



The

# House Special

VOLUME X

AUGUST 1990

No. 8

## NOTES FROM THE BOARD

BY Dave Harvey

The Board of Directors of Skyline House met on July 17 in the East Card Room. There were about 25 visitors present. The President, David Tilson, gave his report. He noted that we now have a new General Manager and Deputy General Manager. Mr. Donald Fenton became the General Manager on June 30 and Bob O'Toole a few days later. We are lucky to get such qualified people to run our condominium. Debra Richardson, the Administrative Assistant, is on leave for two weeks. A temporary employee is sitting in for her. It was noted that the new management had to deal with two years of emergencies packed into their first two weeks. We also have a new management support firm, Hiban and Graffius, who was represented that night by Art Hiban.

Ed Bisgyer then gave his Treasurer's report. The situation on delinquent accounts continues to improve. We now have only one delinquent account which has been present over long standing. The last financial report from Charles E. Smith was received. We are looking forward to much improvement in the reporting now that Hiban and Graffius has come aboard.

Don Fenton then gave the Management Report. He first noted that one of the first actions he initiated was to have the Management Office open

evenings for the convenience of residents. It will be open from 7 to 9 p.m. on Mondays and Wednesday. The front desk manual is being updated with the cooperation and assistance of Millie Foley and Jack Herzig. Also being updated is the emergency procedures. They are being tested, as well, to see if they can be actually done. A special touchtone phone is being installed at the front desk dedicated to 911 emergencies only. Over a two week period there were four fire emergencies where the fire department had to come to Skyline House. The elevator phone system is being thoroughly tested after the malfunction by them a few weeks ago. Skyline House personnel, over the past few weeks, have been trained in proper fire and emergency procedures. Mr. Fenton reported that the newly hired chief engineer had quit that afternoon due to personal reasons. Until a new engineer is hired we are getting support from the JFEC Company. As of the July 30, Washington Cable will no longer be able to have their satellite dish on the roof of Skyline Plaza. As a temporary measure until residents have Media General available, the Board authorized the General Manager to negotiate an agreement with Washington Cable to allow them to put up a dish at Skyline Park, with termination by either party upon 30 days notice. The Board authorized the purchase of a fax machine for

FROM THE BOARD (continued)



the Management Office. At a later date to be announced, residents will be able to use the machine for a fee as is now the case with the office copy machine. Mr. Fenton went into great detail the recent acts of malicious vandalism that have been occurring on Skyline House property. Some person or persons kicked a hole in the wall in the West elevator lobby, slash marks repeatedly made around the East elevator areas, graffiti continues to be found both inside and outside the building; telephones in both the elevators and penthouse have been damaged beyond repair. Mr. Fenton stressed the seriousness of these events and called on everyone to help curb them by reporting any unusual or suspicious occurrences to Management Office. The amount of money spent on both materials and people's time will never be recovered. Some of the materials, such as wallpaper, are irreplaceable. It was only with the skill of our painter, Mr. Antonio Palacios, that the wallpaper was repaired without use of new material. Mr. Fenton said that we have very fine people working here and they have been very effective over these past few weeks during the many emergencies.

The Board authorized the General Manager to go out for bids on phase III of the Balcony repairs that will be done next year. He will work with the PPOC to make sure the bid specifications are adequate.

The Board authorized the Decorating Committee to review the proposal from Hughes Design, Inc. and enter into a contract after review by the Board.

The Board appointed Helen M. Henderson and George A. Halaby to fill the Board vacancies left by Mr.

Fenton and Mr. McClellan for the period ending March, 1992.

There will be no regular Board meeting in August. The next regular meeting will be on September 18.

\*\*\*\*\*

#### COMMUNITY RELATIONS COMMITTEE

Sophie Anderson & Helen Henderson  
Co-chairpersons

The Community Relations Committee met as scheduled on July 3, 1990 with seven people in attendance.

The attendees were advised of many topics of interest to the local community, and also many topics of interest to be covered by the Committee were brought forth.

Attendance seemed rather small but this could have been due to the holiday timing, so we hope to see more people at our next meeting on September 4.



\*\*\*\*\*

#### WINDMILL BECOMES PART OF BAILEY'S CROSSROADS REVITALIZATION

Several residents have inquired about the windmill which was recently installed at the intersection of Route 7 and Columbia Pike. The Payne family, long-time area residents and property owners, donated the windmill to the Bailey's Crossroads Revitalization Task Force. The space was donated by the Marriott Corporation, which recently acquired the neighboring site for two hotel facilities. The windmill will become a permanent part of the Bailey's landscape.



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## THE HOUSE SPECIAL

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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.

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nears

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recliners,

Satin couches and  
footstools,

Where there's no committee  
chairmen,

No group leaders or car  
pools.

No eager team that needs a  
coach,

No bazaar and no bake sale,  
There will be nothing to

staple,  
Not one thing to fold or  
mail.

Telephone lists will be  
outlawed,

But a finger snap will bring  
Cool drinks and gourmet  
dinners

And treats fit for a king.

You ask, "Who'll serve these  
privileged few

"And work for all they're  
worth?"

Why, all those who reaped  
the benefits

And not once volunteered  
on Earth.



individual driver. However, each resident who sees a car going over the limit should take it upon himself to help enforce our regulations. A friendly smile and a go slower wave would inform the vehicle driver to cool it. Noting license numbers of repeat offenders and reporting same to management for disciplinary action is another option. Those who do speed are in the minority. Why inflict speed bumps or "humps" upon the majority? It behoves all residents, owners and renters alike, to turn on headlights and to drive slowly both in the garage and on the driveways.

Robert H. Fechtman, Colonel,  
USA-Retired, Unit 1102W

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### COVENANTS COMMITTEE

Millie Foley Chairperson



The meeting was held on June 21 with 16 persons present.

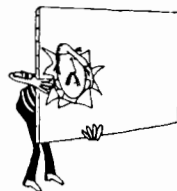
Three complaints were submitted including a swimming pool violation, loud television between 4-6 a.m. and water and dirt thrown from balcony above.

A resident attending the meeting complained that his guest's vehicle had been towed from guest parking. The resident was advised that it was determined the vehicle was not parked in guest parking but in another resident's reserved space, and the towing was initiated by this resident and not by management. Management indicated it would gather documentation to this effect and provide same to the complainant.

THERE WILL BE NO MEETING FOR THE  
MONTH OF AUGUST!! SEE YOU IN  
SEPTEMBER.

## LETTER TO THE EDITOR

Dear Editor:



Speed bumps, speed "humps." Not only no, but hell no! I am venomously against the installation of any obstructions in our garage and driveways. Our cars take enough punishment from the normal road conditions of this area. Further wear by artificial obstacles is not warranted. The solution to the speeding problem lies with each

## RECREATION COMMITTEE

Carroll Thompson, Chairman

Your response to the Western Barbecue certainly has been appreciated by the Recreation Committee and those residents who worked to make it a success. We plan to have another one, if not this fall certainly next spring.

August 4 is the date of our Annual Luau. West Party Room is the scene of the Island flair. We look forward to see you in your Hawaiian attire on that evening. Fun and a good time is promised to all.

The trip to Atlantic City is still in the planning stage for an October date. Details should be available by the September issue of our House Special.

As mentioned last month there will be a Mexican Dinner in mid November.

We hope you are enjoying the summer whether vacationing away or staying at "The House."

Remember you are welcome to join the Recreation Committee. We meet the second Wednesday of each month. Notices are posted on the bulletin boards.

\*\*\*\*\*



### COMING EVENTS

Aug 4	TGI Saturday, Luau 6:30 p.m. West Party Room
Aug 8	Recreation Com. Mtg. 7:30 p.m. East Card Room
Sep 7	TGIF 6:30 p.m. East Party Room
Sep 12	Recreation Com. Mtg. 7:30 p.m. East Card Room

## 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.



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## MANAGEMENT QUIPS

This is the first monthly column from your management office. While the format is still open, it will contain at a minimum, answers to commonly asked questions, tips and suggestions and questions.

There have been many questions about responsibility for various types of maintenance. For your convenience, at the end of this article is an extract of page 93 of the Condominium Document, Appendix to the By-Laws entitled MAINTENANCE RESPONSIBILITIES. Additional copies are available at the office. We plan to shortly have a booklet on proper operation of heat pumps.

Did you know that Skyline House has adopted a rule limiting the number of occupants in a unit? This rule is entitled RULE 2 OCCUPANCY.

It states: A) No owner shall allow occupancy of more than FOUR Residents in a three bedroom unit, or two bedroom and den unit, THREE residents in a two bedroom unit or a one bedroom and a den, TWO residents in a one bedroom unit. However, no owner who qualified at the time of acquisition of the unit shall be required to move by reason of over occupancy of the unit by child or children born to or adopted after occupancy commences."

TIP #1: For those of us on the school/sunny side of the building keep your blinds and drapes closed during the day...you should experience a reduction in cooling costs along with a cooler unit when you return home.

TIP #2: HOW TO SAVE MONEY. Have a Skyline House vehicle sticker on your automobile. It can save you up to \$65.00. One of our requirements is that all vehicles at Skyline

House display a House sticker. It is apparent that less than full compliance now exists. The advantage to having a House sticker is that if you have inadvertently parked your vehicle in the wrong area we can readily identify it and merely ask you to move the vehicle...not having a sticker will probably result in a sizable towing charge.

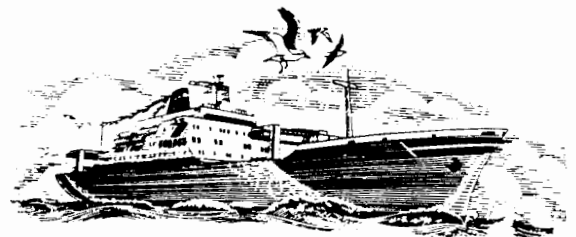
Presently in the management office we have available both the 16 x 20 x 1 and 20 x 20 x 1 heat pump filters at \$1.00 each, bathroom fan filters at \$3.75 each, screen clips at \$0.50 each, and Shelia Shine (Balcony Metal Polish) at \$4.00 per can. We plan to offer additional items that are common to the units. Any suggestions for items you would like to have available are welcome.

....Remember vandalism costs us all money besides being a crime. Keep your eyes and ears open...REPORT all incidents to the FRONT DESK of MANAGEMENT OFFICE...now immediately. The Board's policy is to PROSECUTE offenders to the fullest extent of the law.

\*\*\*\*\*

### HANDICAPPED LIST

Management is continually updating their list of elderly or handicapped residents who might need help in an emergency. If you think you should be on the list, please notify the Management Office.





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### 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.

**J.T. SATTERWHITE**  
PRESIDENT



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APPENDIX TO THE BY-LAWS

MAINTENANCE RESPONSIBILITIES

This chart is meant to be illustrative only and the titles and headings used herein are not intended to describe or encompass all maintenance functions or responsibilities or to reflect the precise character and nature of the ownership of a particular component. The ownership of all elements is set forth in the Declaration and maintenance functions and responsibilities are set forth more fully in the Declaration and the By-Laws.

<u>COMPONENT</u>	<u>ASSOCIATION RESPONSIBILITY</u>	<u>UNIT OWNER RESPONSIBILITY</u>
General Common Elements (building structure, elevators, recreation facilities, etc. as defined in documents)	All - unless otherwise stated	
Unit Interior (walls, floors fixtures, appliances, etc. as defined in documents)		All - unless otherwise stated
Plumbing	All lines serving more than more than one unit	All lines serving only one unit, including, but not limited to, waste lines (including commode seals and wax rings); drain lines (to point of union with common waste/ drain line(s)); supply lines (from point of union with common supply line)
Electrical Wiring	All lines serving more than one unit	All lines serving only one unit
Unit entrance doors to common hallway (including frames, sills and hardware)	Periodic cleaning and painting of surfaces facing common hallway	All other repairs and maintenance
Unit doors to exterior of building (including frames, sills, hardware)	Periodic painting of exterior surfaces	All other repairs and maintenance
Windows	Periodic washing of exterior surfaces not accessible from balcony	All other repairs and maintenance
Screens		All
Balconies - Railings	Repairs and maintenance other than cleaning	Cleaning
Heating, Ventilating and Air-Conditioning	All components serving more than one unit	All components serving only one unit or con- tained within a unit

NOTE: Damage (from water,  
fire, etc.)

Caused by element within  
association's scope of  
responsibility: up to amount  
covered by insurance

All deductibles, plus  
damage caused by element  
within unit owner's  
scope of responsibility



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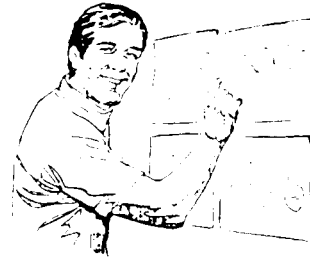
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PHYSICAL PLANT &  
OPERATIONS COMMITTEE  
Ed Eng, Chairman



The July meeting of the Physical Plant and Operations Committee (PPOC) was held on Thursday, July 5 at 8:00 p.m. There were 17 people present, including three members of the Board of Directors and the newly appointed General Manager.

The first order of business was a report from the June Board of Director's meeting. Details are in the July House Special.

First item for discussion was the Media General contract for cable TV. The contract has been signed. The schematics and plan submitted by Media General were still not satisfactory. There were missing items, they did not show how some cables will negotiate corners, the schematics were not detailed enough, and some items were not compatible with the Skyline House layout. The General Manager recommended that PPOC reject the submittal, and that a trial installation be made to demonstrate how it would actually work. Other areas of concern are compliance with Fairfax County building code rules and regulations; and the size and location of distribution boxes in the trash rooms, which might hinder freedom of movement and ease of access to the trash chutes. Even though the contract has been signed, Media General will not commence work until the drawings have been approved. The PPOC and the General Manager will continue their review and discussions with Media General until satisfactory drawings and plans are submitted.

There followed a discussion of the balcony problem, particularly on phase III. The Board asked PPOC to evaluate the contract with Palmer. The condition of some of the

balconies is turning out to be worse than had originally been thought. This is especially true for balconies with glued down carpets on the south side of the West Building. Consequently all carpets must be removed from balconies scheduled for phase III so that the entire balcony could be inspected instead of just an 18" outside border, and phase III will be the south side of the East Building, since the south sides of the buildings seem to have sustained more damage than the north sides.

These changes were acceptable to PPOC but they mean higher cost since Palmer will have to do more work than originally planned. There was also discussion of a proposal by Palmer that he go ahead with phase III this year, instead of waiting until next year. The advantage of doing so are as follows:

1. Labor costs will probably be higher next year.
2. By waiting a year, we will incur an additional year of deterioration which will mean higher cost to repair.
3. The satisfaction of having repaired balconies one year sooner.

The disadvantages of this move are an increase in the special assessment now (though presumably it would then be less in future years), and not enough time to think this through and get other bids for phase III. The latter opinion prevailed, and the PPOC voted to recommend to the Board that we stick to the original schedule. NOTE: At its July meeting the Board concurred with this recommendation.

There was a discussion on the quality of inspections of the balconies.



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#### PHYSICAL PLANT (continued)

repairs. Two parties are involved and there has been confusion over who is responsible for what. This was clarified. The Kidde Company, which is independent of the Charles E. Smith Company, does all the inspections. Doug White only approves the bills submitted by Kidde. The PPOC approved and recommended to the Board that the specifications for phase III remain the same except for inspecting the entire balcony instead of just an 18" border on carpeted ones.

The next topic was the proposal to install round stones as a walkway from the West Building entrance to the guest parking at the end of that building. Pedestrians must now use the driveway itself, which is dangerous. A member who is an architect asked that the issue be

postponed until the next meeting so that he could review certain aspects of this further.

Two members are working with the General Manager on the revisions to the front desk manual. It will be discussed further at the next PPOC meeting.

\*\*\*\*\*

#### 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 or call 824-1958. You will be contacted and arrangements for an orientation will be made.