



The

# House Special

Volume XI

MARCH 1991

No. 3

## ANNUAL MEETING / ELECTIONS - MARCH 26 IN OUR LOBBY

The 1991 annual meeting and election of new Directors for the Board will take place at 7:30 P.M. on Tuesday, March 26 in the main lobby of Skyline House. Refreshments will be available during the evening in the form of punch, wine, soft drinks, cheese and crackers, etc. The first activity will be registration and distribution of ballots to unit owners. Registrars will be in the east and west galleries to process the owners for each building.

You may pick up your ballot after 7:15 P.M. The actual voting for the Directors will occur as soon as a quorum has been reached (for this purpose a quorum is defined as 25% of qualified unit owners). Only one ballot may be cast per unit even though there may be more than one owner for that unit. Proxies may be used if the unit owner(s) will not be present that evening.

Once a quorum has been determined and the voting has been completed the annual meeting will begin. The agenda will include (1) Report of the President, (2) Report of the Treasurer, (3) Reports of the committee Chairs. Comments, suggestions and questions from the assembled unit owners are welcome and encouraged.

The counting of the ballots will be handled by the tellers appointed by the Covenants Committee.

This will take place during the meeting and when the count is complete the results will be announced (this usually occurs toward the end of the meeting). *Unit owners who will not be present for the voting are urged to obtain a proxy.* Details follow.

**Proxies:** Proxy forms are available from the management office for those owners who will not be able to vote in person on March 26. The form, containing the names of the candidates, is to be notarized after completion. To be valid, the proxy must be given to a unit owner for presentation on election night. (Note: Don Fenton, our General Manager, is a unit owner so proxies may be left with him.) All owners are urged to vote in person or by proxy. Proxies may be voided up to the election if the owner is present for the balloting.

**Meet the candidates:** As noted elsewhere in this issue the candidates for the Board of Directors will present their views to the unit owners on March 18, at 8:00 P.M. in the West Party Room. This is your opportunity to hear them and to ask questions. Refreshments will be available. Try to attend, owners willing to give their time to service on the Board should have the interest and attention of fellow owners.

## THE HOUSE SPECIAL

**Co-Editors:** David Tilson, Ed Bisgyer and  
Don Fenton

**Advertising:** Skyline House  
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**LETTERS TO THE EDITOR:** THE HOUSE SPECIAL welcomes brief comments from its readers. Please limit your letter to 250 words and include your name and unit number. The Association Board reserves the right to refuse incorrect or improper statements.

**ADVERTISING:** A rate card, showing costs and sizes, is available from the business office. If there are service and/or trades people with whom you have dealt, let the business office, 578-4855, know so that we may pursue them as advertisers. Advertisements appearing in THE HOUSE SPECIAL do not constitute endorsement by the Association.

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Treasurer	Ed Bisgyer
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Director	Sam Blumberg
Director	George A. Halaby
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## CANDIDATES FOR BOARD OF DIRECTORS



**NAME:** HELEN M. HENDERSON

**UNIT:** T 2 W

**OCCUPATION:** Retired.

**BACKGROUND AND EXPERIENCE:** Attended Business College and the University of the Philippines with courses in accounting and economics. Had 24 years of government service and 19 years in the private sector in such positions as Administrative Assistant to the Vice President of a Fortune 500 company and Confidential Assistant to various chairmen of a

federal agency.

**REASON FOR INTEREST IN THE BOARD:** Having come on the Board in August to fill an unexpired term, would like to complete this task. Would love to see all owners working together with each one's input helping to maintain Skyline House as the financially sound and luxurious condo it's meant to be.

**ADDITIONAL PERTINENT INFORMATION:** Have been a unit owner for over four years and believe we have experienced everything that a condo owner can, have lived through it all, still like living here and hope to be here many years to come. Served on the Financial Committee and helped to reactivate the Community Relations Committee.

\*\*\*\*\*



**NAME:** O. WAYNE KRUMWIEDE

**UNIT:** 608-W

**OCCUPATION:** Retired as a budget officer from the Federal Government in 1986. Have a realtor's license and am associated with the Academy of Homes, Inc., located in Skyline III.

**BACKGROUND AND EXPERIENCE:** Worked for the Coast Guard in S.W. Washington for 16 years and headed the Budget Formulation Branch when I retired. Have more than 30 years' experience in budget and finance.

Own rental property in Florida and Washington, DC, which I manage. B.A. degree from the University of Maryland with a major in Business Administration.

**REASON FOR INTEREST IN THE BOARD:** When asked to be a candidate I thought about the pros and cons of assuming the awesome task of being a Director. I agreed because I believe I am qualified and can contribute to the operation of Skyline House in a way that will benefit all owners.

**ADDITIONAL PERTINENT INFORMATION:** Served on the Financial Management Committee several years ago. Currently serving as the acting Co-Chair of the committee. Was Coast Guard Credit Union Director for more than 7 years. Council member St. Matthew's Lutheran Church for more than 20 years--currently serving as President. My wife and I are original owners and have enjoyed living in the Skyline House community for the past 11 years.

Candidates continued .....



**NAME:** EDGAR M. BISGYER

**UNIT:** 408-W

**OCCUPATION:** Retired - formerly Managing Director and Treasurer of large non-profit membership association and, simultaneously, Business Manager of another membership society.

**BACKGROUND AND EXPERIENCE:** Thirty-five years in administration, financial management, budgeting, investments, etc.

**REASON FOR INTEREST IN THE BOARD:** To strengthen our management process and operations; to help control costs and condominium assessments; to remain involved in the maintenance of high level of services and the value of Skyline House.

**ADDITIONAL PERTINENT INFORMATION:** Board member and Treasurer since March, 1988; former Chairman and member of Financial Management Committee; service on ad hoc committees: Decorating, Management Selection, Revision of By-Laws.

\*\*\*\*\*



**NAME:** MILDRED C. FOLEY

**UNIT:** T 15 W

**OCCUPATION:** Retired

**BACKGROUND AND EXPERIENCE:** Over thirty-seven years in personnel, administrative, privacy act and litigation work, including twenty years in managerial duties.

**REASON FOR INTEREST IN THE BOARD:** Interest in maintaining a nice place to live and continuing to serve for the well-being of Skyline House and its residents.

**ADDITIONAL PERTINENT INFORMATION:** Active member of PPOC and Covenants Committee for a long period of time. Chair of Covenants Committee since April, 1990. Handled employees' Christmas Fund in 1989, and headed an ad hoc committee beginning in 1990 for revision of personnel manual for front desk employees.

Candidates continued .....



**NAME:** GEORGE HALABY

**UNIT:** 806-W

**OCCUPATION:** Journalist

**BACKGROUND AND EXPERIENCE:** Seventeen years as editor and foreign correspondent for UPI in Europe, Asia, Middle East and Africa.

**REASON FOR INTEREST IN THE BOARD:** As a resident and member of the Board of Directors I am interested in the welfare of Skyline House, its residents and unit owners.

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**NAME:** DAVID TILSON

**UNIT:** 805-W

**OCCUPATION:** Retired since March 1989.

**BACKGROUND AND EXPERIENCE:** Undergraduate at MIT (chemistry); graduate at Columbia University (economics). Served in senior administrative and policy analysis positions in the federal government, 1948-74. Senior staff positions at the National Academy of Sciences, 1974-86. Executive Director of a small foundation, 1986-89. Author and editor of several major publications on health policy and aging policy.

**REASON FOR INTEREST IN THE BOARD:** Resident owner since February 1980. Elected to Board in 1988. President since October 1989. Am interested in serving another term to help strengthen our governance and management arrangements by, among other things, (1) introducing and institutionalizing a long-term planning process, (2) improving communication among Board, committees, residents and management, and (3) increasing participation by unit owners in the governance process.

**ADDITIONAL PERTINENT INFORMATION:** Have been active as a volunteer and leader in church and community affairs for many years. E.g., have served as Chairman of the Board of the Unitarian Church of Arlington, President of the Northern Virginia Youth Symphony, member of the founding Board of the Arlington Metropolitan Chorus, President of the Arlington Retirement Housing Corporation, and as Vice President of the Virginia Square Senior Services Corporation.

## PRESIDENT'S REPORT

by  
David Tilson

**THE HOUSE SPECIAL** is undergoing a change of editors. **Tony and Nancy Di Salvo**, who have worked hard and conscientiously for over five years as co-editors of the House Special, have retired from this demanding and important job. We are all deeply indebted to them for the tremendous -- and largely unsung --voluntary service they have provided to our community for so many years.

The March issue of the House Special has been co-edited by Ed Bisgyer, Don Fenton and me. But this is an interim arrangement. Starting with the April issue, Law Henderson, Unit T 2 W, will be the editor. All articles and announcements including letters to the editor--for the April issue should be sent directly to Law. We plan to appoint an editorial board to provide support for the editor. **Any unit owner or renter with experience as an editor, writer, or publications designer, who would like to serve on the editorial board should contact me. (805 W)**

The management office will handle all matters concerning advertising, including marketing, billing and bookkeeping. We plan to use desktop publishing techniques to improve the appearance of the House Special starting with the April issue. **All suggestions from unit owners for improving the appearance and editorial content of the House Special are welcome!**

Governance, that is, the way in which we, as unit owners, make decisions about managing our Association's affairs, is -- or should be -- of central concern to all unit owners. In the past year, starting July 1, 1990, we made a major change in our management arrangements: we now have a general manager who reports directly to the Board of Directors rather than to a management firm with whom we have a contract. Does this arrangement have any implications for the role relationships among Board, Standing Committees, and management that emerged

during the first 10 years of our Association's existence? Are the terms of reference of the six standing committees still appropriate or should they be modified to reflect experience and changing realities? These and related questions were discussed on February 9 at a "retreat" style meeting among Board, management, and committee chairs plus up to two additional members from each committee. This group, who constitute a substantial portion of the leadership of the Association, started the process of reviewing our governance structure and how well it is functioning. It was agreed that this review will be continued and completed in 90 days by an ad hoc committee of seven persons, six of whom will be actively serving on the standing committees (each committee chair will nominate one member) and a chairperson to be appointed by the Board.

Governance is not just a matter of concern to those relatively few unit owners who are on the Board or are active on the committees. It is important to **all** unit owners. All unit owners have both a right and an obligation to participate actively. Committee membership is voluntary. Any one who wishes to join a committee can do so by merely attending the meetings and informing the committee chair that you wish to join.

If you are not interested in participating in a committee, but wish to volunteer to help the Association function more effectively, please contact Don Fenton or Bob O'Toole in the management office. They can use volunteers to assist management in a number of important tasks. By volunteering you can make an important contribution to strengthening the management of this community.

An outstanding example of volunteer work is exemplified by the thoughtful work of Ken Grant who has developed and continues to maintain a Resolutions and Decisions Book. All Board resolutions and decisions, as recorded in Board minutes, are entered into this book and indexed. It has proved to be an invaluable management tool. Liza Ruiz and Sophie Anderson are currently providing invaluable help to our

management staff by sorting and filing financial documents, a vital task. For many years, while serving as chair of the Financial Management Committee, Julia Le-Bert Francis painstakingly reviewed and checked all invoices and other financial records.

The plans for redecorating the entire first floor of all three buildings are proceeding somewhat more slowly than we had hoped, but some progress will be evident very soon as the painting of the main lobby and the galleries gets underway in the next week or two. The carpeting, furniture, and drapes will take about three months to arrive, but we expect everything to be completed by late spring or early summer. Be patient. It will be beautiful when the job is finished.

The general manager is working closely with the PPOC to select a new phone and switchboard system that will be both affordable and much more efficient than the system we now have. We will have a special article on this subject in a future issue of THE HOUSE SPECIAL.

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Media General expects to be able to start service in Skyline House about May 1. The necessary arrangements and formal agreement with Skyline Plaza have been made.

Work on the balconies on the East Building will start about April 1. Management will alert all the affected residents in plenty of time.


The Board voted, at its January meeting, to ban carpeting on all balconies because the best expert advice it had received said that carpeting contributed to the deterioration of concrete balconies. The issue is contentious because many unit owners have installed carpeting on their balconies. The PPOC requested an opportunity to study this matter further before this policy is implemented. The Board agreed to ask the PPOC to do so and to complete its work in 60 days and make its report and recommendations to the Board at its April meeting.


I look forward to seeing most of you at the Annual Meeting on Tuesday, March 26.

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## TREASURER'S REPORT

Last October I reported, at the town meeting on the 1991 budget, that the projected deficit for 1990 appeared to be close to the amount which was authorized by the Board of Directors at the time that budget was adopted. It now appears, based on preliminary figures received from the year-end statements provided by the management support company, that the excess of expense over income will be much larger than originally anticipated. I emphasize that the figures so far are very preliminary and we will not know the complete results until the formal audit is finished sometime this spring.

Several things should be mentioned in connection with this matter: the financial records turned over by the Smith Management Co. last June were not up-to-date; we have had a substantial increase in personnel, materials and consulting costs, as problems, neglected for years, began showing up; electricity costs are a major factor in the 1990 increase in expense. On this last item Don Fenton reports that Virginia Power will be rebating some portion of the amounts we have paid because it is clear that some billing errors have occurred. The financial statements we are receiving currently, regrettably, are still not satisfactory in spite of repeated expressions of dissatisfaction by me and by Don.

My concern, as your Treasurer, is that we place greater emphasis on controlling our expenses this year, with an eye to coming in well under budget if at all possible. We have had three consecutive years of deficits (though 1988 and 1989 were not serious), and the cumulative loss must be addressed. If not, the result will be two undesirable consequences: we will need to use replacement reserve funds to balance the deficit, and/or have substantial increases in the condo assessments which, in turn, has a number of unwanted effects.

We cannot increase our income to any sizable degree (other than the annual assessments), especially with interest rates dropping dramatically on our investments. Thus, we should

consider ways to cut costs without affecting necessary services. It is not my intent to be a Cassandra; we are not in dire straits, by any means. But, I do wish to emphasize that, after amassing a considerable deficit, we must attempt to reduce this burden before taking more drastic measures. I hope to be able to give a clearer picture of the situation in the Treasurer's Report at the forthcoming Annual Meeting.

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## **COMMITTEE REPORTS**

### **Community Relations Committee**

Sophie Anderson, Chair

The Community Relations Committee will meet on March 5, 1991 in the West Card Room at 7:30 p.m. Our enrollment is low - we need new members. Please come, observe and/or join. We regret that we were unable to schedule CPR courses at Skyline House; these programs were among those cut from the Fairfax budget. However, there are courses held at several Fire and Rescue Departments. The number to call is 691-4CPR. If you have suggestions on programs that you think will be of interest to the residents, leave your ideas with the front desk or attend our meetings.

### **Covenants Committee**

Millie Foley, Chair

Fifteen persons attended the meeting on January 17 in the West Card Room. The following items were reported:

1) One vehicle was towed in December; 2) Violations and complaints about the trash room on the west terrace level; 3) A noise complaint in a unit; 4) A security violation from a door propped open at the west mail lobby. The offender was very rude to a resident, and claimed residency but was a guest.

The meeting of the committee, held on February 21, will be reported in the next issue.

### **Financial Management Committee**

Wayne Krumwiede, Chair, Pro Tem

The Financial Management Committee is looking for new members. Won't you consider

membership; it costs nothing to join except a couple of hours a month at meetings. You will be doing yourself and your condominium a good deed. The committee needs to expand; no special skills are required - just good common sense. The more people involved in discussions will produce all kinds of ideas concerning the financial affairs of this condo. PLEASE JOIN.

There was no meeting in January. However, during the last 45 days the accounting records for November and December have been reviewed. Many thanks to Sophie Anderson, Gladys Frank and Lisa Ruiz for helping organize some of the previous financial documents for ready reference and storage.

At the February 11 meeting, held in the East Card Room, the committee discussed an auditor for 1990; the retirement fund for Skyline House employees; Skyline House financial management; appointment of a member to the Ad Hoc committee established as a result of the Saturday retreat meeting between the Board and two members of each of the Association's committees.

Actions from the February 11 meeting of the FMC were: recommendation to the Board that Goldklang be retained as auditor for the 1990 report; the Committee begin the selection process for an auditor for 1991 in August; the selection of an employee retirement plan administrator for recommendation to the Board be deferred until the March meeting. Grace Krumwiede volunteered to represent the FMC on the Ad Hoc committee. We hope to see you at the next committee meeting on March 12 at 7:30 p.m., in the West Card Room.

### **Physical Plant and Operations Committee**

Ed Ing, Chair

At its February 7 meeting the PPOC focussed on Media General Cable TV installation, the Board's decision to ban balcony carpeting, the revision of

the front desk manual, and the Community College parking structure.

Media General Cable TV. The Board had earlier approved Media General's installation plan which avoids drilling through the concrete floors and which hides the wires in the false ceilings on the terrace, first and 17th floors. The PPOC, at its January meeting, informed the Board that Media General was not following the approved plan. It had installed conduits on the 17th floor of the East Building and was in the process of drilling holes in the trash room floor on each level to install the main cable. The Board then instructed the General Manager to insure that Media General adheres to the approved specifications. The subcontractor, who is doing the actual work, is now exploring how it can install the main cable without drilling through the floors.

Although Media General plans to begin service in the spring, it still has not obtained an easement from Skyline Plaza to make a cable connection. If the Plaza does not grant an easement, Media General could seek state and county permits to excavate a narrow trench along George Mason Drive for the connection, but this would be more expensive for them. The latest Plaza newsletter reported that their Board wants either Media General or Skyline House to pay something for the right to dig up their driveway and lawn to lay the cable.

Ban on Balcony Carpeting. In January the PPOC asked the Board to authorize the committee to reconsider the matter of balcony carpeting and to draft a recommendation to the Board. The Board instructed the General Manager to explore alternatives to carpeting, such as tiling or epoxy covering, but the Board did not direct the matter back to the PPOC. Therefore, the committee resolved to again ask the Board for authority to review the ban on carpeting.

Revision of Front Desk Manual. In view of the additional front desk staff hired, the PPOC believes that it is imperative to have established procedures to guide the new employees. The

committee submitted its revision of the manual last July for management review and completion. The PPOC therefore resolved to request the Board to have management place greater priority on reviewing the manual revisions and on setting a timetable for completion.

Community College Parking Structure. The committee learned that the college intends this July to start construction of a 1,000 car garage next to Skyline House. The structure will fill the existing parking lot and extend up to the Coca Cola plant. The college representative assured the audience at the Skyline Plaza community relations meeting on February 4 that evergreen trees would be planted on the Skyline House property line to shield the garage. However, he did not have any drawings of the garage design or landscaping. The PPOC is concerned about the construction and operation of the new garage. Skyline House may need to consider additional planting or fencing once the structure is built. Later in the spring, the committee intends to invite the college representative to show the Skyline House community the exact plans for the college garage.

## **Recreation Committee**

Carroll Thompson, Chair

Your Recreation Committee appreciates the support you gave by attending the Valentine Party on February 16. The time and effort expended to make it a fun evening was well rewarded. Everyone enjoyed the decorations as well as the good food and pleasant conversation.

Italian Night is set for Thursday, March 21, in the East Party Room. The menu will be antipasto, chicken breast with mozzarella and tomato sauce and Italian cake for dessert. The cost is \$10.00 per person and attendance is limited to Skyline House residents only since seating will be limited. The flyer will be available at the front desk. Make your reservation as soon as the forms are ready - you don't want to miss this annual gourmet treat.

Attention Bridge Players! ....

There will be Party Bridge games on Monday evenings at 7:30 in the East Card Room...no partners necessary. For further information please call Betty Forman at 451-8226 or Betty Wade at 824-0870.

We welcome any resident to our committee and to help make Skyline House a better place in which to live.

## Security and Safety Committee

Rob Sherrer, Chair

The committee meets on the second Thursday of the month. The February meeting on the 14th had seven residents attending, and adjourned one hour after commencing. the agenda covered the following items:

(1) During the second week of February a car that was parked in the garage, C level, west side, was "mangled". The vehicle was hit in the back with such force that it was knocked over the concrete tire stops at the front of the parking space. This may well have been the work of a drunk driver. Guards were directed to be on the lookout for a vehicle with front-end damage.

(2) On three occasions, on February 11-12, a lighted cigarette was dropped in the east freight and garage elevators. The cigarettes were simply dropped or tossed and left burning. The carpet was burned in each case.

(3) In the first week of February, a fire was started alongside and behind the garage in the area leasing to the college parking lot. A resident called the desk; the fire department came promptly and extinguished the fire which had covered a 20 X 100 foot area. A fireman said the blaze was probably caused by someone carelessly tossing away a cigarette.

The two outside TV cameras at the west and east loading docks have been overhauled. The pictures on the monitor at the front desk are markedly

improved. The monitor is typically set to switch back and forth from one scene to another, but it can be simply switched to remain on one loading area should that be desired.

Our two regular Sting guards have been performing well. However, this has not consistently been the case with the fill-in, part-time guard positions, in part because of the large turnover in individuals assigned to us by Sting Security. Also, on one occasion, a guard showed up one hour late for a party assignment in incomplete uniform. Management called in the Sting representative to discuss these situations; we expect better performance in future.

Finally, residents are reminded that you can contribute to the neighborhood watch program as part of your daily exercise and meandering through the buildings. Simply be observant and report any safety and security-related matters to the front desk or management.

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○ Upon delivery, we double-check that the your name and unit number are valid before allowing it to enter the system. If they are not correct we will not accept delivery and return it to the courier.

○ If a valid, we ensure that the delivery is listed in an appropriate log, if required. We strive to ensure that the entries into the log are correct.

ea. 6 ○ If the items **cannot** be placed directly into the desk mail slot for the unit, using a heavy mark-a-lot we print the unit number on it so that it is readily identifiable at delivery. The item is then placed on the designated shelf in the package room behind the front desk. These items must have a notification slip placed in the corresponding mail slot. An exception is the US

Postal Service packages/letters, who notify residents via the resident's U.S.P.S. Mail Box.

○ When you call for delivery of a package, we identify the resident, verify the unit number and have you sign the appropriate log, if necessary.

○ All notification slips, including the Post Office's notifications, should be destroyed at confirmed delivery. Please, if you don't see your slip being destroyed, bring it to our attention.

○ Desk personnel working on the weekends or the 3PM to 11PM shift during the week, routinely check the desk mail slots, package logs and shelves to see if any deliveries have been waiting for more than 48 hours. If so, they make every attempt to advise you of this fact. Notice of these attempts should be made in the desk log. Items which are perishable or time sensitive (flowers, frozen items, telegrams, FAX, etc) cannot wait 48 hours. We make every attempt to deliver these items immediately.

○ Please, remember that the Association cannot take responsibility for any items left at the Front Desk. Rule 6, B. states " Front desk personnel may accept packages, keys and telegrams at the resident's risk. Registered or Certified Mail will **not** be accepted at the front desk."



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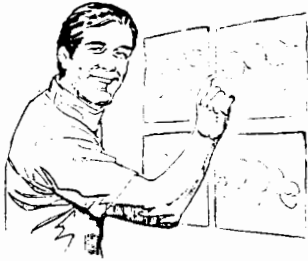


**ANNUAL MEETING/ELECTIONS**

**MARCH 26, 1991 - 7:30 P.M.**

**MAIN LOBBY**

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**MEET THE CANDIDATES  
FOR  
THE BOARD OF DIRECTORS**

MONDAY, MARCH 18, 1991

8:00 P.M. IN THE WEST PARTY ROOM

*Come and meet the candidates and hear their presentations.*

*Questions and comments from unit owners are encouraged.*

\* \* \* \* \*

The Elections and Annual Meeting will be held

Tuesday, March 26, 1991

7:30 P.M. in the Main Lobby

*FIVE DIRECTORS TO BE ELECTED:*

*Three for a Three-year term, March, '91-94*

*Two for a One-year term, March, '91-92*