



The

House Special

VOLUME VIII

AUGUST 1988

No. 8

Committee Reports

RECREATION COMMITTEE

Carroll Thompson, Chairman

Nine residents attended the July 13 meeting. Board member, Ed Bisgyer joined us again this month. We enjoy having members of our governing body present. It gives them an opportunity to observe us in action, and have an idea of our immediate and future plans.

The water aerobics classes for the month of July was an outstanding success. Thank you Jo McAdams.

The water aerobic classes are now taking applications for the month of August. Classes will be Tuesday and Thursday at 10 a.m. starting on August 2. There will be nine sessions for \$36. Checks will be made payable to the Skyline House Recreation Committee. For applications and waiver forms, place message at reception desk for apartment 1211E. Come join the fun.

There was a lively discussion about coming events and proposed activities. Plans for the Annual Luau, Saturday, August 6 and the September picnic accounted for much of the discussion. Because August weather is hot and unpredictable the Luau will be in the West Party Room.



Luau

The picnic, however, will be in Skyline Park on September 24. We can plan an outside affair late September because the temperature is cooler and the weather more predicatable. Besides there is a rain plan, just in case. Ora and Don Karlin have planned a delicious picnic menu. Don't miss this one!!!

October 13 brings another trip to Atlantic City. Remembering the fun and big winnings last year we are sure to have a full bus this trip.

Late fall and winter events will be revealed next month. As you think of interesting activities that might appeal to you and your neighbors at Skyline House send them to Carroll Thompson 1108W. Try to keep cool and enjoy the rest of the summer.

The next meeting will be August 10 in the East Card Room. Why not join us.

From the Board

NOTES FROM THE BOARD

Dave Harvey, Vice President

The Board meeting for July was held in the East Card Room on 19 July. There again was a large turnout of visitors for the meeting, including representatives from Goldlang & Associates, P.C., Certified Public Accountants.

President Larry Ingels opened the meeting by giving his President's Report. Some of the items covered were the proposal for a car wash space on Skyline House grounds. He reported that the Covenants Committee recommended disapproval of the proposal and that he had sent it to the Physical Plant and Operations Committee to get their recommendation as well. Larry also described the Balcony Survey that is being taken to have the residents help in assessing the damage, if any, to their balcony from the weather and other factors. He announced the appointment of Bob Lowry as special project officer for the Board for balcony repair. Because of a request from a nonresident owner, The House Special will be mailed to any nonresident owner that requests it.

The Treasurer, Ed Bisgyer, presented his report and noted that there were many errors in this month's financial report from Management. Because of errors, Ed and the Financial Committee will get together with the Smith Accounting Department to resolve the errors and make sure the same situation doesn't happen in the future. As a result, the Board voted to defer action on the report until the next meeting.

Julia LeBert-Francis introduced representatives from Goldlang & Associates, Certified Public



Accountants, who recently completed an audit of Skyline House. They gave a brief explanation of their findings and recommendations.

Sara Schlichting, the Smith Property Manager, gave the Management Report for July. Among the items discussed was Managements proposal to replace the garage doors. The Board voted to accept Management's proposal with the provision that recommendations from the PPOC be considered before purchase.

The Board approved Management's request to have the carpet cleaned in the lobbies of the east and west wings as well as all common area hallways and to contract for the repair of the West building sun deck.

The Board voted, at the request of management, to replace the carpets in all six elevators. The existing carpets are stained, showing signs of wear, and have odors that will not come out.

Discussed was a no smoking policy to be invoked later at all rental properties of Charles E. Smith and if this policy should also apply to Skyline House. The Board decided to table the matter for the present time.

Another item discussed was washing machine hoses. Management continues to ask plumbing firms to visit Skyline House and give an estimate on bulk purchasing of services for their replacement. They have not received the bids from all the companies.

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THE HOUSE SPECIAL

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Advertising: Tony DiSalvo,
502E, 824-1958

Copy Due Date: 20th of each
month

Published monthly

LETTERS TO THE EDITOR: THE HOUSE SPECIAL welcomes brief comments from readers. Please limit your letters to 250 words. Of course, the Condominium Association Board reserves the right to refrain from publishing incorrect or improper statements.

ADVERTISING. If there are service and/or trades people with whom you have dealt successfully with, why not let Tony DiSalvo know so that he can pursue them as future advertisers.

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PUBLISHED BY: SKYLINE HOUSE Condominium Association.
3709-13 S. George Mason Dr. Falls Church, VA 22041,
578-4855.

PRINTED BY: Curry Printing, Falls Church, Virginia.

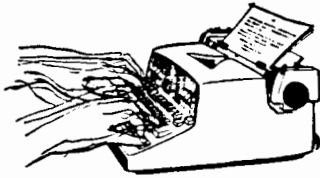
ADVERTISING

A number of residents are under the impression that there is no cost to those who advertise in The House Special. Income from advertisers helps to defray the cost of the Newsletter.

NEWSLETTER DEADLINES

Committee Chairpersons are reminded that the deadline for the Newsletter is the 20th of each month. In the event that the committee meets after that date, we will wait several days for the report.

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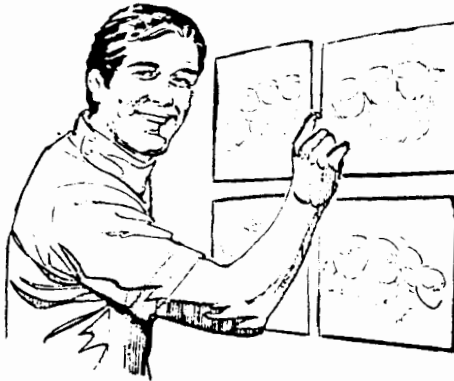
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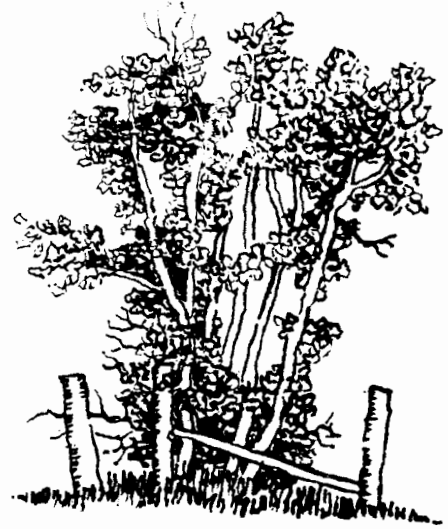
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578-4221



FOR RENT

We have just listed the property located at

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If you would like to inspect this home or have friends that might be interested, phone us for information and an appointment.

Lois C. Neebe

— PRO —

PROPERTIES, INC.

836-1585

Committee Reports



COVENANTS COMMITTEE

Howie McClennan, Chairman

The meeting was held on June 23 with 13 members present.

The Chairman reported that several letters had been received from the Board President Larry Ingels since the previous meeting, as follows:

a) A reply to the May 13 letter concerning the condition of the bill between Skyline and NVCC.

b) A request to rent the card room for a year. The Chair summarized the discussion at the Board meeting and read the letter from Larry Ingels to Mary Jo Long. The letter covered most of the objections of the Committee. It was approved and will be sent to Ms. Long for her judgment.

c) A packet from the President containing a request for car washing. The packet contained 20-25 letters, mostly in favor. The President wants the Covenants Committee to act on one request, return it to him to be sent to the PPOC for their position on the total package. Action by the Covenants Committee concerned carrying a bucket of water and a cloth to the parking space and the washing of cars in that manner. Brian Le Bert-Francis summarized that there is not space between cars for washing and it will splash other cars and should not be allowed either inside or outside. Following a discussion on buckets of water use, the Committee decided unanimously that this should not be done either in the garage or in the outdoor parking areas.

The Chairman read the following letters into the record:

a) Letter from Elizabeth Grant to George Fay regarding the report on neighborhood developments that appeared in The House Special.

b) Letter from Ed Berman regarding renter/owner move-in (George Fay objects to inclusion of this material in The House Special).

1) No one on the Covenants Committee, including the Chairman, or any Committee Chairman--unless that committee has voted for this to be done--can write and reflect that something is committee-sanctioned.

2) Letter from Ed Berman requesting an apology from George Fay --he explained the background of the Community Relations Committee attendance by George Fay.

3) A member suggested a letter go back to Ed Berman saying George Fay is not a member of the Covenants Committee, the conflict lies between Ed Berman and George Fay and he should contact George Fay directly. This was voted on and such a letter was sent with copies to President Ingels, Kay Kelly, George Fay and Arlene Burbank, Secretary to the Board.

The Hearing Subcommittee decision was read by Dolores Littles, a member of the Subcommittee, that held a Hearing on June 1: Pouliot-Lagace noise problem. Dolores Littles then answered all questions and H. McClennan praised the Panel's work.

Violations between May 18 and June 18: Nine cars towed.

COVENANTS COMMITTEE (continued)

Complaint forms received:

a) Noise and over occupancy in a unit in the West Building. The Resident Manager wrote to the unit owner regarding noise and occupancy limits.

b) Unit owner awakened early AM from noise above in the West Building. The Resident Manager wrote again. The outcome was lease default and the renters have been given notice to vacate within 30 days.

c) Three males were noted throwing objects from the balcony of a unit; the resident of the offending unit came to the office and stated emphatically that this had not happened in her unit.

d) R. Lum--a compliment on desk clerk quick action to resolve a noise problem late at night.

e) Two Open House signs were removed from the main entrance by unit owner.

f) An owner complained that the front desk receptionist is not announcing guests; manager spoke to those clerks on duty and reiterated guests must be announced.

g) The same owner said that two desk clerks (named) always announce guests.

h) Another owner on Sunday was given a violation for parking 7-9 minutes. The Resident Manager said that this was doorman's first day on the job and procedures were discussed with him the following Sunday.

The resident whose unit was broken into called the Chairman. He has a lawyer; police were not very cooperative. He is upset because the child's mother is more upset that the 15 year old confessed to him; than she is about the incident. He wants the mother to pay for his door and the cost of his increased medication. Comments from the Committee:

--The police conduct should be reported to Tom Davis.

--Management should recommend i The House Special that a dead bolt lock be installed on balcony doors and ensure windows are locked.

The Committee voted that the Chairman send a letter to the resident who called the Chairman and suggest he have his lawyer send a letter to the mother of the boy.

With respect to the placement of a 5 mph sign on each landing, it was suggested that the Resident Manager's views be ascertained, the matter be coordinated with the Security Committee.

Brian Le Bert-Francis discussed control of the freight elevators. From August 1982 to June 1984, the freight elevators were closed off from 11 p.m. to 7 a.m. Freight elevators have been allowed to go freely since then; two rules are being circumvented.

Move-in/move-out/deliveries are only to be 8 a.m. to 8 p.m. and \$50 is charged for moves; complaints made to desk and receptionist did not give them a key but large pieces of furniture are moved in whereby rules are being circumvented on moves and the \$50.

Options: freight elevator work only above the first floor; desk control movement of the freight elevator and lock it off by electronic override; suggest closing off the freight elevator from 8 p.m. to 8 a.m.; two rules are circumvented so there is a problem that should be considered.



Committee Reports

PHYSICAL PLANT & OPERATIONS COMMITTEE

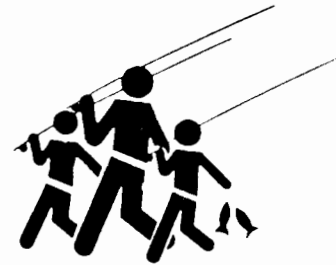
Gordon Frank

Undeterred by the phenomenal outside temperatures in mid-July, over 20 residents attended the July meeting and contributed to the deliberations of the Committee. Thank you all.

After reviewing additional information provided to and presented by Brian Le Bert-Francis, the Committee agreed to support the replacement of the garage doors. The Committee, however, requested additional analysis of the condition of installed equipment and suggested consideration be given to replacing the doors with similar ones, adding a stop-pause feature, replacing the existing doors with fiberglass doors and evaluating other condominiums experience with any of the alternatives. If fiberglass doors are chosen, the Committee also suggested that consideration be given to using reinforced fiberglass if reinforcement will extend the life of the equipment and makes sense economically.

The latest version of the television service preference survey was presented. Several minor changes were offered. The survey is expected to be circulated as soon as it is approved by the Board. Non-resident owners will be mailed a copy.

The answers to five questions regarding replacement reserves previously posed to the Property Manager have been received. Work on the revisions to the capital replacement reserves is expected to continue with a preliminary report expected at the Committee's August meeting.



Two motions were introduced concerning alleviation of the noise, pollution and unsightliness of the emergency generators. One failed due to lack of a second; the other failed by one vote. The Committee, therefore, has no recommendation for the Board at this time. But, work to develop a course of action that will achieve an appropriate consensus is expected to continue.

One quotation has been received on replacing washer hoses, two more are expected. Work on the exhaust duct cleaning awaits additional information from potential contractors. The evaluation by the Property Manager of the responsibility for replacing heat pump hoses is also continuing. The Committee moved to make the revisions to its charter which were approved last December a matter of record by including them as an attachment to the minutes of the July meeting.

As the Board has now approved placing a log at the front desk to facilitate repair and maintenance actions. The Committee will assist the Board in overseeing the log.

The Committee also discussed suggested changes to the balcony/patio condition survey (which due to a communication mixup was published prematurely), the development of a statement of work for the support contract authorized by the Board and the need for improvements to the repair contract specification.

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FROM THE BOARD (continued)



After all bids are in, one company will be picked and owners may use this firm to have their washer hoses replaced.

The last item discussed was the final draft of the survey form to be sent to all owners which would describe the options that are available for providing enhanced television service and to get the views or opinions of the owners on this subject. A committee of three - Ed Bisgyer, Larry Ingels and Brian LeBert-Francis will make the final changes to the form before final publication.

PHYSICAL PLANT (continued)

Four Committee members volunteered to assist residents requesting help in completing the balcony/patio condition survey.

Residents seeking assistance should contact the Resident Manager.

Due to the length of the meeting, a new item requesting a car wash facility for Skyline House residents was postponed. It will be the first item on the August meeting agenda. Twenty residents support the request. Whether you agree or disagree, come to the August meeting and let us hear your opinion and ideas.

DUPLICATE BRIDGE



Duplicate bridge is played every Monday evening at 7:30 p.m. in the East Card Room. All bridge players are invited and we welcome newcomers. If you are a newcomer and do not have a partner, contact Tony DiSalvo (824-1958, unit 502E)

and he will see what he can do. Duplicate bridge is sponsored by the Skyline House Recreation Committee.

NEWCOMERS ORIENTATION

New residents that have moved into Skyline House and have not availed themselves of the Community Relations Committee Newcomers Orientation Tour that encompasses their unit and other facilities of Skyline House, please leave your phone number and unit # for Tony DiSalvo (502E) at the Reception Desk. You will be contacted and arrangements for an orientation will be made.

GIANT FOOD SHUTTLE BUS



For your convenience, GIANT FOOD is continuing to operate a free shuttle bus service on TUESDAYS AND FRIDAYS, from 9:30 a.m. to 12:30 p.m. Continuous round trips will be made between the Skyline buildings and the Giant Food store in Baileys Crossroads approximately every 30 minutes.

Shuttle will start at 9:30 a.m. at Skyline Towers, to Skyline Square, to SKYLINE HOUSE, Skyline Plaza and then to the Giant Food store. The bus will be properly identified.

ELEVATOR CARPETS

Now that new carpets have been installed in the passenger elevators, all residents are urged from eating as well as drinking coffee and soda in the elevators. Spilled coffee and soda as well as dropped food will surely stain these carpets.

GIANT-SKYLINE SHUTTLE
PASSES ONE YEAR MARK



The shuttle bus provided by Giant Food has been in operation for one year and we would again like to express our appreciation to the fine people at Giant Food for providing this indispensable service to the Skyline Community. Several residents have forwarded "comment cards" (available at the store) praising the service for its dependability, convenience and courteous and helpful drivers.

However, while most passengers adhere to "the golden rule," there are a few who have occasionally caused frustration for the driver, aggravation for the store manager and arguments with other riders. To insure continuation of this valuable service, it is suggested that riders:

Allow arriving passengers to exit the bus before attempting to board for the trip home.

Refrain from pushing ahead of those who have been waiting in line.

Not take an extra seat for grocery bags when the bus has a capacity crowd.

Not demand that the bus delay departure while a spouse or neighbor completes the checkout procedure. The driver has assured customers that they will not be stranded at the store; that he will return to take them home.

On infrequent occasions when a vehicular breakdown or a substitute driver causes a delay in the starting time, please direct any inquiry to Mark Roeder, Public Affairs Coordinator at Giant Food Headquarters (Tel 341-4514) instead of the store manager. The latter has become understandably annoyed

by the number and vehemence of some complaints and has even threatened to discontinue the service.

The above remarks are not directed to residents of any particular building.

COMMUNITY RELATIONS COMMITTEE
Ed Berman, Chairman

Although the Committee did not meet during July, there are members who are still active.

During the month of June, 1988, we had 18 move-ins. Broken down, the figures show 9 renters replaced 9 renters; 3 owners sold to new owners; and 1 rented apartment was purchased by a new owner.

Although we had 18 move-ins, the Newcomers orientation program only provided three tours. This is a very disappointing number. No one is required to take the tour but they are certainly beneficial to newcomers. We had a good number who indicated that would like a tour but only a few takers. This has happened during the month of July.

I ♥ BRIDGE

**DUPLICATE BRIDGE WINNERS FOR
THE MONTH OF JUNE/JULY**

June 27
Nancy Pearson & Betty Wade 1st
Eleanor & Ed Sajewski 2nd

July 11
Juanita Mayer & Jerry Schumaker 1st
Nancy Pearson & Betty Wade 2nd

July 18
Lina Moyer & Tony DiSalvo 1st
Helen & Bob Lambert 1st

July 25
Helen & Bob Lambert 1st
Lina Moyer & Tony DiSalvo 2nd
Vera Church & Bette Foreman 2nd

From the Board

NOTES FROM THE BOARD

Dave Harvey, Vice President

The Board meeting for June was not held at it's regular scheduled day due to some Board members travel schedules. There was a large turnout for the meeting with about 25 visitors present.

President Larry Ingels opened the meeting by giving his President's Report. Some of the items covered were that a letter had written to Virginia Delegate Byrne to provide notification about the Board's decision to not provide steps on the hill behind the garage. Larry also reported that he had gotten response from the President of the Northern Virginia Community College in regard to the trash on the hillside behind the building. The trash has been cleaned up and he provided a point of contact at the college that we can call in the future if the need arises.

The Treasurer, Ed Bisgyer, presented his report and provided a few corrections to the Management Agent's financial report.

The Board voted, at the request of Management, to replace the carpets in all six elevators. The existing carpets are stained, showing signs of wear, and have odors that will not come out.

At the request and recommendation of the Physical Plant Committee, the Board voted to run a small test initially of the dryer ducts before entering into a contract for all the units. Six representative units will be cleaned to get answers to certain questions about the whole project.

The next item concerned repair of the balconies. Three motions were voted on in regard to this subject. The Board agreed to ask for



estimates from an independent consulting engineer who could provide recommendations on defining the work required to repair the balconies. They also voted to reject the repair specifications submitted by the Property Manager and to conduct a survey of occupants to provide an initial report of the condition of each balcony.

The Board decided that the use of a computer in the Management office could help a lot in the day to day operations of the staff. As a result, the Board asked Management to investigate this requirement and provide recommendations to the Board.

The Board voted to review the practice of recognizing volunteers who provide their time and effort in operations of the Association and recommendations will be provided to the Board as to what should be done to properly reward these hard workers.

The Board voted to accept the proposal from the PPOC to have a maintenance logbook available at the front desk that could be used for reporting common area problems for which the staff is responsible for maintaining and repairing.

The last item discussed was the proposed survey form to be sent to all co-owners which would describe the options that are available for providing enhanced television service and to get the views or opinions of the co-owners on this subject.

CONVENANTS COMMITTEE SPECIAL HEARING



The Hearing Committee, a sub-committee of the the Covenants Committee, held a hearing on June 1 regarding a noise complaint from one unit owner against another owner and his tenant. The meeting was chaired by Charles J. McCarthy and four members of the committee appointed by the President of the Board of Directors.

A series of formal complaints were filed between November 1987 and January 1988. The complaints alleged that the defendants have caused a variety of unreasonable noises, most of them seemed to come from the kitchen above. One of the complaints was noises from dragging a table across the kitchen floor several times a day and noise from walking on the floor. The remedy was to have the defendant install carpeting in their kitchen.

The notice of the hearing was sent to all parties. The complainant's attorney notified the Hearing Chairman that they would not attend the hearing. The Hearing Committee felt that the hearing go forward in order to resolve the matter.

After opening the meeting, the Chairman asked those present if anyone desired to present testimony in support of the complaints. No one came forward. The owner of the unit charged was present and testified that the tenant could not testify since they were out of the country.

Testimony and written exhibits were presented on behalf of the defendant and the owners renting agency as well as testimony of a friend of the owners. At the request of the defendant, the Chair was asked to keep the record open for ten days for the receipt of further documentary or written notice but none was offered.

In the judgment of the Hearing Committee, the testimony does not establish that unreasonable noises have originated by the unit charged. The uncontradicted testimony was that the tenant in the unit has no furniture in the kitchen and the occupants wear slippers in the unit. The other member of the family is a one year old child.

The Resident Manager of Skyline House offered the complainant an opportunity to participate in a 30 day study to determine whether the noises were coming from the unit charged. This offer was declined.

After a full discussion by the committee, it was decided that the installation of carpeting in the kitchen must be rejected. The kitchens in Skyline House have floor tiles and were never intended to be carpeted. There was evidence that it would constitute a fire hazard and also with food being spilled on it, it could be a breeding ground for bacteria and insects and therefore be unsanitary.

The unit owner who complained did not support his complaint and the defendants presented evidence that refuted them. DECISION: It was the decision of the committee that the complaints are groundless and that no sanctions be imposed on the defendants.

At the June 23rd meeting of the Covenants Committee, the Chair had a member of the Hearings Committee read their report to those present.

RECREATION COMMITTEE COMING EVENTS

Aug	6	TGI Saturday - Luau	West Party Rm.
Sep	2	TGIF	East Party Rm.
Sep	24	Picnic	Pool Area
Oct	7	TGIF	West Party Rm.
Oct	13	Atlantic City	
Nov	2	Mexican Night	West Party Rm.
Nov	4	TGIF	East Party Rm.
Dec	10	Holiday TGI Sat.	West Party Rm.
Jan	13	Pot Luck	West Party Rm.



From Management

VANDALISM

We have had a wave of vandalism and incidents in the last few days. The following are the incidents that occurred:

- a) Cigarette urn taken from the West Penthouse level.
- b) People reported on the roof of the West Building around 6:15 a.m.
- c) Two signs removed from the #3 elevator in the West Building.
- d) Someone urinated in the #2 elevator in the East Building.
- e) Planter box in West lobby was taken.

This kind of behavior is in violation of the rules and will not be tolerated. If anyone has more information in regard to these incidents, please contact the Management Office.

TRASH DISPOSAL

- a) No garbage and trash, including newspapers, which should be bagged or tied, **MUST** be placed in the trash chute in the disposal room on each floor. **NO GARBAGE** or **TRASH** shall be placed on the floor of the disposal room.
- b) Empty boxes or other items too large to go into the chute are to be taken by **THE RESIDENT**, using the service elevator, to the loading dock on the ground floor.

Please help keep our Disposal Rooms clean. Our porters clean the rooms on each floor every morning. Therefore, trash left after that will remain until the following day. Your cooperation is anticipated and appreciated.

BALCONIES

It's time for general clean-up of balconies again. Please do not use your balcony for storage of bicycles, boxes, old furniture, etc. The balconies can be seen from quite a distance and certainly represents the first impression people have of our buildings.

It is advised that all residents including children and guests of the danger in throwing any object from their balcony. Serious injury will occur if residents continue to throw objects from their balconies.

ELEVATORS

Food or drinks of any kind should not be carried in the elevators unless in spill proof containers. Your cooperation in this matter will be appreciated by all.

GRILLS

Please be reminded that no charcoal or gas grills may be used on any balcony or patio as provided by Fairfax Code #F-311-1. Only electric grills with lava rock plugged directly into the outlet on patio or balcony is authorized.

AIR FILTER

Change your furnace air filter regularly and check condensation line or air condition for clogging.



SUMMER FUN!



703: 379-6103

AUGUST 1988

ANNOUNCEMENT

Marketing update on Skyline:

Charles E. Smith is preparing to put 120 resale units in Skyline Square on the market in August. The prices are going to be above the existing market for which I applaud him.

As a result of this, with the prices being raised on "Resale" units, we have an opportunity to raise all the prices throughout Skyline. Selling new condo's have a certain appeal, but resales are resales.

The new building at the corner will soon have thousands of workers, as there is almost 500,000 square feet to be leased. Park Center is busily leasing out One and Half million square feet off route 7 and I-395. The owners of the Radisson Hotel/Office building are planning Five Million square feet of office space. This will add thousands of new workers close by. Taylor and Clemente, two attorneys, are planning an office building at the corner of route 7 and South George Mason Drive in 1989.

Rentals will be soft for a year due to the new apartment house at Park Center. However, they only built one and two bedroom apartments.

Skyline Properties is involved in 8 to 10 Million Dollars in sales each year. We will make every effort to raise prices to match the Squares' resale prices over the next few months.

We are now offering a new mortgage payment plan that can help you build thousands of equity dollars without refinancing and without disturbing your present mortgage. We can help you put this new plan into effect if you are purchasing a new home or refinancing, or if you are relocating to a new area, you can take this new payment plan with you to another home in a distant location. If you want to know more about this plan, call us.

Call us if we can be of help to you. We have agents living in every building.

J.T. Satterwhite
Broker
Neighbor

SKYLINE PROPERTIES, INC.

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