



The

House Special

VOLUME IX

OCTOBER 1989

No. 10

NOTES FROM THE BOARD

Dave Harvey, Vice President

The Board of Directors of the Skyline House Unit Owners Association met on 20 September, 1989 for their monthly meeting in the East Card Room.

The President, Larry Ingels, presented his report. He reported discussion on the Strategic Plan will be deferred because he still is awaiting some comments from some committees. He reported that he received a letter from Skyline Plaza requesting that we participate in a Fire Department fund drive for the first week of October by letting the Baileys Crossroads Volunteer Fire Department put a box for donations at the front desk for that week. The Board approved the request. We have received a letter from Virginia state delegate Leslie Burne offering to speak to owners and residents of Skyline House at any time that's convenient to us. We will try and set something up so this can happen. Larry announced the resignation of Al Lambert as head of the Community Relations Committee. We are now looking for a replacement. Pat Junk, who in the past has been in charge of the Holiday Fund for Skyline House employees, has indicated that she will not be able to do that this year. We are now looking for someone to volunteer for

this effort. We've received a letter for the Fairfax County School Board thanking us for participating in the recent survey. Larry announced the resignation of Gordon Frank as head of the Physical Plant and Operations Committee and noted all the hard work that Gordon has done over the years in heading this committee and he could think of no one has done more over the years with being in charge of this committee.

The Treasurer, Ed Bisgyer, then gave his report. He reported that the Financial Management had meet a number of times going over the 1990 budget as well as meeting to discuss the Replacement Reserve. The Committee is making every effort to keep the costs down for 1990. Ed reported on a number of financial instruments that were rolled over into new issues. The legal expense account will greatly exceed the 1989 budget due to increased activity of the Warranty lawsuit and a legal fund of \$50,000 has been established. Ed noted that we will be incurring a large expense which is not recoverable under Virginia State law even if we win the lawsuit. The amount of delinquencies for the special assessment was been very disappointing. The Association is taking all the steps it can to collect this money. So far we have collected about \$130,000 of special assessments most of it due owners

(Continued next page)

FROM THE BOARD (continued)



paying for the whole year thereby making billing much easier. Ed reported out some errors and omissions in the September financial report from the Smith Co. much of which concerned how financial actions are reported. The Treasurer's report was accepted by the Board.

Sara Schlichting, Property Manager of Skyline House, then gave her report for September. She has had meetings with the commercial division of C.E. Smith where they reported that there will be a change in traffic patterns due to a new office building going up by Skyline Towers. Smith Co. will try and get the duration of the left turn arrow at George Mason and Route 7 extended. The Board approved the recommendation of Management that we stay with Morgan and Cheves for our insurance needs until such time as it may seem necessary to change for reasons of cost or service. Sara reported on the two instances of balcony tiles that had to be removed in order to complete the balcony repair and requested a decision on who should pay for restoring to its original condition. The matter was deferred by the Board until the bylaws can be reviewed by Howle McClennan and Bill McClellan and then report back to the Board. The Board approved Management's recommendation to award the snow removal contract to Potomac Snow Removal Corp. Sara then reported on previous meetings with Palmer Bros. regarding starting on next years work this year, which would be a cost savings because equipment removal back to Pennsylvania and return next year would be eliminated. The Board decided to table this matter because they do not have enough information at this time to make a decision. The Board approved Management's recommendation

to cover the additional cost of the employee's health insurance at no additional cost to the employees for September through December of this year. Management reported that roof repair project is going very slowly due to the amount of rain predictions during the past several weeks. Management reported that at the request of the Financial Management Committee they were going out for bids on the elevator maintenance contract. It's been three years since we've gone out on bids and this is one of the largest cost items in our budget. Due to some date conflicts, Management asked that the October Board meeting be moved one day to October 18. This revised date was approved. A letter will go out to owners advising them of this revised date.

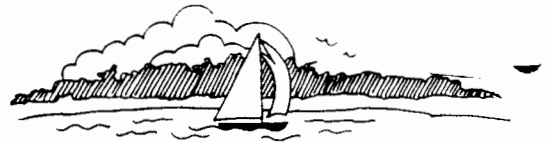
Ed Bisgyer reported on the progress the Redecorating Committee was making. They have talked to three different companies and only 2 sent in serious proposals. They then toured some of the condo buildings that the firms had decorated and were not impressed with their work there. They will continue to search for an acceptable firm.

There was some discussion on the matter of supplying of names and addresses of owners to other owners for purposes relating to Skyline House Unit Owners Association matters only. This matter was tabled until the next Board meeting where it will be formally put on the agenda.

The Board voted that Management revise and update the Front Desk Instruction Manual using as a basis the review and comments made by PPOC members. Management will report back to the Board on the status of the revision.

(Continued on page 6)

PHYSICAL PLANT &
OPERATIONS COMMITTEE
Ed Eng, Chairman



The September meeting of the Physical Plant and Operations Committee (PPOC) was held on Thursday, September 7 at 8:00 p.m. in the East Card Room. It was called to order by the then Acting Chairman, Ed Eng. There were 22 people present, including three members of the Board of Directors.

Minutes of the August meeting were not available. It was noted that the Minutes of the June meeting also had not been received by the Committee. Ed Eng stated that he would obtain both sets, and that members will have them for action by the October meeting.

First order of business was the election of a new chairman. Gordon Frank has resigned but will still be an active member as his time permits. The members requested Ed Eng be the new chairman. He agreed if he were assured the support and help of the other members since he doesn't have time to perform all the necessary actions himself. Such assurances were provided and Ed Eng was unanimously elected.

There was a report and discussion on the responsiveness of the Resident Manager to entries made in the Maintenance Log over the previous month. This led to discussion of the quality of service the Board and the residents are getting from both the Property Manager and the Resident Manager. Someone was appointed to represent the PPOC on a joint Board/PPOC team, to be called the Special Management Review Committee (SMRC), to identify actions which must be taken to provide improved management services.

To assist the SMRC, the newly elected chairman had prepared a draft resolution requesting the SMRC and the Board to take certain steps to achieve improved Management performance. These steps include informing the present Management of specific performance deficiencies which were listed in the resolution; giving Management an opportunity to correct them in accordance with specific recommendations, or be dismissed; and exploring alternative options such as another management company or self-management. After considerable discussion, the resolution was accepted unanimously.

The Committee then discussed the proposals we have from several firms to analyze our Reserve Accounts and present Procedures. There was criticism of the Property Management's response to the Committee's request for an analysis of these firm's proposals. It was pointed out that the response was more in the nature of a poll than an analysis of those firm's capabilities. Since a review of our Reserve Accounts and Procedures is not required, the Committee passed a motion to postpone the awarding of such a contract.

The request from the PPOC to the Community Relations Committee to sponsor a joint "Town Meeting" on management's role has not been answered. The Board may have plans for such a meeting.

The chairman said he would reduce the amount of reproduction work which this Committee had been imposing on the staff, in response to a complaint received by the Committee.

(Continued on page 8)

ATLANTIC CITY TRIP

Tropicana Casino

Thursday, October 19, 1989

Meet in Skyline House Lobby at 8:45 a.m. for departure at 9:00 a.m. promptly! Bus equipped with VCR; PLEASE SUGGEST MOVIES!!

Donuts provided; bring your own beverage and your own luck!!

Trip was a sellout last time. Bus holds 46 people; first come first served. Reservations accepted only with check, made out to Skyline House Recreation Committee, accompanying the coupon below.

NOTE: NO ONE UNDER 21 YEARS OF AGE ALLOWED!

For information call: Mimi Frank 578-4858

To: Mimi Frank, Skyline House Unit #1111W

Please reserve ____ place(s) for the trip to Atlantic City on October 19, 1989 @ \$21 per person.

Name: _____ Unit #: _____ Tel. No. _____

Guest(s): _____

Suggest you rent these movies: (1) _____

(2) _____

FROM THE BOARD (continued)

The last item on the agenda was reserved at the request of an owner for comments he wished to make. The owner related his experiences over the past two years with Management in a number of instances over that period of time. His experiences, as he related them, were not good. He thought that employees have not been trained on how to response when crisis situations come up. The Board noted that they were aware of problems like the ones reported and a Town Meeting has been scheduled for the first week in October where owners and residents can relate their experiences. In addition, the Board will be meeting with top management of the C.E. Smith company to express our concern over the situation.



WANTED NOTICE

WANTED - NOT DEAD
BUT ALIVE AND
ENERGETIC

CHAIRPERSON -
COMMUNITY
RELATIONS
COMMITTEE

If you are interested please contact Ed Berman, a past chairman of the committee, 820-3459, or leave a message for him at the front desk, 1706E. The committee has not met since June, 89 and a chairperson is needed for an important committee. The committee already has members, but what is needed is a new LEADER.



J.T. SATTERWHITE
PRESIDENT



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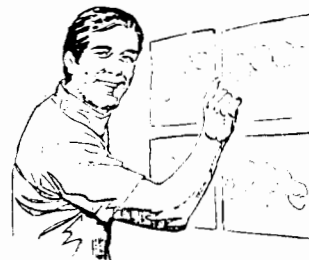


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578-4221

Committee Reports

SECURITY AND SAFETY COMMITTEE Rob Sherrer, Chairman



Nine residents attended the Security and Safety Committee meeting held on the second Thursday of September. The committee had been searching for an evening on which to meet that did not conflict with other committee meeting dates and which was early enough in the month that the Board could be informed on

important decisions in time for member review prior to its meeting. Also, the committee report must be typed by the 20th of the month deadline for the House Special. Future meetings will be held on the second Thursday of the month.

The committee had been recessed for the summer, its last meeting being in June. Security-related incidents reported at Skyline House during the interim included the following: In June, someone took the cover from the motor for the East garage entrance door; in July, a car hit two other cars in transport behind the West building near the top of the driveway; the car at fault drove off, but fortunately its license number was noted; the police were called and handled the situation. Also in July, a TV stand was stolen outside the front lobby. On the night of September 15, a resident's vehicle parked behind the East building was hit behind the driver side door; a hit and run.

The committee reviewed the guard attendance reports for July and August. Attendance was virtually 100%. Two guards are on duty every night. Their shifts overlap, so two guards are here during the late night and early morning hours. The

guards have numerous specific locations which they must periodically check. These spots are located throughout both buildings and the parking garage as well as various areas outside. The guards touch bar codes at the various locations with a special receptor wand which is encoded with the time and location. The receptor wands are regularly "downcoded" via a dedicated telephone line to a computer at Sting Security headquarters. Through this system, the exact time that guards were at specific locations during their rounds can be determined. The committee is arranging with management to have an inspection tour of the bar code locations.

The committee is checking the amount of lighting at the East and West freight doors to ascertain if it is sufficient to recognize individuals whose pictures are taken by remote cameras and transmitted to TV monitors at the main desk.

Residents are asked to report any safety and security irregularities to the management office or to the chairman of the Security and Safety Committee, Rob Sherrer, 1412W, 379-7442. Such items as reckless driving, security doors not locking properly, poor guard performance, and other relevant events and situations should be reported. Matters brought to the attention of the Chairman will be responded to directly and as quickly as possible. Suspicious characters in the area, dangerous situations, and fires should be immediately reported directly to the police/fire department.

(Continued on page 9b)

Committee Reports

RECREATION COMMITTEE

Carroll Thompson, Chairman



The approach of autumn signals football (Redskins), school opening and the return of more inside activities. Your Recreation Committee is planning several events to entertain residents during the coming months.

The Atlantic City trip will be Thursday, October 19. This is an inside and outside activity, depending whether casinos keep your attention or the sights on the boardwalk excite you. It has always been a fun trip and this time should be no exception. In fact due to Mimi Frank's arrangements, the bus ride to and from should be more enjoyable. Be sure to make your reservations immediately to assure yourself a seat.

On October 26, we will again be treated to a special Mexican dinner prepared and hosted by Maria Boykin and Elsa Paez. Reservations go quickly so be sure to sign up early. "You don't want to miss the gourmet dinner."

At the September committee meeting we discussed the Halloween Party for the young residents. One parent was present. Mrs. Barbara Temenak (1210E). Barbara agreed to organize the party but she needs the help of other interested parents. Please get in touch with her if you would like to participate in this event. The committee will sponsor the activity and provide decorations and supplies but we need your help. Our next regular meeting will be Wednesday, October 11 at 7:30 p.m. in the West Card Room.

HALLOWEEN

Ghost & Goblins
Have Arrived



We hope you will join with us at the next TGIF, Friday, October 6 and again on November 3.

RECREATION COMMITTEE COMING EVENTS

Oct 6	TGIF, West Party Room
Oct 11	Recreation Com. Meeting West Card Room
Oct 19	Atlantic City Casino bus trip
Oct 26	Mexican Night Dinner West Party Room
Nov 3	TGIF, East Party Room
Nov 8	Recreation Com. Meeting East Card Room
Dec 9	TGI Sat Holiday Party West Party Room



PHYSICAL PLANT (continued)

Because of a lack of guidance on what funds are available to the PPOC and for what purpose, there will be no request from this Committee for funds to be included in the Fiscal Year 1990 budget.

The entire Committee expressed its thanks and appreciation to Gordon Frank, the retiring chairman, for the years of outstanding service he has given to the Committee and to the entire Skyline House community. We all look forward to his continued association with the Committee as an active member.





OCTOBER

1989



SUN

MON

TUE

WED

THU

FRI

SAT

1 	2 TOWN MEETING EPR, 7:30 P.M.	3	4 	5 PHYSICAL PLANT WCR, 8:00 PM	6 T.G.I.F. WPR, 6:30 P.M. 	7
8	9 YOM KIPPUR COLUMBUS DAY 	10 FINANCIAL MGMT. ECR, 7:30 P.M.	11 RECREATION COM. WCR, 7:30 P.M.	12 SECURITY COM. ECR, 7:30 P.M.	13	14 
15 	16	17	18 BOARD OF DIRECTORS WCR, 7:30 P.M.	19 COVENANTS COM. WCR, 7:30 P.M. ATLANTIC CITY BUS TRIP 	20	21
22	23	24	25	26 MEXICAN NITE WPR	27	28 
29 	30	31 HALLOWEEN 				

THE HOUSE SPECIAL

Editor: Tony DiSalvo

Asst. Editor: Nancy DiSalvo

Advertising: Tony DiSalvo, 502-E
824-1958

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LETTERS TO THE EDITOR: THE HOUSE SPECIAL welcomes brief comments from readers. Please limit your letters to 250 words. The letter shall be signed and contain the unit number. 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 advertisers.

Advertisements appearing in THE HOUSE SPECIAL do not constitute endorsement nor reflect approval thereof by the Skyline House Condominium Association.

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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, please contact the Editor so that report may be included.



SKYLINE HOUSE COMMITTEES

COMMUNITY RELATIONS. Conducts Newcomers Program; Monitors area development; establishes cooperative relations with other condominium associations.

COVENANTS COMMITTEE. Establishes and monitors rules and regulations.

FINANCIAL MANAGEMENT AND ADMINISTRATION. Advises on: Annual budget/monthly cash flow, reserves and investments.

PHYSICAL PLANT & OPERATIONS COMMITTEE. Advises on common area repair, improvements and maintenance.

RECREATION COMMITTEE. Plans and conducts social activities for fellowship among residents.

SECURITY/FIRE SAFETY COMMITTEE. Conducts resident watch program; monitors incident book; advises on security procedures.



If you are interested in becoming involved in the Skyline House activities, we urge you to become a member of one of these committees.

Please return this form to the management office when it is completed. A member of the Committee(s) of your interest will contact you about the next meeting. Skyline House needs the time and talents of its residents.

Name _____

Unit _____



SECURITY (continued)

A periodic meeting between the Mason District Police and the four residential communities of Skyline City took place on September 20. Skyline House was represented by Les Boyken, coordinator of Neighborhood Watch, Kay Kelly, Resident Manager, and the Chairman, Security and Safety Committee. Officer Larry Clark, the Chief Crime Prevention Officer for Mason District, reviewed the crime situation for the district. Some good news is that residential burglaries are down 38 percent from last year; retail burglaries are up. There have been incidents of purse snatching off South Jefferson Street. So women should keep close attention to how they carry their purses, keeping them secured. The Fairfax County Police have prepared a brochure entitled "Holiday Hints," which tells how to play it safe while shopping, traveling, while at home or at a holiday party. We have limited supply of this pamphlet at Skyline House. Contact the management office if you are interested. Tips on holiday security will also be passed along in this column.

Residents are cordially invited to attend the next committee meeting on Thursday evening, October 12.

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 continues 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.

JEFFERSON HOSPITAL VOLUNTEER PROGRAM Fairfax Hospital System



Jefferson Hospital, located near the intersection of Beauregard and Route 7, is seeking volunteers to provide support services to patients which contribute to the delivery of health care for patients and to the related well-being of their families.

Anyone interested in participating are requested to contact Beth Lehman-Marzullo, Director of Volunteer Services at 998-4973.

If you would like to talk to one of the Volunteers who lives in Skyline House, contact Nancy DiSalvo 824-1958.

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.

MEXICAN DINNER



THURSDAY, OCTOBER 26

Cocktails: 6:30 p.m. (BYOB)

Dinner: 7:00 p.m.

WEST PARTY ROOM

\$7.75 Per person
(non-refundable)

Checks must be received no later
than Sunday, October 22, OR SOONER.

MENU

Chips w/sauce
Chicken Enchiladas
Rice w/green pepper
Beans "Charros"
Salad
Pecan Custard
Coffee & Tea

LISTA de PLATOS

Fritos con Salsa
Enchiladas de Pollo
Arroz con Rajas
Frijoles Charros
Ensalada
Natilla de Nuez
Cafe Y Te

Make your reservation early. A rectangular table will seat ten, a round table 6.

Place reservation slip & check at front desk for unit 914W. Any questions, call Maria Boykin or Elsa Paez, 820-1567.

SPONSORED BY THE SKYLINE HOUSE RECREATION COMMITTEE
(pick up extra reservations forms at front desk)

Make non-refundable checks payable to: Skyline House Recreation Committee

Name(s) _____

Guest(s) _____

Unit # _____ Phone _____

My check is enclosed for \$_____ (\$7.75 per person)

If possible, reserve a table for _____ persons.

From Management

EMERGENCY SERVICES AND PRIORITY CALLS BY SKYLINE HOUSE ENGINEERS

1. Engineer to be called at home or if out of the building on the beeper for the following EMERGENCIES:

- a) Fire alarm red light/or annunciator going off.
- b) Sewer back up, leak from mechanical room, kitchen sink overflow, toilet overflow, and other waste leaks.
- c) Someone stuck in the elevator.
- d) Lock-outs.*

*There is a fee for lock-outs - \$10 fee if called before 11 p.m. and \$20 for call after 11 p.m.



2. Engineer to be called at home for the following PRIORITY calls:

- a) No heat.
- b) No air conditioning.
- c) Toilet stopped up but not overflowing (plunger already used by resident).
- d) Elevator stuck between floors or not working properly.
- e) No air conditioning/heat in corridors or other common facilities.
- f) Any other common area mechanical problem.
- g) Amber trouble light or buzzer for fire alarm system.

TRASH ROOM



The trash room in the West Building on the G-level is for the residents who live on that floor-plus a place for large boxes used in moving. People using this area are requested to break down the large boxes and keep them to the side so the people who need to dispose of their trash can get to the trash cans.

UNSOLICITED ADVERTISING



On the evening of September 19, two kids were in the building soliciting the Washington Times newspaper. When John, the door attendant and security, escorted the kids out of the building, they were asked "how did you get in?" Their response was the residents let us in through the garage door. Remember, WE MUST NOT LET ANYONE WE DON'T KNOW IN THE BUILDING.

LOADING DOCK PARKING

Parking in the loading dock area is authorized for 30 minutes only. Violators will be towed.



TV RECEPTION

Please notify the Management Office if your TV reception is poor. This will help management to monitor our TV antenna systems' performance

