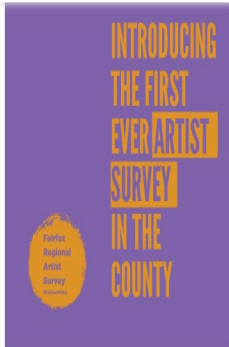




SKYLINE NEWS



The Arts Fairfax Artist Survey is open until December 2024. By Arts Fairfax doing this survey, they will have the information to able to raise the funds to help artists access funds through their grants program.



Survey Goals:	ArtsFairfax Goals:
Understand how many Fairfax area residents identify as artists	Connect artists to each other and to professional networks
Define what artists need professionally to succeed	Make informed decisions about future programs and services for artists
Define what artists need for livability in Fairfax	Advocate for the needs of Fairfax artists

TAKE THE SURVEY

[Fairfax Regional Artist Survey | ArtsFairfax](#)

CONTENTS

SKYLINE EVENTS.....1
 GENERAL MANAGER’S REPORT.....2
 PRESIDENT’S NOTES.....3
 FINANCIAL MANAGEMENT.....4
 TREASURER’S REPORT.....5
 CREATIVE CORNER.....6
 CHIEF ENGINEERS ADVICE.....7
 HOUSE CALENDAR.....8

Management Office - (703) 578-4855

General Manager - Tycia Haight
Deputy General Manager – Courtney Pinnock
Chief Engineer - Greg Grimm
Housekeeping Supervisor Marvin Bustillo

East Building Resident Coordinator Belinda Jones
West Building Resident Coordinator Gloria Dwuma

NEWSLETTER COMMITTEE

EDITOR/DESIGN: Donte Wilkins
CO-EDITOR/DESIGN: Bryant Stukes

Visit www.shuoa.org or Building Link to find past issues!

GENERAL MANAGERS REPORT

BY TYCIA HAIGHT, GENERAL MANAGER



New Deputy General Manager

I want to personally welcome Courtney Pinnock as our new Deputy General Manager. Courtney brings several years of Property Management experience, including budgeting and project oversight. I am excited to work with him and know that he will be a great asset to the Association. If you have not met Courtney yet, please plan to stop by the office to introduce yourself.

Garage Repairs:

Garage Repair bids have been received, and our structural engineer will give an overview presentation of the bids received at the PPOC meeting on Thursday, July 11th. Residents are welcome to attend in person or via Zoom to listen in on the details.

Kiddie Room Reopening:

We have two residents who are spearheading a pilot program to test re-opening the kiddie room. Stay tuned for more information from this sub-committee.

Resident Reminders:

Are you planning to renovate your unit? Please remember to stop by the office to pick up an Architectural Modification request application. Please make sure that you are hiring a licensed and insured contractor, as we require proof of insurance.

Guest Parking:

This is a reminder that Guest parking is for your guests visiting you. Do you know that many of our tow requests are for resident vehicles who have been parked in guest parking, do not have a displayed Skyline House Decal, and have not registered their vehicle with us? This is a friendly reminder that at any time a resident is parked in a guest parking space, you are at risk of being towed.

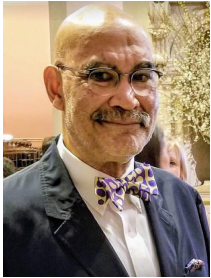
Happy Summer to everyone!



Submitted By, Tycia Haight
General Manager

PRESIDENT'S NOTES

BY RICHARD PORTER, PRESIDENT



I want to share the article below regarding the importance of reserve funds: Effective reserve fund management is crucial for safeguarding our community's assets and ensuring we can cover significant repairs and replacements without imposing unexpected financial

burdens on our homeowners. The detailed article included in your board meeting package elaborates on the importance of maintaining a robust reserve fund, outlines our fiduciary duties, and provides insights into establishing and managing these funds prudently.

How much money does your condo or homeowners association (HOA) have in its reserve fund? If you're puzzled by this question, your HOA could be in for an unpleasant surprise when a major repair—such as replacing the roof—is needed and your association doesn't have the funds to pay for it.

Most state statutes legally require HOAs to have a reserve fund and saving for future capital repairs is a critical risk management tool to protect homeowners' shared investment in the community. Associations that save money avoid having to pay interest on bank loans and avoid claims after requiring homeowners to pay unexpected lump-sum special assessments.

Homeowners may grumble about paying an increase in monthly assessments for reserves, but they can appreciate the increased value a healthy reserve fund brings to their homes, as it reflects the sound financial management of the association and increases their property's ability to be bought and sold.

Continued on pages 9 - 11

BOARD OF DIRECTORS



President, Richard Porter, 1005E
414-870-0499
rhporter@gmail.com or
rporter325@aol.com



Vice President, Norman Philion,
1605W
703-434-9596
normanphilion@gmail.com



Treasurer, Karen Johnson, 1511W
703-379-0322
kjohnson@shuoa.org



Secretary, Linda Council, 1404W
703-217-5184
lec22041@gmail.com



Director & Chief Engineer,
Gregory Grimm, T08E
703-477-3656
greg@shuoa.org



Director, Janice Hill, 511W
janicelh21@gmail.com



Director, Maria Elena Schacknies,
1302W

FINANCIAL MANAGEMENT COMMITTEE

BY JUNE BAKER, COMMITTEE CHAIR



The Financial Management Committee (FMC) met in person and via Zoom for the fifth meeting of 2024 on Monday, June 17th.

Financial figures for the month of May 2024 are:

Total Income	\$	491,162.00
Total Expense	\$	473,337.00
Reserves Contributions*	\$	156,673.00
Federal & State Income Tax	\$	00.00
Net Income	\$	-3,317.00

The negative balance in May was caused by expenses being slightly more than budgeted; however, our actual net income year-to-date is slightly positive.

Total Income was \$16,585 more than budgeted, with every account producing more income than projected or exactly the amount budgeted for the month.

Expense categories Administration, Maintenance, Supplies, and Contracts were over budget for the month. The Security account continues to be higher because of the additional guard at night to alleviate problems in the garage and stairwells. Note that although Utilities were slightly higher than budgeted, the actual amount was just \$21.03; for the year-to-date, Utility costs are \$33,980 lower than budgeted. We continue to monitor Utility costs.

Expenses from the Reserve Budget totaled **\$17,149**, for the month of May, and included doors, computers, HVAC heating boilers, life safety, plumbing, security cameras, and consulting.

Committee members asked several questions about the financial statements; Ms. Galler, Staff Accountant, and General Manager Tycia Haight responded to the questions.

In the Management Report, Ms. Haight mentioned that Management and the Construction Committee have received the bid information from all four potential vendors that submitted bids. The next step is to schedule a review of the bids with SK&A (our engineering contractor) on June 28.

A reminder that the FMC will meet on August 13 and 14 to discuss and vote on the 2025 Operating and Reserve budgets. Ms. Haight, Treasurer Karen Johnson, FMC Chair June Baker, Chief Engineer Greg Grimm, and PPOC Chair Bryant Stukes have met in person and/or via Zoom to arrive at the Reserve Budget numbers that will be presented to the FMC at that time. Board members and owners may attend these budget meetings as observers, not participants.

The FMC is recommending that the Board of Directors

- Accept the proposal from Potholerepair.com to repair potholes on the Skyline House property. The figure was \$10,326.00 from the vendor, but because there is concern that more potholes may be found, the FMC echoed the PPOC in recommending that an additional 20% be approved. Management and the Chief Engineer need to determine the actual number of potholes. The recommendation passed unanimously.

The next regular meeting of the FMC will be Monday, July 22, 2024.

As usual, we invite all residents to attend in person or via Zoom depending upon circumstances.

TREASURER'S COMMENTARY

BY KAREN JOHNSON, TREASURER



I participated in the FMC meeting on June 17, 2024. As of this date, we have data for the month of May and for the year to date.

Total income in May was above the budgeted amount. Nevertheless, total income for the year to date was slightly below the budgeted amount. In May, the greater-than-expected income resulted from inflows to the In-Unit Maintenance Program, interest income, and legal fees payments.

Total expenses in May were above budget, although the year-to-date total figure was below budget. The savings in expenses were recorded for payroll (importantly maintenance and painter for the year to date), payroll taxes and benefits (importantly Group Insurance), utilities (both water and electricity under budget year-to-date), and maintenance year to date. Offsetting the savings from low expenses in these categories were various partial offsets, including an excess over the budget of spending for our security contract. The overrun of spending on security resulted from the extra guard added to patrol the garage.

For the year to date, net income reflected the fact that total expenses were below budget more than was income. Income slightly exceeded expenses. The expected deficit for the year to date was about \$52k. The recorded surplus was small. This outcome is a positive development for our financial situation.

Our balance sheet as of May 31 showed total assets of \$2.1m, compared to \$1.8m at the end of April. End-May total liabilities were \$567k, while end-April total liabilities were \$418k. The balance of reserves plus member equity and current-year net income was \$1547k.

Our large expenditures on reserve items in the recent past and our future needs for reserve spending plus possible litigation make it important that we continue to accumulate assets to meet those expenses.

The delinquency report as of May 31, shows total outstanding arrears greater than as of April 30. There is a \$25,000 item related to insurance deductible that largely explains the increase in arrears.

Again, in May, there were 127 renter-occupied units, 23 percent of the total.

Karen H. Johnson, Treasurer



CREATIVE CORNER



Ms. Moem

All what-ifs

And what can't be,

I cast them out;

And now I'm free

HOUSE RECIPE CORNER



HOMEMADE ICE CREAM

INGREDIENTS

- 1½ cups heavy cream
- 1½ cups whole milk
- ⅔ cup cane sugar
- 2 teaspoons vanilla extract
- ⅛ teaspoon sea salt

DIRECTIONS

1. In a medium saucepan, combine the cream, milk, sugar, vanilla, and salt. Warm over medium-low heat, whisking often, for 5 minutes, or until the sugar dissolves and the mixture is warmed through.
2. Pour into a heatproof bowl, cover, and chill for 2 hours or overnight.
3. Remove the chilled ice cream base from the fridge and whisk well. Churn in an ice cream maker according to the manufacturer's instructions, typically 20 to 30 minutes. The ice cream will be soft after churning. For firmer ice cream, transfer to an airtight container and freeze for 2 to 4 hours before serving.
4. Store in an airtight container in the freezer for up to a month. If the ice cream is too firm to scoop straight from the freezer, let sit at room temperature for a few minutes to soften.

*Bon
Appétit* 

CHIEF ENGINEER'S ADVICE

BY GREG GRIMM, CHIEF ENGINEER



Air Conditioning and Leaks

When a preventative maintenance (PM) service is done to your HVAC unit, we add an algaecide to the drain pan of the unit, which helps stop condensate leaks. It does this by keeping the drain pan and drain lines clean of algae that clog them, which causes leaks. In addition to the drain packets of algaecide, we also check the freon level in the unit to ensure that it is at the proper level, and the unit is running at peak performance. When freon levels are low: (1) the unit runs much longer; (2) it does not produce cool air as required; and (3) it costs much more to operate the unit.

Some units still use R-22, which is no longer available. Therefore, we have no way to add freon if the unit is low on freon or develops a freon leak. If you have one of these or an original unit, it is time to consider replacing your HVAC unit.

REMINDER: *If you do not take care of your unit, it will not take care of you. Additionally, if it fails to operate after hours and you have not had an annual PM service done this year, you may have to wait several days for service . . . with no air conditioning in the meantime.*

SHUOA COMMITTEES



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, 1605E
703-824-9293

tbstukes@gmail.com



Neighborhood Watch

Phyllis Alsop



Security Committee

Isaiah Williams
Kurt Kopf



Activities,

SEEKING A CHAIR



Furnishings & Design,

Tremayne Bunaugh, 1605E
SHUOAdecor@gmail.com



JULY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 6:00 PM -7:00 PM Library is Open	2 7:00PM -9:00 PM Bridge	3	4 Independence Day  Management Office Closed Pizza Party- East Building 7:30 PM	5	6 Library is Closed
7	8 6:00 PM - 7:00 PM Library is Open	9	10	11 7:00PM PPOC Meeting	12	13 1:00 PM - 5:00 PM Library is Open
14	15 6:00PM – 7:00PM Library is Open	16 7:00PM -9:00 PM Bridge	17	18	19	20 1:00 PM -5:00 PM Library is Open
21 5:00 PM-6:00 PM Market Place Lessons on Zoom	22 6:00PM – 7:00PM Library is Open 7:00PM FMC Meeting	23 7:00 PM Activities Committee Meeting	24 7:00 PM-8:00 PM Board Meeting	25 7:00 PM Book Club Meeting	26	27 1:00 PM-5:00 PM Library is Open
28	29 6:00PM – 7:00PM Library is Open	30	31			

What is a Reserve Fund?

A reserve fund is money set aside by an HOA to purchase, repair, or replace big-ticket items, including the roof, elevators, parking lots, pool, and more. A number of factors—including the size of the HOA, the number of shared amenities, and how often the amenities must be repaired and replaced—affect how much money is needed in the fund.

The optimum scenario is that a percentage of each homeowner's monthly assessment is put into the reserve fund. The money is then invested until it is needed for a major repair, with the hope that there is enough in reserves to pay for expenses without having to take out a loan from the bank or demand homeowners to pay a large special assessment.

Each state has its own laws about HOA reserve funds and how that fund can be used. Some states even have laws requiring a specific percentage of the association's annual budget to be allocated and have a cap on how much money can be put into a reserve fund.

What is the Board's Fiduciary Duty?

The HOA's bylaws and applicable state laws dictate the structure of the association's reserves, but it is also the board's fiduciary responsibility to ensure there is adequate funding to protect the value of the assets and legally operate the HOA.

The board treasurer usually manages the reserve funds; however, it is the entire board's responsibility to ensure the fund is established, invested, and managed with care. Board members are personally liable when they don't properly fund the reserves or invest negligently. If reserves aren't managed with care, the board is likely to encounter breach of fiduciary duty lawsuits from homeowners.

How to Start a Reserve Fund

Establishing and managing a reserve fund takes planning to be effective. There should be a long-term schedule for the reserve fund in the annual budget. It is also important to plan ahead, as there will be some homeowners who are delinquent or will default on paying their fees.

A reserve study is an effective tool to help set up the reserve fund. Even if your association conducted a reserve study years ago, it should be updated consistently to make sure the association is still on track.

To conduct a reserve study, complete the following steps:

1. **Identify repairs:** Identify the common elements in the HOA that will need repairs or replacement over time. The life of each of those elements is considered. This includes elevators, the roof, parking lots, swimming pools, boilers, and more.

2. **Obtain cost information:** Compile cost information from local contractors to determine how much you'll have to spend to repair or replace each common element item. Check to see if any of the maintenance is covered under a service contract.

3. **Determine how much money is needed in the fund:** Using the price for each repair or replacement, divide it by the number of years of life left for the element to determine how much you should set aside each year in the reserve fund. Knowing the total amount needed will help you plan the annual budget and determine how much to assess homeowners on a monthly basis.

Investing Reserve Funds

HOAs must conservatively invest their reserve fund to get the maximum return while protecting the principal amount. Safety and liquidity of assets are key; many associations choose to invest their reserves in certificates of deposit or federally insured bank accounts. Many times, HOAs need assistance from financial advisors and investment experts to obtain advice on how best to manage their funds.

Before investing, it is important to check your bylaws to make sure there are no limitations on investments.

Also, given that HOAs are nonprofit organizations, it is critical to ensure that investing doesn't jeopardize your nonprofit status. There may be a tax liability for interest earned on investments, and it is crucial to obtain advice from an investment expert so you can make the best financial decisions for your HOA.

Collecting Assessments

Collecting assessments from homeowners can be challenging, especially if you have to collect a special lump-sum assessment or if monthly fees will increase. Many times, property managers are in charge of collecting assessments and monitoring those who are late with payments. In all circumstances, your HOA must be fair and consistent, and you must make sure that both your board and the property manager use legal procedures when collecting assessments from homeowners.

Borrowing from the Reserve Fund

When unexpected expenses arise, some HOAs decide to borrow from their reserve fund to cover the expenses. It is usually not wise to draw from the reserve funds for expenses they were not intended to cover, but if you must, come up with a plan to quickly replenish the funds.

Before drawing from the fund, check your state's statutes regarding legal restrictions on borrowing from HOA reserves. Some states allow HOA boards to borrow from reserve funds to meet short-term cash-flow problems, but they require that the funds be replaced within a certain time period from the date of the withdrawal. Other states restrict borrowing from reserve funds.

Keeping Homeowners Informed About Reserves

Communicating updates to homeowners about the reserve fund will keep them informed about why saving is necessary and updated on the financial affairs of the HOA. Homeowners should be reminded that funding the reserve will increase the resale values of their homes and minimize the need for lump-sum special assessments.

A reserve fund is a critical risk management tool for HOAs.

Submitted by Richard Porter
Board President

