

The

House Special

Vol. IV

February 1984

Issue 2



From the Board

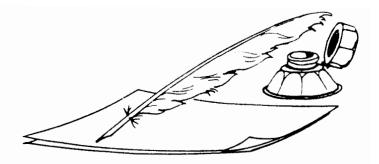
Wynfred Joshua, Vice President

At the January session of the Board of Directors, the President reviewed the opinion of our attorney regarding Skyline House liability to persons using the sidewalk on our property as a shortcut to Northern Virginia Community College. According to Virginia law, we are responsible for warning those using the sidewalk of any dangerous or defective conditions. The attorney suggested to post a "No Trespassing" sign and to close the sidewalk to public use at least once a year. The issue was turned over to the Community Relations Committee for a recommendation to the Board.

Mr. Gordon Frank announced that the Fairfax County inspector had checked our stairwells, including those in the garage, and found that all treads measured at least 9½". This is within the County Building Code; thus, the problem of the stairs will be removed from our negotiations with the developer.

The Property Manager reported that the insurance company had dyed the spot in the West lobby which had been caused by the spillage of a bleaching agent. The spot is now virtually undetectable. The Property Manager was instructed to check whether other recent spotting of the carpet could be handled directly by the cleaners rather than through another claim.

Management also reported that an investigation of the recent excessive



water usage (an "overrun" of \$28,000 for 1983) indicated that more than 50% of Skyline House units have leaking toilets. The Property Manager suggested that our engineers install a Fluidmaster in the toilets in each unit. It was noted that Skyline Plaza had had a similar problem which was quickly solved in this manner. The proposal was referred to the Physical Plant Committee with a request to report back next month.

The Board then considered the competitive bids for a variety of service contracts that are up for renewal. Companies were selected for the following services: pest extermination, window washing, grounds maintenance, trash removal, elevator service, and emergency generator maintenance. The Board noted the request of the Financial Management and Administration Committee to give the Committee 60 days for reviewing the bids. The Property Manager pointed out that most of the bids are valid for only 30 days from the date of issue, but she promised to send the paperwork to the Committee as early as feasible.

The Treasurer gave his report and presented his unaudited summary of our financial status at the end of 1983. Income for 1983 was more than budgeted, and expenses were below budget. Joe Strahs concluded that we seem to remain in a healthy financial condition. This is also reflected in the fact that for the fourth consecutive month there are no condo fee arrears.

A review of the proposed House Rules was postponed to a special session with (continued on next page)

the Chairman and members of the Covenants Committee. The Board did not approve a request for a 30-minute question period for Unit Owners at the conclusion of each meeting as it was felt there did not appear to be a need because there generally was sufficient time for

comments from the audience at the conclusion of the business session. The Board recently accepted a provision permitting residents to comment on agenda items for a maximum of 3 minutes provided the Board's Secretary receives such a request 48 hours in advance.

Potluck Posh: The House Sharing



WEDNESDAY, FEBRUARY 15, 1984 EAST PARTY ROOM

COCKTAILS: 6:30 p.m.
DINNER: 7:00 p.m.

COCKTAILS: At 6:30 p.m.

Bring your own liquor and set-ups. Ice and glasses will be furnished.

DINNER: At 7:00 p.m.

Bring either an entree, salad, vegetable dish, or dessert.

COUPLES bring enough for eight persons. SINGLES bring enough for four persons.

If you bring a guest(s), please bring food according to the number.

jood according to the number.

Coffee and tea will be served.

THERE IS NO CHARGE, BUT RESERVATIONS ARE REQUIRED. PLEASE SIGN UP AT THE LOBBY DESK, INDICATING THE NUMBER IN YOUR PARTY AND YOUR CHOICE OF DISH.

PRESENTED BY THE SKYLINE HOUSE RECREATION COMMITTEE

Committee Communiqués

COMMUNITY RELATIONS COMMITTEE

Elizabeth Grant, Chairman

In December the Board of Directors adopted a set of guidelines for Board/Committee relations, which resulted upon consideration of the earlier "White Paper" by Committees and Board members. This action strengthens our Association and makes "sinners" of all Skyline House residents.

Here are some of the ways in which, individually and collectively, we will all benefit:

1. At the monthly Board meeting, a resident may comment on any of the agenda items for a maximum of three minutes upon written request to the Board Secretary, Gordon Frank, at least 48 hours in advance of the meeting.

2. If a resident wishes to submit an item for Board consideration, present the request to the Secretary, in writing, at least 8 days prior to the meeting so that it can be included in the agenda.

3. Renters are to have full participation in committee activities

In their discussion, the Board again emphasized the importance of committee work, their deliberations and subsequent recommendations by committee chairmen to the Board.

The Board of Directors is to be commended for their action to encourage and formalize committee participation, while also reaffirming the individual's right to be heard!

You may ask yourself, "Why should I be bothered to join a Skyline House committee?" In short, when you serve your Association, you serve yourself as well.

Just as there is personally a sense of accomplishment in meeting and helping to solve problems of the condominium, there must also be an effort on the part of many -- not just the few -- to make the difference if we are to have a well run community.

At the very least, come and listen to a committee meeting to find out how and where you can make a contribution. Don't leave it to the other fellow to do your share as well as his own.

> What's the difference? YOU'RE the difference!



Get Involved /

What's

FINANCIAL MANAGEMENT & ADMINISTRATION COMMITTEE



Bill Miller, Chairman

Now that the New Year has arrived, a new fiscal cycle begins for the Financial Management & Administration Committee. The cycle begins with the 1983 audit, presently under way, and winds down with our submission to the Board of our recommended 1985 Budget. The Committee will continue to review the financial policies and procedures of the Association in a manner that will benefit and present the views of the Unit Owners.

One avenue available to Unit Owners in presenting their views on Association financial matters has not received a great deal of publicity. Although a Unit Owner may not be a member of the Financial Management & Administration Committee, this does not prevent their attending and presenting their views and recommendations at our meetings. Any Unit Owner may contact the Chairman, Bill Miller (Unit 1214-W), and request an item be included in our meeting agenda (to be submitted a week before the scheduled meeting), or request to be heard when new business is discussed at the meeting. This provides an excellent method for a Unit Owner to have his/her say in financial matters of the Association, as well as providing a means to place financial recommendations on the agenda of the meetings of the Board of Directors.

Our January meeting was not only one of our shortest, but also was attended by the least number of Committee members. Seven members were in attendance, along with the Board liaison member, Joe Strahs. As the holiday period ended, a number of our members were out of town, and thus unable to attend. Discussions were primarily in regard to the requirement and procedures of providing necessary reserves for replacement of major common area items of equipment. Routine financial matters were also discussed.

The Committee's No. 1 priority at present is the totalizing of the electric metering of the two Skyline House buildings. This improvement was approved and recommended to the Board after staffing by the Financial Management & Administration Committee and the Physical Plant & Operations Committee during the past year. This system calls for the installation of equipment to allow one meter reading for both buildings instead of a separate reading for each building which requires maintaining duplicate sets of equipment. This installation will save the Association \$20,000 per year. Committee members urge all Unit Owners to vote for approval on the forms being provided by the Board and to return them as soon as possible. Each month's delay will in effect result in a \$2,000 loss to the Association.

For those who may not know, the Financial Management & Administration Committee meets the first Tuesday of each month at 7:30 p.m. in the West Card Room. All Unit Owners and Renters are welcome to attend.



ELECTION TO THE BOARD OF DIRECTORS SKYLINE HOUSE - 1984



ON MAR. 27,1984 AN ELECTION WILL BE HELD TO ELECT TWO UNIT OWNERS FOR THREE YEAR TERMS, AS MEMBERS OF THE BOARD OF DIRECTORS OF THE "SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC."

THE NOMINATIONS COMMITTEE IS ENCOURAGING RESIDENTS WHO ARE INTERESTED TO SUBMIT AN APPLICATION FOR NOMINATION TO THE BOARD OF DIRECTORS.

APPLICATIONS ARE AVAILABLE AT THE FRONT DESK.

NO APPLICATION FOR NOMINATION WILL BE ACCEPTED AFTER FEB. 3RD

AT 8:00 PM.

IF YOU PLAN ON RUNNING FOR THE BOARD, OR IF YOU KNOW SOME-ONE WHO IS INTERESTED, MAKE SURE THAT YOUR APPLICATIONS ARE SUB-MITTED BY 8:00 PM ON FEB, 3RD, 1984.

IF YOU HAVE ANY QUESTIONS CONCERNING THE NOMINATION PROCESS, PLEASE FEEL FREE TO CALL ANY OF THE FOLLOWING COMMITTEE MEMBERS:

W. HOWARD MCCLENNAN	414W	379-4223
BERNICE KAMINSKY	716W	931-0557
MILTON KAMINSKY	716W	9 3 1-0557

IMPORTANT: PLEASE MAKE SURE THAT YOU SUBMIT A BLACK AND WHITE PASSPORT PHOTO WITH YOUR APPLICATION.

EDITORIAL NOTE

In last month's report of the Covenants Committee, we were all reminded (in the postscript) of the loss of "Bob" from our front desk staff. Please be advised that Bob's name is actually Tom. We are indeed sorry for Tom's absence. We wish him well at school and hope that he will accept our apologies for the error.

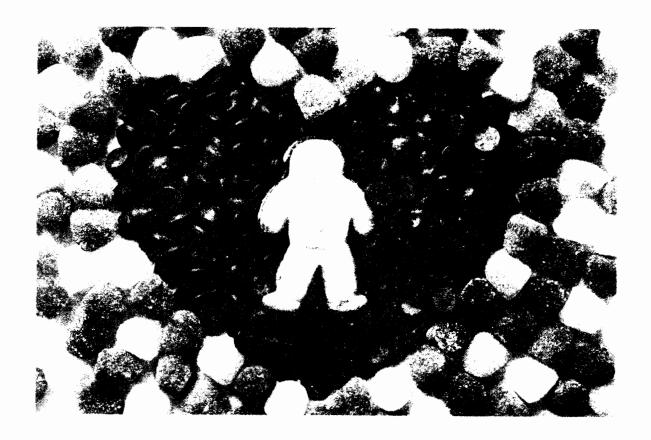
P.S.: Tom called to say that he misses working at the House and advises that he will be able to "fill in" on occasion.

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Readers,

Do you have any news that you would like to share with your neighbors? Any helpful hints or scathingly brilliant tips? Our recently initiated section READER'S IDEA EXCHANGE is in need of fresh contributions. Surely you have something of interest to say.

This is your paper. Use it. Help me to make it fun.
Drop your submissions at the front desk in care of
me, Karyn Hill (T-4E). Thank you.



PHYSICAL PLANT & OPERATIONS COMMITTEE

Diets Gerstner, Chairman

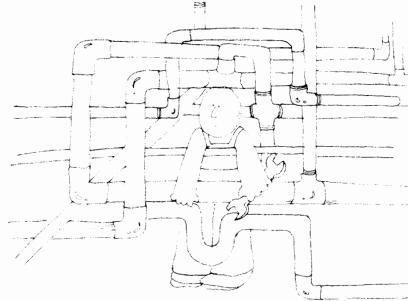
On January 12, 1984, at 8 p.m. in the West Card Room, the Physical Plant & Operations Committee held its monthly meeting. Five members, including the Chairman, were present. Also present was the Board liaison member.

Warranty Work. The developer continues to complete work on warranty items. The most recent work completed includes:

- -- Repair of cracks in the ceiling of the ground floor gallery of the East building.
- -- Removal of stockpiled
 gravel from the roofs of the East and
 West buildings.
- -- Application of tar and ballast to the root of the West building.
- -- Repair of the railings on the East and West penthouse sundecks.

Although progress is being made, there are still numerous warranty items that remain to be corrected.

Sidewalk Installation. At its January 1984 meeting, the Committee considered a proposal from the Security & Fire Safety Committee to install a sidewalk on the north side of the West building. This proposed sidewalk would be installed in the grassy area along the south side of the driveway that runs parallel to the north side of the West building. The Committee voted to recommend that such a sidewalk not be installed. It was concluded that



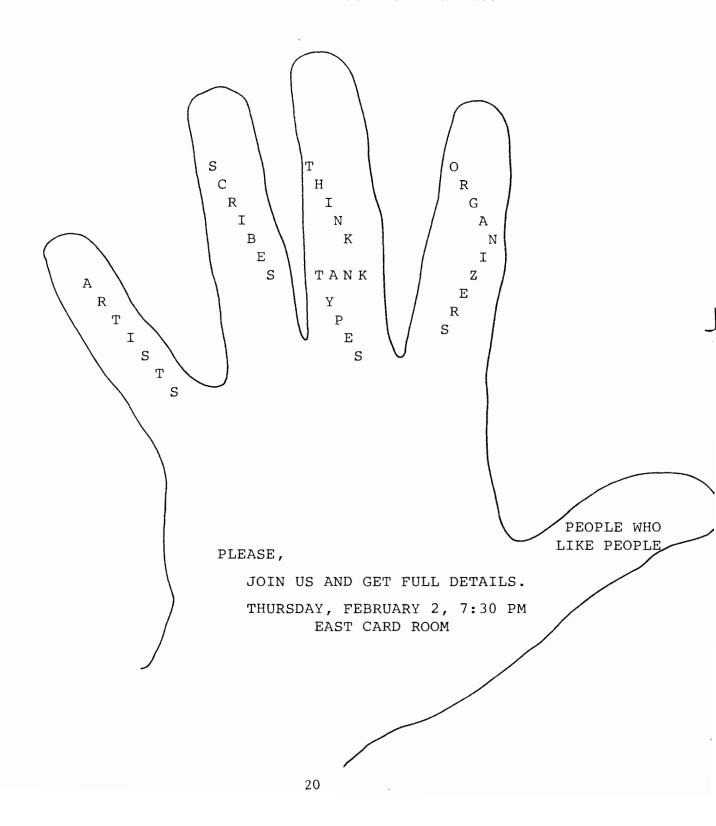
the benefits to be derived would not offset the expense and problems that might be encountered, i.e., possible damage to adjoining trees, difficulty in obtaining county approval for the sidewalk, and damage from relocating the sprinkler system. As an alternative, the Committee recommended that a portion of the driveway along the south curb be striped for use by pedestrians.

Extra Bike Room. A Unit Owner presented a request that the Committee investigate the possibility of making additional space available in the East building for bicycles. The Committee decided to consider this request and to make recommendations at its February meeting on using spare East building storage rooms for this purpose.

Monthly Maintenance Lists. As of Jan. 1, 1984, seventeen monthly lists had been submitted, containing a total of 278 items, of which 262 had been repaired and 16 were in the process of being repaired.

Next Monthly Meeting. February 9th at 8 p.m. in the East Card Room.

The Recreation Committee needs:



RECREATION COMMITTEE

Ann Riesi, hairman

FEBRUARY CALENDAR

Monday Evening Bridge - 7:30 p.m.
East Card Room

T.G.I.F. Party - Friday, February 3
6:30 p.m.
East Party Room

Covered-Dish Potluck Posh Wednesday, Feb. 15
6:30 p.m.
East Party Room

MARCH CALENDAR

T.G.I.F. Party - Friday, March 2 6:30 p.m. West Party Room

Omelet King Brunch - Sunday, March 18 [originally scheduled for March 25]

RECAP OF JANUARY EVENTS

Monday evening Bridge is continuing as usual.

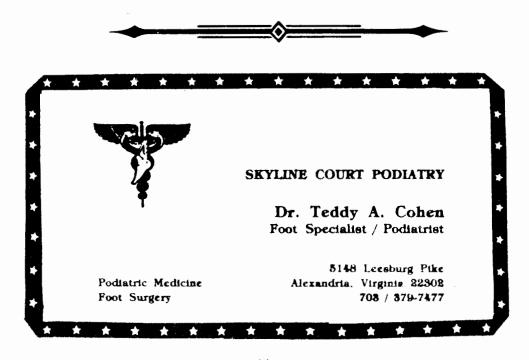
Wednesday evening Aerobics classes had a wonderful response to the new session which started January 11th.

Bingo -- every 3rd Thursday (West Party Room) -- had only 12 people in attendance. Bingo will be discontinued if turnout in February does not improve.

Our Middle Eastern Night had a wonderful turnout. The music, entertainment and food were all excellent.

OUR NEXT MEETING

Thursday, February 2, 1984, 7:30 p.m., East Card Room. Please join us.



From Management



FILTERS

There may still be a lot of cold weather coming our way so remember to change your heat pump filter frequently (every 30 days or so). Dirt is its worst enemy. The heating/cooling system will work much better with a clean air filter. Filters are available in the Management Office for \$1.00 each (sizes 20X20X1 and 16X20X1).

MOVING?

As owners of units in Skyline House, the Management needs to know your current address. Please leave your new address with us before you move out.

CONDOMINIUM ASSESSMENT FEES

Please be sure that the correct amount is paid in February. Some of you have received notices to pay an additional amount for February because your January check was incorrect. Check the bulletin board or call the Management Office for the correct amount if you are not sure about the new assessment fee.

LOST AND FOUND

We have a box at the front desk containing gloves, scarfs, caps, etc. which have been found in various parts of the building. We would be very happy to have the owners claim them. More expensive items have been found (ladies watch and a calculator). If you can give a description of them as proof of ownership - they're yours.

 ${ ext{N}} \ { ext{O}} \ { ext{T}} \ { ext{I}} \ { ext{C}} \ { ext{E}}:$ Advertisements appearing in this Newsletter do not constitute endorsement nor reflect approval thereof by Skyline House Condominium Association or its Board of Directors.