



The

# House Special

VOLUME XI

AUGUST 1991

NO. 8

## BOARD MEETING REPORT

Ed Bisgyer, Vice-President

The regular monthly meeting of the Board of Directors was held on July 17, 1991. In the absence of the President, Dave Tilson, the meeting was chaired by the Vice-President. The directors present were: M. Foley, S. Blumberg, W. Krumwiede (Treasurer), H. Henderson (Secretary), E. Bisgyer (Vice-President). Dolores Littles was absent.

The Chair opened the meeting at 7:30 p.m. with a brief comment concerning end of the transition from Hiban & Graffius, the former financial support firm, to complete control of all financial activities under the direction of our General Manager. Changes in bank accounts, payment controls, financial statements and record-keeping, etc., have all been accomplished. The Chair also gave a short update on the Ad Hoc Committee on Governance. It is in the process of revising the charters of the several committees of Skyline House as part of the charge to review the roles and relationships of the committees. The ad hoc committee will also be preparing a report on participation and involvement by residents, and interaction among committees, Board and Management. The draft report should be ready for review in late September or early October.

The report of the Treasurer, by Mr. Krumwiede, included the following:

--He noted that no financial report for June would be feasible because of the many inaccuracies in the monthly statement provided by Hiban & Graffius. The July report should give us a fair picture of our income and expenditures in relation to budget.

--A meeting of the three Trustees of the Skyline House Employees' Pension Plan discussed the various approaches for investing the funds in the Plan. Another meeting is scheduled for mid-August to determine the actual investment vehicles to be used. (The Trustees are: W. Krumwiede, J. Strahs and E. Bisgyer.)

--After approval by the Financial Management Committee, the Treasurer MOVED certain changes in service charges: a fee of \$100 for the resale package required to be supplied to prospective buyers; a service charge of \$25 for returned checks; an administrative fee of \$35 for processing of resale of parking space rights (when not part of sale of a unit). The Board passed the motion.

--A MOTION to open a money market account, not to exceed \$100,000, at Ameribank. The signatories would be any two of: the President, Vice-President, Treasurer, Secretary, General Manager. The Board approved the motion.

The General Manager's report covered the following items:

--Request to purchase a new, larger compressor for a corridor air handling unit to replace two smaller

(Continued on page 3)



The

# House Special

**Editor:** Law Henderson

**Advertising:** Skyline House  
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(703) 578-4855

**Copy Due Date:** 20th of the month  
preceding issue date.

**Published:** Monthly

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

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**PUBLISHED BY:** SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC., 3709-13 So. George Mason Dr., Falls Church, VA 22041, (703) 578-4855.

**PRINTED BY:** Curry Printing and Copy Center  
Alexandria, VA

## BOARD OF DIRECTORS

President	David Tilson
Vice President	Ed Bisgyer
Treasurer	Wayne Krumwiede
Secretary	Helen Henderson
Director	Millie Foley
Director	Dolores Littles
Director	Sam Blumberg

## LETTERS

To the Editor:

July 10, 1991

Two weeks ago I went down to the pool about 4:30 p.m. as I do most every day. Before I went into the water I left a large pale yellow bath towel on the recliner with my white tee shirt which bore a red patch Boston Fire Dept. emblem.

The yellow towel contained several pictures of different sea shells and had been given to me six years ago by my late wife as an anniversary gift. The towel itself was faded, shaggy and well worn but it was of great value to me as you can understand.

There was a group of two men and several small children along side of where I left it and while I was in the pool (about a half hour) they had picked up all of their belongings and left the area. The children helped to pick up their own towels, etc., and I feel that one of them picked up my towel by mistake. In fact, a lady who was close by said she thought she saw one of them pick it up.

It is of little value to anyone and I feel that whoever got it did not realize what one of the kids did.

I would love to get my worn out, old, shaggy towel back and would appreciate it if whoever got it would drop it off outside my door, 414W, or leave it at the lifeguard's table.

No questions will be asked but you could make an old timer real happy.

Howie McClennan  
Unit 414W

## NOTICE

The bus stop on So. George Mason Drive adjacent to Skyline House Lobby will soon be designated a "No Parking" zone. Signs will be posted by the Virginia Department of Transportation and enforcement will be conducted by Mason District Police Station. This combination of sign posting and enforcement will enhance the safety of motorists and pedestrians alike. This action has been taken in response to a June 30th letter written by Mr. George Fay, 816W.

units, one of which has failed. After receipt of four bids the General Manager recommended the proposal from Dwyer Service Corp., at a cost of \$7,900. The funds are in the Replacement Reserve. The Board approved.

--An escrow agreement, covering the second half of the funds for the carpeting purchase of the redecorating project, has been written to protect Skyline House on delivery and acceptance of the carpet. The funds will be released only after Don Fenton and our installer (not the interior decorator) have been satisfied. The Board approved the agreement. The carpet should be delivered and laid by the end of July.

--Recommendation of renewal of the trash collection contract with Waste Management at no increase in cost (except a 10% surcharge on Fairfax County dump charges). Don Fenton reported that WMI is responsive and responsible; no other bidder was found at a lower cost. The Board approved the renewal.

--Proposed contract for semi-annual maintenance and inspection of the fire alarm and detection equipment. Following receipt of bids, Mona Electrical Service is recommended. Their cost is less than we are now paying for this service (on an hourly charge basis), and they have a good reputation. The Board approved the contract for an annual fee of \$2310.

--Two bids were presented from consulting firms to help us determine the various alternatives and capabilities of service options for the replacement of our telephone switchboard and outdated communication system. Mr. Fenton asked if the Board wanted him to try to get one or two more bids, noting that it had been difficult locating unbiased, competent firms. After reviewing the proposals it was decided to proceed with the bid from ORS Associates for an estimated amount of \$4800 to develop the RFP. There has been a long period of review and discussion by the PPOC and the Board, and the consensus was that we should forge ahead.

--Report on the survey of the entire roofing system; this is about 60% complete. Preliminary findings show actual and potential leaks in the East building. After further testing and a final report it can be determined what action must be taken.

--Media General will begin drilling a core in the floor of each trash room for passage of the cable, following receipt of necessary letters from the Fire Marshal and the appropriate Fairfax County Agency. The permits have been received. A sales plan is scheduled for the near future. Free installation for the wiring of units is still available.

--A report on the preventive maintenance schedules was given and examples of the various worksheets distributed to the Board.

The Covenants Committee presented its recommendations on the four motions which the Board had referred to the committee from the June meeting. Their vote, taken at a meeting on July 16, was to reject all four; i.e., not to change the current house rules. The motions were to allow food and drink in the pool area; to increase the evenings when the pool is reserved for persons 18 years and older; to ban smoking in all internal common areas (with certain exceptions); to change the fee for persons moving from one unit to another within the building. After discussion by the Board and several unit owners, a motion to accept all four recommendations from the committee was not seconded. Three were accepted, that is the Board voted to turn down the original motions except for the one on a smoking ban. This was tabled until the September meeting of the Board.

Under Old Business, the General Manager stated that the revision of the front desk manual, as compiled by an ad hoc committee, would be ready for further review by the committee within 30 days.

The Physical Plant and Operations

(Continued)

Committee presented a proposed plan on landscaping, which included: maintaining the original plans where plants remain healthy; focussing on problem areas which require replanting and replacing; drafting of a fall schedule utilizing funds already budgeted; drafting a long-term grounds maintenance program. The Board approved the report and plans and complimented the committee on their endeavors.

Comments by unit owners included queries on the status of the review of the house rules. An ad hoc committee is scheduled to begin work in the fall. In response to an expression of concern regarding information to owners on the change in management, it was made clear that full disclosure was provided on a continuing basis to all owners as plans and decisions were made.

The Board meeting was adjourned at 10:10 p.m.

## **FLEA MARKET**

**Wednesday, August 14, 1991**

**West Party Room**

The time is 7:00 p.m.  
for those  
wishing to set up their  
items for sale

**No Reservations Required**

for sellers  
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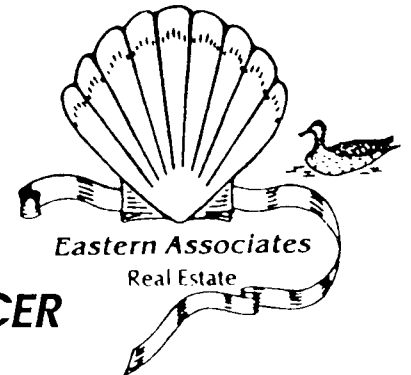
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Tony DiSalvo 824-1958



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## FINANCIAL MANAGEMENT COMMITTEE

Willard W. Miller, Chair

The Financial Management Committee (FMC) is entering one of its most important yearly phases. We are beginning the 1992 budget review process. A letter to all Skyline House standing committees has been forwarded requesting each committee to respond with its required committee funding for 1992. The committee replies will be reviewed at the FMC August meeting. Statistical financial data and a draft of Management's proposed 1992 budget will be provided to the Committee prior to its September 10th meeting. A line by line review of the budget will begin at that time.

If you are interested in participating in the review of our 1992 budget you are welcome to attend our meetings. An owner or resident desiring to become involved should attend the August 13th meeting to become familiar with the process the Committee will follow in reviewing the proposed budget. Upon final approval by the Committee, the proposed budget will be forwarded to the Board, through the Association Treasurer, for its consideration and approval.

At our July meeting the Committee members approved several guideline rules intended to assist in producing a more orderly and effective meeting. From time to time additional rules may be approved along with additions and changes to existing rules to further improve our operating procedures and deliberations. Also at the July meeting, the committee approved fees to be charged by management for association services provided for unit resale packages, returned checks, and resale of common element parking spaces. Do not confuse this with the indoor parking space originally assigned to each unit. The recommendations were forwarded to the Board for review, approval

and publication by Management if approved by the Board.

John Petrella has attained permanent membership on the Committee and has agreed to Chair the Committee for September. Gladys Frank will preside at the August 13th meeting.

As the committee was unable to review the Association's financial documents for May, both the May and June documents were scheduled for review at a members only work session on July 25th. The results of the review will be an agenda item for the August meeting. Also, items to be included in the August agenda are approval of the July 9th minutes, discussion of the Association's administrative costs associated with delinquent payments and possible recovery methods, status of the 1992 budget review, and proposed FMC charter. Additional items may be added to the agenda after submission of the House Special article. If so, those items will be listed on the agenda which will be posted at least seven days prior to the date of the August meeting.

Just as a reminder, the 1992 budget review process to approve and submit a proposed budget to the Board for adoption is beginning. As the expenditure of Unit Owners' money is involved, your participation will afford you an opportunity to have a say in how the Condo fees are spent. Attendance at three successive meetings will afford you permanent membership on the Committee and as the budget will be voted on at the October meeting you may still fulfill the requirements for voting. Of course, full participation on recommendations and discussions, on a non-voting basis, is permissible until obtaining voting status.

Our next scheduled meeting will be held in the West Party Room on August 13th at 7:00 p.m. As always, your suggestions are welcome on any financially related items you desire.

## SKIN CANCER AND THE SUN

Cancer of the skin, the most common of all cancers, can largely be prevented by avoiding too much sun. Although other factors can be involved with the development of skin cancer, the predominant cause is overexposure to the sun's ultraviolet (UV) rays.

There are more than 500,000 cases of skin cancer each year. Most are of the highly curable *basal* and *squamous cell* types--both associated with long-term sun exposure. A more serious form of the disease, *malignant melanoma*, was once considered rare, but now affects more than 27,000 people annually. Severe, blistering sunburns when young may predispose a person to melanoma.

### Who gets skin cancer?

Anyone can! Fair skinned people, notably redheads and blonds, are the most susceptible, because they lack sufficient quantities of *melanin*, the pigment that helps prevent burning. The darker the skin, the more melanin present. Blacks are the least likely to develop skin cancer, but are not immune.

Skin cancer rarely occurs in childhood. The average age for its discovery is 50, but that age is decreasing.

People who work outdoors, play a lot of outdoor sports or sunbathe are at higher risk, as are those who live at high altitudes, or where the sun is especially strong. Sun reflected off snow, sand and water can also cause damage. When swimming, remember the sun's rays can reach down three feet into the water!

Getting a "good" tan won't protect you, either. In fact, a tan means that your skin has already been damaged by the sun.

### Some sensible precautions:

- \* Use a sunscreen with a Sun Protection Factor (SPF) of 15 or more, applied before going out into the sun. Use it all year round.

- \* Use a sun-block on sensitive areas such as the nose, lips, and ears.

- \* Wear a wide-brimmed hat and protective clothing when possible.

- \* Avoid direct sun at midday, from around 10 a.m. to 3 p.m.

- \* If you notice any unusual change in a mole or birthmark, see your physician at once.

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# CHINESE DINNER

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WEDNESDAY, August 21, 1991

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

Dinner: 7:00 p.m.  
Buffet Style

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\$12.00 Per person

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## MENU

Appetizer  
SHRIMP IMPERIAL (jumbo shrimp with broccoli & snow peas)  
Pork Stir Fried w/Garlic Sprouts  
Beef with Broccoli  
Treasure Chicken (diced chicken with nuts,  
green pepper, mushrooms  
and water chestnuts)  
Rice  
Tea & Dessert

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-----  
Chinese Dinner, Wednesday, August 21, 1991

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

Name(s) \_\_\_\_\_

Unit # \_\_\_\_\_ Phone # \_\_\_\_\_ No. in party \_\_\_\_\_

My check is enclosed for \$\_\_\_\_\_ (\$12.00 per person)

Place reservation slip and check at front desk for Tony DiSalvo, 502E.  
Any questions call 824-1958. Reserved tables are available. If possible  
reserve a table for \_\_\_\_ persons.

**PHYSICAL PLANT AND OPERATIONS COMMITTEE**

Ed Ing, Chair

The regular Committee meeting convened on July 11 and the following matters were discussed:

Condominium Landscaping. Most of the meeting was devoted to the present condition of the trees, shrubs, and plantings on the Condominium grounds and the organization of a subcommittee to develop a replacement and maintenance program.

In the weeks before the meeting, the Committee members surveyed the grounds, comparing the condition of the plantings against the original plan. They were disturbed by the shabby appearance of the grounds since over twenty trees have died and were cut down and hundreds of the 1067 azalea bushes originally planted have died and not been replaced. The problem has accelerated during the past Spring wherein dead trees have been left

standing and Spring blossoms (tulips and daffodils) have been left to dry up before being replaced. The red oaks lining the driveway are especially detracting because of their high visibility on entering the grounds.

The General Manager reported that a commercial arborist had inspected the plantings and reported that they were generally healthy but noted that the pine trees had little growth which indicated a poor root system and he speculated that it might be caused either by a clay lined hole or the failure to remove the wire mesh screen from around the root ball at planting. The General Manager dug down beneath a dead pine and found the wire mesh around the ball. The question remains whether it will be more economical to remove the wire mesh from growing trees or allow attrition to eventually resolve the problem.

The General manager reported that the dead and dying azaleas are not

(Continued)

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due to any blight but the result of natural attrition. On this point a Committee member criticized the landscaping company for neglecting the azaleas in past years by improper mulching and failing to spray and fertilize the bushes.

The Committee agreed that the original landscaping plan was sound and should be maintained and neglected areas need to be corrected. The Committee then adopted a recommendation which the Board later approved for a landscaping rejuvenation plan covering the following points:

1. It will maintain the original design where the trees and shrubs remain healthy.

2. It will focus on problem areas such as;

a. The area around the pedestrian overpass which needs a

screen of trees.

b. The eroding slopes behind the East and West Buildings which require ground cover.

3. It will draft a Fall planting schedule to utilize already budgeted funds for landscaping.

4. It will draft a long-term grounds maintenance program.

Condominium Energy Use. The Committee discussed a report from a member of the Energy Use Subcommittee. Following up on the recommendations the Subcommittee will work on an energy management plan for the Condominium.

Replacement of Garage Doors. The General manager informed the Committee that both garage doors will need to be replaced and that he will submit proposals at a future meeting.



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## RECREATION COMMITTEE

Chair, Tony DiSalvo  
Dave Harvey

The Committee met on Wednesday, August 10. Unfortunately, only one resident was in attendance along with the two co-chairmen.

The next TGIS is scheduled for Saturday, August 3 in the West Party Room. This monthly activity is usually held on Friday but is periodically changed to Saturday to give many of the residents who are unable to make it on a work day. Remember, TGIS will have a luau theme. Dress in the style if you so desire and if possible let your hors d'oeuvres be prepared in the same style. All residents are invited, just bring your own liquid refreshment, setups and a plate of hors d'oeuvres to share.

A **Flea Market** is scheduled for Wednesday, August 14, at 7:30 p.m. in the West Party Room. The doors will be opened at 7:00 p.m. If you are selling, come early and set up. A table is furnished from which to sell your items. This is a good time to sell those heirlooms which have been taking up space and a good time to clean out your storage bin. No reservations will be required for those who wish to offer their

treasures for sale. Questions can be answered by Dave Harvey at 578-4621 or Tony DiSalvo at 824-1958.

**Chinese Dinner.** A first for Skyline House. A buffet dinner is planned for Wednesday, August 21, at 6:30 p.m. in the West Party Room. The dinner will be catered by Peking Gourmet on Route 7. The cost will be \$12.00 per person. Menu will include an appetizer, a combination of four entrees, served buffet style, tea and dessert.

New residents of Skyline House who have not attended one of the Friday or Saturday TGI's, please join us. Just bring your own liquid refreshment and setups. No hors d'oeuvres required on your first visit. The Committee will provide the rest.

Join us at our next meeting on August 14 which will be held in conjunction with the Flea Market.

### Coming Events

- Aug 3 - TGISaturday, Luau, West Party Room 7:00 p.m.
- Aug 14 - Flea Market, West Party Room 7:30 p.m.
- Aug 21 - Chinese Dinner, West Party Room 6:30 p.m.
- Nov 21 - Mexican Night, West Party Room



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## MANAGEMENT QUIPS

We have been advised that the new carpeting, you remember that one, was shipped on Thursday, July 25th, via truck to our installer's warehouse in Maryland. It is expected there the first part of the week. It will be inspected immediately and if acceptable be installed as soon as possible. For those of you who haven't heard, on the day of expected delivery, the company which was purchasing the carpet FOR Skyline House that they required FULL payment, sight unseen. The carpet manufacturer then closed down for vacation. Skyline House refused to pay 100% in advance, sight unseen, for custom carpeting. A compromise was reached and an escrow fund established. Hopefully this will allow us to complete the redecoration shortly. Most of the furniture for the lobby has been received and is in storage.

According to Skyline House records, here are some facts that you could probably live without. Of the 714 registered cars the top three types of vehicles, in order of their popularity, are: 1) a 1983 Blue Honda Accord, 11 each; 2) a 1983 Blue Toyota Camry, 10 each; and 3) a 1983 Blue Honda Civic, 6 each. The most popular three makes of car are Ford, 78, followed by Honda, 71, and Toyota, 59. The predominant colors, Blue, 89, White, 90, and Grey, 82. The most prevalent years, 1989, 1990 and 1982. The oldest registered vehicle is a White 1953 Chevrolet Corvette and the youngest is a Black 1992 Acura Vigor. Since the new registration last Fall some 783 vehicles have been registered of which 714 are still valid. It is estimated some 62 vehicles remain to be registered.

The maximum authorized number of residents at Skyline House is 1,726 souls residing in 552 residential

(Continued)



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units. Each unit has an average of 1.41 cars and 3.13 cars per unit. Almost every other resident has a car registered at Skyline House. We have 594 inside parking spaces and 113 outside spaces assigned as limited common elements to units, a total of 707, for 776 vehicle parking spaces. That works out to be 1.1 cars per space. Besides the above, the Association has 42 outside Guest parking spaces, 4 inside employee unit spaces and 4 motorcycle spaces for a grand total of 757 parking spaces. We still don't have enough spaces even if we use our guest slots.

Now that the painting and papering is completed on the first floor, we are starting to catch up on the outside painting. You might or might not have noticed that we painted the outside of the main Lobby building. As a matter of fact we used the special masonry paint being used in the restoration project. The outside doors

including all rolltop doors and light standards, are to be painted as part of a test project using a special paint and procedures developed for anodized metal. If successful, we will be painting balcony systems after the concrete dust from the restoration abates.

A special thanks to the group of concerned residents who wouldn't admit some unannounced persons -- they refused to go through security at the front desk -- through the West lobby door. The unknowns became quite abusive and angry when they were thwarted. It turned out that they really didn't know anyone here at Skyline House, "just wanted to look around". Congratulations!! and thanks for standing your ground while calling for assistance.

Media General would like anyone who is dissatisfied with their unit installation to notify Skyline Management.

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