

## *Did You Know. . . . .?*

### Skyline House Offers Many Features to Increase Your Living Pleasure

- Every unit must have a **2-line telephone** to receive **intercom calls** from within the building.
- The **Front Desk is staffed 24 hours**. Staff will call on Line 2 of your telephone when you have a guest, package, or delivery. To call the Front Desk, press Line 2. Depending on your phone type, you may then need to press 0 to have the Front Desk staff pick up.
- For a modest fee, you may **send a fax** at the Front Desk, and have an **item photocopied**. You may also **receive a fax** there at no charge. The Management Office provides **free notarization services** to residents.
- Two **luggage carts** are available for your use for up to one hour at the Front Desk. Leave a photo ID while using them.
- When you are away, the postal carrier can **hold your mail** from 3 to 30 days. Leave a note for the carrier in the back of your mailbox.
- Whether you park indoors or out, you must **register your car** at the Front Desk and attach a Skyline House **decal** to your window to avoid being towed. The decal should be placed on the rear side window behind the driver's seat. If you have a loaner or rental car, obtain a temporary permit from the Front Desk to avoid being towed.
- **Four elevators service the garage**: two (side-by-side) are located adjacent to the East Building and serve garage levels D, C, B, and A. Exit on Level A and enter the East Building via the clear-roofed footbridge. The other two garage elevators, designed to service the West Building, are located inside the Central Lobby Building at the other end of the garage and can be accessed from levels D, C, B, and A. Enter the Central Lobby Building door on any level to gain access to these elevators. Should any garage elevator be out of service, residents of both buildings can enter by using any of the working garage elevators. See the enclosed diagram.
- Use the **loading dock and service elevator for deliveries**. To ensure availability of the service elevator when you are expecting a delivery, fill out a **scheduling form** in the Management Office. Use the house phone by the elevator to request that the overhead door be opened—and closed when your delivery is complete.
- A well-equipped **Exercise Room** with **sauna** and **steam room** is available 24 hours on the Mezzanine Level. Leave a photo ID at the Front Desk to obtain the key, which also opens the restrooms on the Mezzanine Level. Use the elevators in the main lobby and press M. Hours are: Women—Monday, Wednesday, Friday, 10 a.m.-3 p.m.; Men—Tuesday, Thursday, Saturday, 10 a.m.-3 p.m.; co-ed all other times.
- A **swimming pool** and **toddler pool** are open on the Mezzanine Level from Memorial Day to Labor Day. Access via the elevators in the Central Lobby by pressing M. These elevators can also be reached via the Ground Level, which makes compliance with the dress code simpler and helps residents avoid dripping water in the lobby area. Owners receive their pool passes each spring. A **picnic area** is adjacent to the pool.
- **Sundecks** furnished with comfortable lounge chairs are located on the Penthouse Levels of both buildings.
- East and West Buildings have **bicycle storage rooms** with spaces on a first-come basis. Check with the Management Office on availability.
- **Rubbish chutes for bagged trash** are provided on every residential floor. Both residential towers have ample indoor collection receptacles near the loading docks for **recycling** a wide variety of consumer products, including move-in boxes and packing materials. Also, for a modest fee, residents can **dispose of oversized items**, such as appliances, mattresses and furniture. Contact the Management Office to dispose of bulky items.
- Schedule your own parties in one of the Penthouse Level **party rooms** in both buildings. They offer spectacular views, bars, attractive

décor, and catering kitchens. Reserve in the Management Office.

- Do you like to play pool? Enjoy the **Billiard Rooms** on the Penthouse Levels. Obtain a key by presenting a photo ID at the Front Desk.

- Need a repair in your unit? Want a new light switch? Could your mechanical systems benefit from an audit? In-house engineers provide many **maintenance services** at reasonable rates. Contact the Management Office.

- **Leaving town for a lengthy stay?** Inform Management in the event your unit must be entered during your absence to deal with problems such as leaks, fires, or similar occurrences.

- A great way to avoid a major leak problem is to have in-unit maintenance **replace your rubber washing machine hoses with steel hoses**. House engineers can supply both the steel hoses and the labor. This could prevent significant and costly damage both to your unit and to neighbors below and beside yours. If your washer is at least 12 years old, steel hoses are almost essential to avoid bursting. Your **washer drain** should be **snaked** once a year **to clear debris build-up and avoid backup**. Maintenance staff can do this for a reasonable fee. If your kitchen is adjacent to the kitchen next door, this service is free; check with Management.

- Purchase a water leakage alarm at a modest cost from the Management Office and place it on your utility closet floor. It will sound an alarm whenever it detects water.

- Our engineers can provide you with easy-to-install clip **locks for your windows**. They also can **repair window screens or replace your old, tarnished nameplate/doorbell** as part of the In-Unit Maintenance Program. Check with Management.

- If you **lock yourself out**, Management can have your door opened at no charge between 8 a.m. and 6 p.m. weekdays and for a fee after hours.

- Want a good book to take to the beach? Do your children need reference materials for their homework? Visit our volunteer-staffed **library** on

the East Building's Penthouse Level every Monday 7-8 p.m.

- Want to grill dinner? Use only an **electric grill** on your balcony.

- Using a 3" x 5" card, for a two-week posting period at no charge, you can list household items as well as your unit for sale, or advertise a spare parking space for rent on the **bulletin boards** in the mail areas. Consult the Management Office.

- **Cox cable television**, offering numerous channels and even premium movies, is available as part of your monthly condo fee. If you want expanded cable service or are interested in money-saving **bundling of TV, telephone and internet services**, contact Cox.

- Keep up with Skyline House events and new developments by reading the **monthly newsletter**, *The House Special*; regularly visit our **website**, [www.shuoa.org](http://www.shuoa.org); and check the **bulletin boards** daily.

- If you notice a burned out light bulb or something that might need immediate repair or clean-up in the public areas of the complex, please note it in the **Maintenance Log** at the Front Desk or e-mail our Resident Services Coordinator. It will get prompt attention.

- Our Neighborhood Watch program maintains a **Green Binder** at the Front Desk that includes **Fairfax County Mason District** public safety tips, police alerts, and local government initiatives. Just ask Front Desk staff to let you take a look. **Neighborhood Watch** coordinates with local police and nearby condominiums to prevent unwelcome activities in and around our property. To participate in our Neighborhood Watch efforts, contact the chair of the Security, Safety and Neighborhood Watch Committee.

- Skyline House **common areas** are insured under a **master policy** by USI Insurance Services. You should contact your own insurance carrier to **obtain HO-6 coverage for damage inside your unit** and to insure your personal property. If your personal carrier requires a Certificate of Insurance from the Skyline House master insurance carrier, visit [www.usicondo.com](http://www.usicondo.com) or email USI at

www.usi.certrequest@usi.biz, or fax your request to 610-362-8377, Att.: Certificate Dept.

- How do things get done at Skyline House? Attend a monthly meeting of the 7-member **Board of Directors**, elected by fellow unit owners, and observe your condo governance in action. New initiatives will be discussed and voted on, as will the annual budget. You can raise an issue yourself, or ask a question during the open forums that precede and follow the meeting.

- **Committees**, including **Financial Management; Physical Plant and Operations; Covenants; Security, Safety and**

**Neighborhood Watch; Community Relations; and Recreation** also meet regularly to discuss actions that might improve our buildings, policies, and programs. They make recommendations to the Board. You are welcome to attend committee meetings and contribute your own opinions and expertise by volunteering to serve on one or even chair it. Other volunteer activities you might want to pursue are **Good Neighbors**, which assists residents who might have temporary special needs following illness, etc.; the **Garden Club**, which adds special beauty to our landscaping; or **Welcome Wagon**, which aims to orient newcomers to the rich life Skyline House and the surrounding area offer.

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