

Skyline
House

The

House Special

VOLUME X

SEPTEMBER 1990

No. 9

PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Eng, Chairman



The August meeting of the Physical Plant and Operations Committee (PPOC) was held on Thursday, August 2 at 8:00 p.m. There were 18 people present, including three members of the Board of Directors. The minutes of the July meeting were approved after two minor errors were surfaced and corrected.

The first order of business was a report from the July Board of Director's meeting. Details are in the August House Special. The Board has decided NOT to advance the scheduled starting time for phase III balcony repairs from next year to this year.

Media General is going to make some changes to the proposed Skyline House contract with them, in August. The Board vested in the two PPOC members who are working on this the authority to approve those changes since it (the Board) will not meet in August. Media General is going to install a prototype corridor installation on the second floor of the West Building. Residents will be notified so that anyone who wishes to do so may inspect that. Media General still must obtain an easement to run its main cable from the Plaza to Skyline House. They will keep the Skyline House Condominium Association informed of developments, and of what they mean

in terms of the actual starting date for service.

A resident noted that 84 residents subscribe to Washington Cable, and that they do not want to be left without cable service pending the start of service from Media General. In other words, they did not want service from Washington Cable to be discontinued at least until service from Media General starts. Washington Cable, it was reported, had to remove their antenna from the Plaza within days after the PPOC meeting. The only satisfactory location on Skyline House property was thought (at the time of this meeting) to be the pool/deck area, and this presented two problems: the aesthetics and the weight of the ballast (about 2,000 pounds) needed to anchor the antenna on a temporary basis.

NOTE: Subsequent to the PPOC meeting: The antenna was not removed from the Plaza but will be during the week of August 20, and Washington Cable is installing a new antenna over the garage after an engineering evaluation indicated it would be safe to do so. As a result, it looks as though subscribers to the Washington Cable service will be able to continue with that service at least until Media General begins to provide service to Skyline House.

PHYSICAL PLANT (continued)

There was a discussion on the Maintenance Log, during which a resident noted that the new management's rapid response to items reported in the log is a vast improvement over the performance of the previous management. It was also noted that some of the building's systems which had been ignored or neglected by the previous management staff were being refurbished, repaired and put into operation. This led to criticism of the practice, initiated by the former management, of requiring of engineering staff to perform non-engineering duties such as removal of balcony carpets and clean up operations, at the expense of their regular engineering duties.

There was a report on the proposed walkway along the driveway in front of the West Building, so that residents would not have to walk on the driveway itself. A determination must be made of the feasibility of such a walkway, considering possible interference with the sprinkler system. The various types of walkways and their costs must also be investigated. This matter is being pursued.

The General Manager is working on a draft of an operations manual for the front desk staff. It will be coordinated with the PPOC and other interested committees. In the interim, our new management has taken immediate steps to clarify and improve the manual, and to establish emergency procedures for the front desk staff to follow.

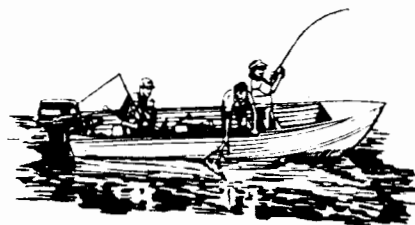
Residents and owners are reminded that they must request approval of the Unit Owner's Association (the Board) before making changes to their balconies, including installation or re-installation of carpeting.

Because of the poor job of snow removal last year, the PPOC members were adamant in not renewing that contract. The Committee is awaiting more information before recommending another contractor for consideration by the Board.

Objectionable odors emanating from the trash rooms were noted. This is a perennial problem during the hot weather. It was stated that three of the four disinfectant devices for the trash disposal system had been neglected, but that the present engineering staff had already taken corrective action.

There was a discussion of recommended actions to take when leaving a unit unattended for days at a time, such as when going on vacation. For example, should the water to the washing machine be turned off? Should the air conditioner be left on or off? A member reported that his microwave oven turned on by itself due to a short circuit, that this could be a fire hazard, and that perhaps the microwave should be unplugged during long absences. A member indicated that she had a list of things to check before going on vacation. More on this, including, perhaps, her list, in the next House Special.

The meeting ended at 9:45 p.m., after general agreement that the new management staff has made great strides in improving the operation of Skyline House.



THE HOUSE SPECIAL

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Asst. Editor: Nancy DiSalvo

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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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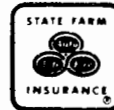
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



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ORCHIDS TO JULIA LE BERT-FRANCIS

It is with deep regret that we accept the resignation of Julia Le Bert-Francis as Chairperson of the Financial  Management  and Administration  Committee.  Her dedication, stamina, knowledge and guidance has motivated and provided direction to the Committee not only during her tenure as Committee Chairperson but from the beginning when we were just an ad hoc committee for a Smith Board to her resignation from the Committee this month. It would take a thick volume or two to attest to Julia's accomplishments and the benefits to the Association during this period of time which were a result of many hours of work dedicated to preserving the financial integrity of our Association. Her latest endeavor as Chairperson will insure the Association's financial records are in order, systematically filed and readily available to the Committee, the Board and Association Management for their review and use when required.

Although it is not an adequate expression,

THANK YOU JULIA

not only from your committee members but from all unit owners.



After a much deserved rest we hope you will consider rejoining us.

FM&A Committee Members



COUNTDOWN TO A HEALTHIER HEART

Cholesterol counts!!! Come check yours at the 3rd Annual Countdown U.S.A., a national blood pressure and cholesterol screening.

Co-sponsored by the Skyline Clubs and Alexandria Hospital, Countdown U.S.A. offers screening on two different dates for your convenience.

Thursday, September 13

10 a.m. - 6 p.m.

The Skyline Clubs at Skyline City

Saturday, September 15

9 a.m. - 1 p.m.

Alexandria Hospital Cardiac Rehabilitation Department



In addition to measuring cholesterol, screenings include height, weight and blood pressure checks. Physicians and dieticians will also be available to discuss ways to personally reduce your cholesterol level.

There will be a \$5 fee to cover the cost of screening. No fasting nor reservations are necessary and anyone 18 years and older may be tested.

For more information about Countdown U.S.A., contact Mary Berrigan at 820-4100.

VOLUNTEER HELP NEEDED!

The Bailey's Crossroads Community Shelter is a 50 - bed emergency homeless shelter for men and women operated by the Salvation Army under contract with Fairfax County. Bailey's Shelter, which is located one block from Columbia Pike, needs volunteers to help with general clerical work, telephones, filing, kitchen work and a variety of other tasks. If you are interested in discussing these or other volunteer needs, contact Melody Coleman, Volunteer Coordinator, at 820-7621.

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Management Quips

The rule of the month for September is Rule # 17 Parking on pages 16 and 18. Please take a moment and read through this rule. We are now prepared to enforce these rules. Over the last few months we have been receiving complaints as to the lack of guest parking. Because of the restoration work we have lost 50 % of our already meager guest parking spaces.

Lets highlight a few of the more important subsections. We all know that A(1) & A(2) are for our own safety and convenience. A(4), which regulates resident usage of guests spaces calls for a maximum of 1 hour of Resident parking in guests spaces. Perhaps though we haven't realize that NO PARKING IN THE LOADING DOCKS AND COMPACTOR ACCESS AREAS FOR ANY LENGTH OF TIME is permitted unless authorized by management and then only for a maximum of 30 minutes.

Section B number 2 states a speed limit of 5 miles per hour and the use of headlights. Now comes B(5). Vehicle Registration and display of sticker..... Over 15 % of the vehicles parked in Association property do not display a sticker and/or not been registered. No sticker, no way to contact owner - towing and storage charges result. By the way if your sticker number has been bleached out by the sun, etc, please come in with it and we will replace it free of charge.

Section B(6) covers the removal of vehicles from Association property. B(9) states the number of garage cards that each unit is entitled. Each unit is entitled to one(1) card for each owned garage parking space plus one extra may be purchased. This means that if you rent out your garage space (see B(11)) you the unit owner should provide the garage card to your renter.

Management has reason to believe that some parking spaces are being rented to non SKYLINE HOUSE residents. B(11 prohibits this practice.

We would appreciate it if all of you will take a moment to read these rules and if you would like to come in and discuss them please feel free to do so.

The suggestion box this month yielded several suggestions which we have discussed and will probaly use in the near future. One however we intend to implement in the spring, it is ... during routine spring pool maintenance that lane lines be painted on the bottom of the pool in order to help lap swimmers maintain a straight line aid lifeguards to establish specific boundaries This sounds pretty good to me ... Thanks Mr Miller we'll try it. We are working on one to provide a different style of container at the elevators ... Thanks to Mr. T. Di... another to reduce energy expenses by altering the hours on the garage deck (Skyline Park)... another energy suggestion involving our mechanical system..... We also received one about the nice smiling desk personnel in a dull lobby... {the decorating committee will have something to say about that} we like the kudo though... Keep the suggestions coming..

Tip # 3. Did you know that if you are expecting guests, you can call the front desk, give them your guest's name(s)* and estimated time of arrival(s)*. Then when they arrive there will be no need for the desk personnel to call your unit for entry permission, guarenteeeee to speed up entry and reeeeeduce hassle. *Note: if more than 3 guests, please come down to the desk with a list.. This is especially good if you are planning a dinner party..

Tip # 4. Did you know that due to a proffer by the Charles E. Smith Co.

(Continued on page 12)

FINANCIAL MANAGEMENT AND
ADMINISTRATION COMMITTEE
By Committee Members

As some unit owners may have noted, the Financial Management and Administration Committee has not held a regular or scheduled meeting during the last three months. Instead, members as available have been working on Mondays and Wednesdays or Thursdays under the direction of Julia Le Bert-Francis to process the volume of financial records, 1981 through June 1990, sent over to the Association from the Charles E. Smith Management division. These records were not in a systematic or orderly condition and required a great deal of work to insure the records would provide an effective financial file for use by the Committee, Association Management and the Board. Although the records were separated by year and month, we found a great many misfiled and challengeable invoices. All invoices from other condos which were paid by our Association were checked through to insure we received reimbursement, and if not, that Management was made aware that such amounts were still due to the Association. The Committee members are presently working on the 1988 records with the 1987 records still to be reviewed. We hope to complete this review and record reorganization by the time of our next scheduled meeting in September.

We lost one of our steady members, Helen Henderson during the month of August. We thank her for her dedication and lending her knowledge in carrying out the responsibilities of the Committee. We also wish her well in her new duties as a member of the Association Board of Directors.

Our next major project will be a review of the Association's budget for 1991 along with a submission of

any recommended changes. It is anticipated this will commence about the middle of September, 1990. Committee members have had some informal budget discussions during our working sessions but a formal review will begin upon receipt of the proposed 1991 budget from Management.

The Committee will also commence a review of the Board's charter to the Committee. A revision to the original charter had been prepared and submitted but due to the new management concept, we will again review, update and resubmit to the Board for approval.

Due to the loss of our Chairperson, Julia Le Bert-Francis, from both the Chair and the Committee and the loss of Helen Henderson to the Board, committee members will encourage interested persons to attend our next meeting in September. Meeting info will be posted on the bulletin boards. To those who desire to serve, don't let a lack of a financial background or knowledge discourage you. Come and see. Decide for yourself.

LABOR DAY

BUDGET AND CONDO FEE TIME

"You Have A Say"

The time has arrived for the Financial Management and Adm. Com. to commence a review and refinement, if necessary, of the management's proposed budget for 1991. The final product will determine the condo fee to be paid by each unit owner during the coming year. These are just two of the responsibilities which require action by the Committee.

(Continued on page 9)

RECREATION COMMITTEE

Carroll Thompson, Chairman

Summer is almost over and the vacationers are returning. They have had a break from routine and are ready to begin with new vigor another season of activity. Then there are those planning fall vacations, with less crowded highways, skyways and beaches. Enjoy your respite from routine.

We are pleased to report that the Luau was once again a success. It seems that this mid-summer activity is really appreciated by our residents. The Hawaiian theme was carried out by those attending as shown in their attire. The Committee provided several Hawaiian hors d'oeuvres and dessert and residents brought an array of foods and fruits that made a delicious finger food buffet.

Thanks to all who helped make it a fun evening. Special thanks to Audrey Williams for her assistance with the decorating, Tony DiSalvo and Mimi Frank in the food department. Nancy DiSalvo had help from sweet little Melissa Stolarun to clean up the party room tables.

The Recreation Committee has the pleasure of presenting to Skyline the Alexandria Singers on Wednesday, October 17 at 8:00 p.m. in the West Party Room. We are very fortunate to be able to bring you this well known singing group. This event has been made possible through the efforts of Art Brill, a Skyline House resident who is also one of the Alexandria Singers. They perform the best in American popular music from current hits to those of the 30's, Broadway, Top 40, country and big band. Plan to join us listening to this great choral group here at Skyline House.

Keep in reserve, Thursday, October 1 for our fall trip to Atlantic City. Plans are not finalized but Mimi Frank is making every effort to get us the best possible deal. Flyers will be circulated as soon as final plans are made.

On Thursday, November 15 you will once again have the opportunity to enjoy an authentic Mexican Dinner. More information to follow in October.

Just a reminder to newcomers and all other residents that the next TGIF is Friday, September 7, 6:30 p.m., East Party Room. Residents provide their own drinks and bring a dish of hors d'oeuvres to share with friends and meet their neighbors. Reservations are not required.

We welcome any resident who wishes to join the Recreation Committee and help make Skyline House a better place in which to live. We meet the second Wednesday of each month.



RECREATION COMMITTEE COMING EVENTS

- | | |
|--------|---|
| Sep 7 | TGIF, East Party Room
6:30 p.m. |
| Sep 12 | Recreation Com. Mtg.
West Card Room, 7:30 p.m. |
| Oct 5 | TGIF, West Party Room
6:30 p.m. |
| Oct 10 | Recreation Com. Mtg.
East Card Room, 7:30 p.m. |
| Oct 11 | Atlantic City Trip |
| Oct 17 | Alexandria Singers
West Party Room, 8:00 p.m. |



BUDGET AND CONDO FEE TIME
(continued)

The Committee's financial oversight responsibilities are continual and result in financial information and guidance, when considered necessary or requested, being provided to Management and the Board. This requires active participation by committee members. Although accounting or financial expertise is desirable it is not by any means necessary to be an effective member of the committee.

In order to carry out the responsibilities of the Committee, we are in need of additional members. If you desire to assist in determining the financial direction of the Association having a say in how we spend our money and assist in providing our Association with competent financial oversight, watch for the next meeting date which will be posted on the bulletin boards and join us. It is anticipated the 1991 budget will be the primary subject at our next meeting.

FM&A Committee Members

LETTER TO THE EDITOR

Dear Editor:

We at Skyline House now have the opportunity to enjoy the products and services of a truly first class delicatessen at PREGO's 3821-A in Build America shopping Center. This family operated store (the McCoy's) provides a wide variety of sandwiches of hugh proportions but at reasonable prices. The baked items are guaranteed fresh daily and delicious salads and desserts are always available. There are also

two four-chair tables if you wish to eat there. There is also a wide choice of beers, wine, champagne and even sake. Of equal importance, the family is friendly and accommodating.

As the saying goes - try it, you'll like it.

Jack Herzig
310W

*Cocktail
Party*



RECREATION COMMITTEE COMING EVENTS
(Continued)

- | | | |
|-----|----|---|
| Nov | 2 | TGIF, East Party Room
6:30 p.m. |
| Nov | 14 | Recreation Com. Mtg.
West Card Room, 7:30 p.m. |
| Nov | 15 | Mexican Night
East Party Room 6:30 p.m. |
| Dec | 8 | Holiday Party
West Party Room, 6:30 p.m. |
| Dec | 12 | Recreation Com. Mtg.
East Card Room, 7:30 p.m. |



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.

that we have additional parking across the street, Monday through Thursday nights from 6:00 PM to 7:00 AM and from Friday at 6:00 PM straight through to Monday at 7:00 AM. Sounds like a great place for weekend guests.

September Condo Payments

The management office is no longer accepting monthly condo regular and or special assessment payments. We are aware that some unit owners have not yet received their corrected, in some cases any, payment books. However, arrangements have been made for our lockbox at Riggs to process all of our payments.

Please write on all checks: 1) the amount of the regular assessment being paid, 2.) the amount of the special assessment being paid and of course the UNIT NUMBER....

If you have a payment book, Send it to the lockbox ALONG WITH the COUPON using the address label in the book.

If you do not have a payment book, send it to:

HIBAN & GRAFFIUS MGMT LTD
DEPT 0541
WASHINGTON, DC 20073-0541

PLEASE DO NOT SEND YOUR PAYMENTS TO THE MANAGEMENT OFFICE. REMEMBER ALL PAYMENTS ARE DUE SEPTEMBER 1, 1990.....

Some reasons for using a lockbox are for example, your Association is able to earn interest earlier, thereby contributing income which may be used to hold down assessment costs. Also since the accounting is performed by the bank, it eases our administrative load, allowing our personnel to provide more resident services.

VINCENT HEIGHT

This month's Employee Spotlight falls on our Chief Engineer, Vincent Height. Vince has been with us since May 1989 serving as the Resident Engineer. In August of this year he was promoted to Chief Engineer. His selection was based upon his overall engineering experience, his dedication to performance and knowledge of what he likes to call "his building", our Skyline House complex.

Prior to coming to Skyline House, Vince was employed at the Hyatt Regency Hotel. He was the hotel's locksmith {he is a Certified Locksmith} besides performing regular preventative maintenance tasks. A graduate of the famous Washington, DC Dunbar High School, Vince also has successfully completed courses in Low Pressure Boilers, engine maintenance, tractors and is a graduate of Advanced Locksmithing at the Foley-Belsaw Institute.

Vince was born and raised in Washington, DC. He now resides in our complex and can be seen at all hours of the day and night hustling to and fro. It is evident that he takes great pride in his work and he feels very strongly about his responsibility as Skyline House's Chief of Maintenance.

The Association hired Vince to protect the investments of and provide the highest degree of safety to residents of Skyline House. Vince accepts this responsibility and says that this new position is the greatest challenge of his career. We know Vince is up to this challenge. {ed's note: Fairfax County Fire Department just performed their annual inspection - A OK -. Remarkd on how clean and orderly.- Run with it Vince.} Congratulations.

COMMITTEE MEMBERS WANTED

Now that the Fall season is upon us and all Skyline Committees will meet, it is time for those who are not committee members to do something about becoming involved in the activities and committees of Skyline. This reminder is meant for newcomers as well as residents who have lived at Skyline House for some time. It is your home and time to become involved.

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 the completed form to the management office as soon as

possible. A member of the Committee of your interest will contact you about the next meeting. Skyline House needs the time and talents of its residents.

Name _____

Unit _____



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 Betty 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.

* VANDALISM *
* *
* Vandalism is a crime that costs *
* you money. Don't let anyone get *
* away with it. Protect your *
* property by reporting all *
* incidents to the Management *
* Office/Front Desk immediately. *
* Offenders will be prosecuted to *
* fullest extent of the law. *
* *

RULE 17 PARKING

- A.
1. Parking and standing in posted Fire Lanes is prohibited. Vehicles in violation are subject to being towed at the owner's expense.
 2. Handicapped guest parking spaces are limited to vehicles displaying a handicapped decal, or a Disabled Veterans plate. Vehicles without the proper identification are subject to being towed at the owner's expense.
 3. All vehicles parked in guest parking spaces must display a current parking permit on the dash board, visible through the windshield. Vehicles not displaying a current parking permit are subject to being towed at the owner's expense.
 4. No vehicles owned by residents shall be parked in guest parking for more than one hour. Vehicles in violation are subject to being towed at the owner's expense.
 5. Parking is prohibited in loading docks and compactor access areas except for commercial vehicles authorized to park for a specified period of time by management. Residents may park for a maximum of thirty (30) minutes to load or unload. Unauthorized vehicles are subject to being towed at the owner's expense.
- B.
1. The garage and other privately owned outside spaces are for parking automobiles, motorcycles, and other passenger vehicles and boats, trailers or similar recreational conveyances, provided they do not exceed the perimeter of the respective parking space. All non-integral fuel containers (gas-diesel-propane), such as extra fuel cans, must be emptied if located within the garage.
 2. Posted garage SPEED LIMIT (5 miles per hour) signs, as well as the traffic flow direction signs, will be observed. Traffic on ramps has the right-of-way. HEADLIGHTS MUST BE USED WHILE DRIVING IN THE GARAGE.
 3. Car washing in the garage or elsewhere on the premises is prohibited.
 4. Vehicles shall not be repaired, or any lubricants or fuels changed in the parking garage, outside parking spaces, or elsewhere on the premises, except for emergencies, such as changing tires or starting the vehicle with jumper cables.
 5. All vehicles that are to be parked in the garage, or outside on a regular basis, must be registered with the Association and must display the sticker at such times that such vehicles are on Association property -- the sticker being placed on the outside of the rear view mirror.

(Continued on page 18)

PARKING RULES (continued)

6. If a Unit Owner/Resident or any member of his family, tenants, guest invitees or licensees shall illegally park or abandon any vehicle which is then removed or caused to be removed from the premises, or moved on the premises, the Unit Owner/Resident shall hold the Association harmless for any and all damages or losses that may ensue, and expressly waives any and all rights, notices and resources in connection therewith that he may have under the provision of State, County or City laws or ordinances. Vehicles of violators of any parking rules or regulations shall be towed away at the owner's sole risk and expense with the exception of Police, Fire or Public Health vehicles which are properly identified, and the Association shall not be liable for any inconvenience, damage or expense that may be suffered or sustained on connection therewith.
7. If any employee of the Association shall, at the request of the Unit Owner/Resident, handle, move, park or drive any automobile or other vehicle in the garage or in the parking areas, then, and in every case, such employee shall not be liable for any loss, damage or expense.
8. All conveyances as described in Rule 17.B.1. and contents thereof parked on the premises shall be at the sole risk of the owner.
9. Each Owner/Resident has been issued one card for each assigned garage parking space which will enable him to operate the garage door. A second or replacement card may be purchased, at the prevailing rate*. If a card will no longer operate the garage door and the card is returned to the Management Office, the charge for a new card will be at the prevailing replacement cost*.
10. The storage of unmounted or detached tires, trunks, tool boxes, bicycles, and similar items, is prohibited in the garage and outside assigned parking spaces.
11. Parking spaces may only be rented to Skyline House residents.
12. All residents have the option to purchase parking cones for placement in their assigned parking spaces.

