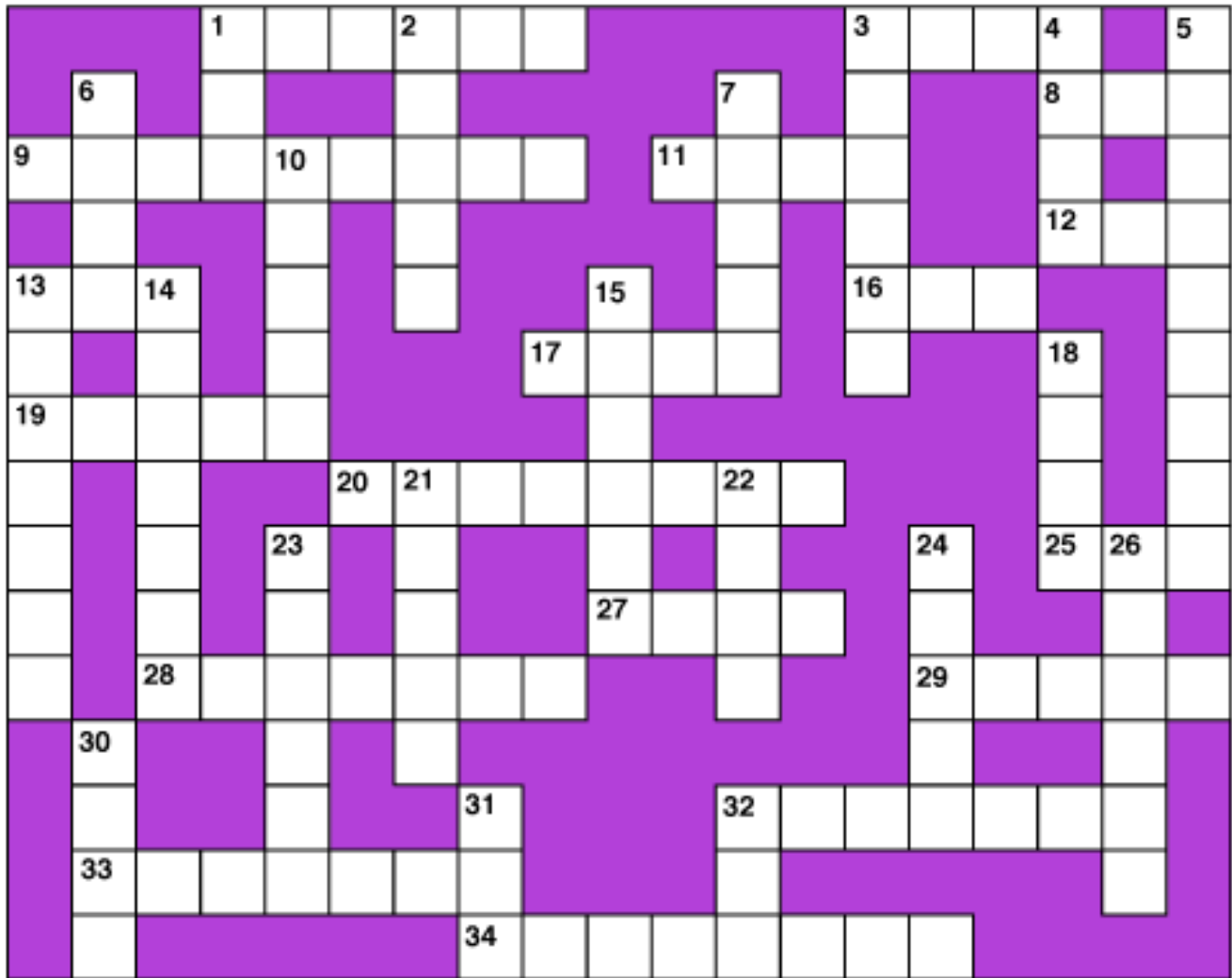
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- **Submissions containing private solicitations; personal attacks; unfair criticism of private individuals, businesses or organizations; or inappropriate language will not be used.**

JUST FOR FUN!

Fill the grid so that every row, every column and every 3x3 box contains the numbers 1 to 9.

	3							
	2		9		6	3		
	6		4		2		9	
1				9		4		
		8	1		3	5		
		5		7				3
	5		3		1		6	
		4	6		7		3	
							8	

SUMMER CROSSWORD



ACROSS

- 1. Light rain
- 3. String _____
- 8. Single
- 9. Jumping & hopping game
- 11. Summer month
- 12. Have lunch
- 13. Very warm
- 16. City home for wild animals
- 17. Summer month
- 19. Sandy spot
- 20. Water sport
- 25. Used to pave roads
- 27. Relax

- 28. Step back
- 29. Very humid weather
- 32. Warm weather foot wear
- 33. _____ storm
- 34. Thrilling

DOWN

- 1. Short form of sister
- 2. Time piece
- 3. Cool wind
- 4. Musical symbol
- 5. Summer month
- 6. Go it alone
- 7. Weather word

- 10. Capture
- 13. Leisure activities
- 14. Follows a car
- 15. June 21
- 18. Always do your _____
- 21. Pools are full of this
- 22. Birds home
- 23. Suntan _____
- 24. Hot & _____
- 26. Summer month
- 30. Better _____ than never
- 31. _____ you sleeping?
- 32. Take a seat