



The

House Special

VOLUME XII

APRIL 1992

NO. 4

REPORT OF MARCH BOARD MEETING

Ed Bisgyer, Vice-President

○ This month's meeting of the Board of Directors was held on March 18. In the absence of the President the Vice-President was in the Chair. (President Tilson was away due to the unexpected premature arrival of a granddaughter.) The meeting, thanks to a very brief agenda, was one of the shortest on record—it lasted just one hour.

— The General Manager said that Nancy Reed, our Deputy GM, was housebound following a fall which cracked a leg bone but that she hoped to be back at her desk within a few days. Mr. Fenton also noted that the new accountant, Kathleen Bailey, was settling into her duties.

○ Wayne Krumwiede, our Treasurer, stated that the full report for the 1991 financial year would be given at the Annual Meeting on March 31. The January and February monthly statements were about ready for distribution as we are into the final stages of transition to complete in-house financial record-keeping and reporting. On behalf of the Financial Management Committee Mr. Krumwiede introduced a Motion that employees be permitted to accumulate unused sick leave without a cap on the amount of hours. The Motion was seconded and carried. The Chair noted that this would lessen the concern of an employee if faced by an illness or accident requiring a long recovery time and sick leave had — been accumulated to cover it.

○ Under the General Manager's report Mr. Fenton stated that the contract has been signed for the purchase and installation of a new telephone system; this should be in place by the end of April. The Chair emphasized that conversion of the individual unit's telephone jacks to accommodate two lines is the responsibility of the unit owner. However, Management is investigating arrangements to have this work done on a volume basis to reduce the cost. (See the separate article in this issue which gives a detailed breakdown of the capabilities of the new system and what the unit owner can do to take advantage of the expanded service.)

○ Mr. Fenton recommended, and the Board approved, a new contract with Sting, Inc. which provides the manpower for the security patrols of our condominium. The new figure is an increase of 5.8% but is the first increase in two years. Other bids have not been better and the increase is still within the budgeted amount for 1992. The new contract has the recommendation of the Security Committee.

○ The bid for the additional restoration of the West Building is close to being finalized. Work should begin soon.

○ Work on the garage for NOVA continues; it is uncertain whether the pile-driving will be necessary. If not, this would remove one of our concerns regarding possible vibration damage to our parking garage.



The *House Special*

Editor: Law Henderson

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(703) 578-4855

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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.

ADVERTISING: A rate card, showing the costs and sizes, is available from the Business Office. If there are services and/or tradespeople with whom you have dealt, let the Business Office, 578-4855, know so that we may pursue them as advertisers. The appearance of advertisements in *the House Special* does not constitute endorsement by the Association.

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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

(Continued from Page 1)

o Under old business Millie Foley noted that the letters regarding the delay in installation of a proposed traffic light at our entrance had not yet gone out. There seems to be some confusion about the proper individual to be addressed at the Smith Co. and Dave Tilson noted earlier that he wanted to make some minor changes in the letter as originally prepared.

o There were no committee reports, however the need for new Chairs for five of the six standing committees was emphasized. Attendance at committee meetings continues to be quite poor threatening the actual existence of some committees.

o The meeting was adjourned at 8:30 P.M.



In the Community

o On March 5, 1992, Sophie Anderson, a resident of the East Building, and I attended a town meeting at the JEB Stuart High School which afforded the electorate the opportunity to meet with and discuss issues with our elected officials, Mason District Supervisor, Christine R. Trapnell and Board Chairman, Thomas Davis III.

o Some of the subjects presented were cuts in the school budget, police and fire departments, drug and alcohol treatment programs, human services, and housing, and increases in real estate taxes and meal taxes.

o Because of the large number of attendees, the meeting had to be moved from the Little Theater to the auditorium. It was pleasing to note the community interest in the Mason District issues.

M. Foley
Board Liaison for
the Skyline House Task Force

APRIL TOWN MEETING

☆☆ GOVERNANCE ☆☆

◦ A Town Meeting for all residents is scheduled for Tuesday, April 28 to review and discuss the Report of the Ad Hoc Committee on Governance. In addition, a brief amount of time will be used for an overview of the new telephone system and to answer questions.

◦ When the report of the ad hoc committee was presented to the Board in February, the Chair, Ed Bisgyer, specifically asked the Board to withhold formal approval until the owners had an opportunity to review the document. The date of the Town Meeting was then set so that interested persons will have a forum to present their ideas, suggestions, comments, etc. Following that meeting, the ad hoc committee will consider the responses and the final report will be prepared and sent to the Board. Upon Board approval, the document will direct the actions and relationships of committees and set guidelines for increasing participation in Skyline House activities. The ad hoc committee also reviewed the charters of the standing committees and sent revised versions to each chairperson for committee response. Note: Copies of the report of the Ad Hoc Committee on Governance and the revised committee charters will be available by early April. This will give owners sufficient time to review these documents prior to the Town Meeting.

◦ The new telephone system is scheduled for complete installation by the end of April. SEE THE ARTICLE ON THE NEW SYSTEM IN THIS ISSUE OF THE NEWSLETTER. Owners should understand what their options are in order to take advantage of the new system's capabilities. Hence, the April Town Meeting will be a timely opportunity for airing questions.

◦ It is evident that interest and participation of unit owners in committee activities has decreased substantially over the past couple of years. Is it because people are satisfied to leave everything to our Management? Is it due to considerable turnover in units so that owners

don't stay very long? Are we an aging population that is becoming tired and doesn't want to be bothered? Is the rental ratio so high that we have a smaller pool of owners to take part? There are all kinds of speculation and theories but how do we resolve the problem (assuming that there is a solution)? Come to the Town Meeting on April 28 and participate in the discussion on the future governance and activities of Skyline House.

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PRIVAC, INC.

Privac, Inc. formerly located in Suite C-1-W has moved its Super Computer Development office to Loveland, Colorado effective March 14, 1992. They are joining the Software Group which previously moved in October 1991. The development is in its final stages, therefore more effective to have the office housed all in one place.

Manpower, Import and Visa Service will remain as headquarters in Suite C-2-W.

SECURITY & FIRE SAFETY COMMITTEE

Rob Sherrer, Chair

and caught the man. Management ran both men off and banned them from the premises.

○ On a special note, the committee listened with close attention as a committee member reported an important security contribution recently provided by 6-year old Bryan Richburg. Bryan, who lives on the 7th floor of the West Building, noticed that the West Lobby door was not locking as it swung closed. He brought this to the attention of a committee member who happened to be nearby. The engineer was called and he repaired the lock. Bryan, your friends and neighbors here at Skyline House say a big **THANK YOU** for being so alert and responsible. We can all learn from your example. Collectively, our thousands of eyes and ears can be a powerful, positive force for safety here at Skyline House.

○ Finally, the following tips for senior citizens on how not to be "conned" have been provided by the National Crime Prevention Council and the Police Department of the Metropolitan Airports Authority. Older citizens are victims of fraudulent schemes far out of proportion to their population numbers. The tips, however, could be useful to people of any age.

1. Keep informed of the latest con schemes in your community by reading the newspapers.

2. Be skeptical about any proposal that sounds too good to be true or has to be kept secret.

3. Don't rush into anything. Check it out with your friends, lawyer, the police department, Better Business Bureau, and your state or county consumer affairs departments.

4. Be especially wary of:

a. "Get rich quick" schemes for which you have to put up "good faith" money.

b. "Good deals" on expensive repairs

○ The ten residents in attendance at the committee meeting of March 12, included one who was attending for the first time. We were delighted to welcome her and certainly appreciated a fresh perspective on security and safety matters during our deliberations. Several incidents were discussed:

○ On February 5, at 8:30 pm, a resident on the 10th floor, East Building, responded to a knocking on the door; a man dressed in a suit, claiming he was from the Washington Post, harassed the resident, saying that money was owed and that he would return the next evening. Management had the guard patrol, particularly the stairwells and the 10th floor, from 8:00 pm to midnight. The man did not return.

○ On February 12th and 13th the tops of two convertibles were torn/cut — one on the upper A level, the other on the lower A level, West side. One was slashed five times; the other was ripped near the driver—side door lock.

○ On February 19th, the police responded to an office building complaint that children were hanging out of the windows of a tenth floor, East Building unit. The parents were at home, and the police warned them of the danger.

○ In the first week of March, two kids were brought out from the District and left off at Skyline House. They were caught by Management selling candy in the building. The police were called; they questioned the kids and issued them trespassing letters.

○ Also in early March, the owner of Alberto's Pizza Shop dropped a young man at the West lobby door and waited for him. A resident let the young man in and he proceeded to drop advertising flyers at residents' doors. Management was alerted to this by a resident, tracked down

for home improvement jobs.

BON VOYAGE

c. Investments that promise unusually large returns.

d. Someone claiming you owe money for an item ordered by a deceased spouse or relative.

e. Work at home schemes, door-to-door sales, supplemental medical insurance, miracle cures, glasses and hearing aids at bargain prices.

o If you are the victim of fraud, call the police immediately. You may be embarrassed because you were tricked, but your information is vital in catching the con artist and preventing others from being victimized.

o The March meeting of the Security, Fire and Safety Committee ended with candlelight, champagne punch and cake. Now that may sound like a celebration of some kind. However "celebration" is not how we who have worked with him would describe Bob Sherrer's last meeting as chairman. We were all sorry to see him step down but, after six years of dedicated service to our Association, he felt that someone else should assume the responsibility. Thankfully, he is only leaving the committee chairmanship...NOT Skyline House; the members are consoled by the knowledge that he will be generous with the expertise he has gained through the years in the matters of security, fire and safety. Thank you, Rob and "Bon Voyage"....that's what the "celebration" was all about!

Millie Foley
Board Liaison

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PHYSICAL PLANT AND OPERATIONS COMMITTEE

Ed Ing, Chair

o At the regular PPOC meeting on March 5, 1992, the committee considered the general manager's recommendation on the roofing contractor. The PPOC also ratified its Landscaping Subcommittee's recommendation of a landscape contractor and discussed the problem with odors from the trash rooms and trash chutes.

1. Roofing Contract.

o The general manager had provided the PPOC with two competing bids to design, help conduct the bidding, and supervise the roof replacement for the East and West Buildings. He had pursued leads that the condominium engineering consultant, Kidde Company, had provided, and two companies responded with proposals.

o The general manager favored going with the Garland Company, because of its past work at Skyline, its good reputation, and the inclusion of its design and supervision price in the material costs. In contrast, the independent design company, will charge a fee in addition to the material costs.

o A PPOC member inspected the East Building and reported bad deterioration around the cooling tower. Other committee members pointed out the need to specify work procedures in the Garland contract. For example, the workers should not track through the East Building in their work shoes and clothing when they use the condominium elevators to get to and from the roof. They can change into their work clothes when they get on the roof and change out of their work clothes when they leave the roof. Also, the general manager should put the construction trailer, portable toilets, and staging area for equipment and supplies in parts of the condominium's grounds that minimize disruption to the community.

o The PPOC did not have any problem with obligating the condominium to buy the roofing material from the contractor. The principle of paying for the design, bidding, and supervision work as part of the material costs was not troublesome. This appears to be standard practice with other material suppliers. It is also beneficial to have the material supplier serve as designer and supervisor, because the supplier guarantees the work and the material. The supplier then has an interest in seeing that the repair work is done correctly.

o The PPOC would have preferred to have additional bidders. But (a) because the general manager's past experience with Garland has been good, (b) because past repairs to certain areas of the East Building roof had been made with Garland material and new repairs to the other areas should use the same compatible materials and repair procedures, (c) because the general manager stated that the East Building roof needs immediate repair, and (d) because the general manager stated that the roof deterioration has progressed too far to delay for other bids, the PPOC unanimously approved the general manager's recommendation. The committee recommended that the board award the design, bidding, and supervision contract for the East Building roof replacement to the Garland Company.

2. Landscaping Contract.

o The PPOC Landscaping Subcommittee in January reviewed and modified the general manager's bid specifications which were then used in the bid notification process. Six companies responded and the general manager recommended three for consideration. On February 29, 1992, the Landscaping Subcommittee with the general manager and assistant manager made a site inspection of various condominiums served by the three leading contenders. The subcommittee, the general manager, and assistant manager were unanimous in favoring McFall and Berry Landscape Management, Inc. The company's high quality of ground maintenance stands well above

the work performed by the other two competitors. Furthermore, of the top three bidders, McFall and Berry was the lowest and can be accommodated by the condominium's budget.

○ It should be noted that the condominium does not have a ground maintenance contract and has not had one for over a year. The general manager canceled the last contract two summers ago. Afterwards, grounds workers were called to do specific jobs as the condominium management decided. Since the condominium did not have a standing maintenance contract, the landscape company which was called gave low priority to the condominium's jobs. As a result, the condominium grounds, even those parts not trampled by balcony and spandrel repair, have deteriorated. Significant work must be done to restore the grounds.

○ After settling on McFall and Berry, the Landscaping Subcommittee conducted a walk through Skyline Condominium with the company representatives; the subcommittee closely questioned the company staff as to restoration work which needed to be done. The subcommittee was highly impressed with the responses. In particular, the suggestions were economical and in line with the condominium's budget but will achieve the landscape effects of other luxury condominium projects.

○ For these reasons, the Landscaping Subcommittee with the full PPOC's endorsement, recommended that the board award the landscape maintenance contract to McFall and Berry.

3. Odors from the Trash Chutes and Rooms.

○ Various residents have complained about foul odors coming from the trash chutes and trash rooms. The general manager explained that the deodorant holder in several trash rooms in the East Building ran dry and was not immediately refilled. That situation has been corrected. He explained that the metal trash bins are steamed cleaned each month and that the plastic recycling bins are sanitized every month too. He has also used a stronger deodorant in the trash chute.


○ The committee is concerned that if the trash is growing ripe and smelly during February when the weather is cold, the odor will become even more obvious when the warmer weather comes. The condominium until a year and a half ago, had the metal trash bins emptied every week. As an economy measure, the bins are now hauled out only every two weeks when they become full. The general manager responded to this concern saying that he will monitor the situation, insure that the deodorant spray in the chutes and bins are working, and if the trash odor persists during the warm months he will have the trash bins emptied more often.

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RECREATION COMMITTEE

Tony DiSalvo and Dave Harvey, Co-Chairs

- The Committee met on March 11. Still low attendance but one new member (Mike Moore) was added to the Committee and we look forward to his participation. New members with new ideas and willing to carry them out are welcome.
- Reservations are being received for the Atlantic city trip, Thursday, May 14. Be sure to make your reservation immediately if you don't want to miss out on the fun. Luck (hopefully) will be with you in the casinos. The Boardwalk invites you to stroll, breathing in the ocean air, and shopping in the boutiques. See the reservation form elsewhere in the Newsletter.
- Activities planned for the next several months, in addition to the Atlantic City trip, are the pool-side picnic on June 20 (mark your

calendar) and a visit to the West End Dinner Theater for "A Chorus Line" which is scheduled for July 2 — September 6. No date has been set for our outing.

- Mark your calendars also for 6:30 pm, Friday, April 3 for the monthly TGIF in the Brian LeBert Francis Room. All residents are invited, just bring your own liquid refreshments, setups, and a plate of hors d'oeuvres to share.

- A reminder for those new residents who have not yet attended our TGIF party, you are hereby formally invited but you need not bring hors d'oeuvres, just you liquid refreshments. Give Tony a call at 824-1958 to let him know you are coming.

- Come and join the recreation Committee at its next meeting on Wednesday, April 8 at 7:30 in the East Card Room. All residents are invited.

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The Skyline House Recreation Committee is sponsoring a trip to The Taj Mahal Casino in Atlantic City.

Meet in Skyline House lobby at 8:45 a.m. for departure at 9:00 a.m. promptly.

An East Coast Parlor Tours, air conditioned bus with bathroom and reclining seats, will pick up subscribers that morning, drive to Atlantic City, spend 6 hours there then return to Skyline House that evening. The cost is \$22 per person. (Includes Bonus Package, donuts, tip & movie.) Bring your own beverage and your own luck!!

MUST BE AT LEAST 21 YEARS OLD!!

The bonus package is \$15.00 and the amounts are listed below:

\$10.00 in coins
\$ 5.00 food voucher

The bus is limited to 42 persons. For your comfort, the seats at the rear of the bus will not be occupied.

Your check for \$22.00 per person, payable to Skyline House Recreation Committee assures your space in the bus. This is on a first come, first served basis, so don't delay.

Please complete form below and leave it and check at the reception desk for Mimi Frank, 1111W. For info call Mimi Frank, 578-4858.

I/we will attend the trip to Atlantic City.

Name(s) _____

Guest(s) _____

Unit # _____ Phone _____

My check is enclosed for \$_____ (\$22.00 per person)

LISTEN TO THE MILITARY BANDS

The following summer schedules were recently published in the American Automobile Association World magazine and is repeated here for your information and interest:

☆ **U.S. Air Force Band.**

Tuesdays, June 2-Aug. 25, 8 p.m. US Capitol.

Fridays, June 5-Aug. 28, 8 p.m., Sylvan Theatre, Washington Monument grounds.

Friday, Aug. 21, 8 p.m., Christmas in August Concert, Sylvan Theatre, Washington Monument grounds.

☆ **U.S. Army Band.**

Tuesdays, June 2-Aug. 25, 8 p.m., Sylvan Theatre, Washington Monument grounds.

Fridays, June 5-Aug. 28, 8 p.m., U.S. Capitol.

Wednesdays, July 22-Aug. 26, 7 p.m., Twilight Tattoo (military review), the Ellipse.

Tuesday, Aug. 18, 8 p.m., Overture of 1812, Sylvan Theatre, Washington Monument grounds.

☆ **U.S. Marine Band.**

Wednesdays, June 3-Aug. 26, 8 p. m., U.S. Capitol.

Sundays, June 7-Aug. 30, 8 p.m., Sylvan Theatre, Washington Monument grounds.

☆ **U.S. Marine Barracks.**

Tuesdays, June 2-Aug. 25, 7 p.m., (and Saturday, July 4, at 6 p.m.), Sunset Parade, in front of the U.S. Marine Corps War Memorial (Iwo Jima Statue), Arlington, VA.

☆ **U.S. Navy Band.**

Thursdays, May 28-Sep 3, 8 p.m., U.S. Navy Memorial, 800 Pennsylvania Ave., N.W.

Mondays, June 1-Aug. 31, 8 p.m., U.S. Capitol.

Thursdays, June 4-Aug. 27, 8 p.m., Sylvan Theatre, Washington Monument grounds.

Saturday, July 4, 5 p.m., Independence Day Celebration, Sylvan Theatre, Washington Monument grounds.

Thursday, Aug. 20, 8 p.m., Children's "Lollipops" Concert, Sylvan Theatre, Washington Monument grounds.

For more information on performances, call the following numbers: Air Force, 202/767-5658; Army, 202/433-2416; Marines, 202/433/4011; Navy, 202/433-2525.

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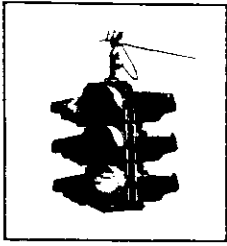
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ITEM - 1992	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
East Bldg. Remedial Spandrel												
Garage - Baseline Inspection												
West Bldg. North. - Warranty +												
Telephone Sys Installation												
Energ Mgt Sys Installation												
Roof Replace & Repair												
Garage - Exp'n Joint repairs												
Garage - Planter box repairs												
Budget Preparation												
West Bldg. South. - Inspection												
Window Washing												
Spring Plantings - Trees & Shrubs												
Fall Plantings - Trees & Shrubs												
Balcony Panel Repainting												

TRAFFIC LIGHT

○ As I mentioned in my report last month, the installation of the traffic light at the entrance/exit to Skyline House, which we were led to believe would be done this spring, has been postponed indefinitely. The project was to be paid for by the Charles E. Smith Companies in accordance with a proffer that was originally made in 1986.



○ I wrote a strong letter to Mr. Mark Kukowsky, Senior Vice President of the Smith Companies, last week in which I pointed out that this proffer had been reiterated by the Smith Companies both in writing and orally on many occasions since 1986. Moreover, the design work on the project had been completed, all of the governmental approvals had been obtained, and the only thing that was holding up construction was funding. It was their commitment to fund the traffic light that was the principal reason we had not opposed the Smith Companies' application to the County Board for site approval of their new apartment project on Seminary Road. I noted that the lack of a traffic light was a serious traffic hazard and that many accidents, some with personal injuries, have already occurred there. I urged the Smith Companies to reconsider their decision to withhold funding so that the light can be installed this spring.

○ Frankly, I am dubious that this letter will have any effect unless some political pressure is brought to bear on the Smith Companies. I therefore wrote to Mr. Tom Davis, who, as you know, was for many years the Mason District Supervisor before he was elected County Board Chairman last November, enclosing the letter I sent to Mr. Kukowsky and asked Mr. Davis to request the Smith Companies to honor their proffer to fund construction of the traffic light. I wrote a similar letter to our current Mason District Supervisor, Tina Trapnell, and asked her to do the same.

○ I would urge all Skyline House residents to write or telephone the offices of Mr. Davis and Ms. Trapnell urging them to contact the Smith Companies and insist that they make good on their proffer to fund the traffic at the entrance to Skyline House. Their addresses are as follows:

Mr. Thomas Davis, Chairman
Board of Supervisors
Massey Building, 11th Floor
4100 Chain Bridge Road
Fairfax, VA 22030

Supervisor Tina Trapnell
Mason District
Mason Governmental Center
6507 Columbia Pike
Annandale, VA 22003

○ The lack of a traffic light is dangerous both for Skyline House residents and visitors and for traffic coming from or entering Skyline Center on the other side of George Mason Drive. This hazard has existed for many years and is getting worse. A traffic light should have been installed here years ago.

○ If these elected officials hear from a few hundred of our residents, there is a real possibility that they will insist that the Smith Companies honor their commitment to pay for the traffic light. If they do so, there is a chance that the Smith Companies will respond positively. I urge everyone to write promptly.

David Tilson



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Sterling	21800 Town Center Plaza	(703) 450-5546
S. Woodbridge	14478 Jefferson Davis Hwy.	(703) 491-5299
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12 Ways To Kill An Association

No one individual sabotages a community association intentionally. But a glance at this list might reveal ways to work against an association's best interests without being aware of it.

1. Don't come to meetings. If you do come, be late.
2. If you attend, find fault with the work of others.
3. Never run for the Board—it's easier to criticize.
4. Be angry if you are not appointed to a committee.
5. If you're asked your opinion, say nothing. Afterward, tell everyone how things should have been done.

6. Do no more than necessary. If a few persons work tirelessly, complain that the association is run by a clique.

7. Don't bother to help get new members involved.

8. Don't tell board members how they can help you or achieve certain goals—but if they don't, quit participating.

9. When you attend a meeting, vote for one thing, and then forget about it after you go home.

10. Agree to everything at the meeting—disagree later.

11. Take all the benefits your association provides—but don't make a personal contribution.

12. Talk about cooperation, but don't practice it.

NEW PHONE SYSTEM

During the third week in March, a contract was signed with NEC to install a new phone system in Skyline House to replace the aging system we now have at our front desk and the inadequate phone service available to our office and maintenance staff. This action was preceded by a great deal of discussion, study, a consultant's report, and a competitive bidding process. The system will be paid for out of earmarked reserves supplemented by available working capital, so the process does not require us to borrow from our reserves or otherwise involve any financial legerdemain.





The new system will maintain the intercom service we now have -- that is, it will permit direct communication between the apartments and the desk without dialing an outside number. It will not have the secretarial service that was available in the original system -- that is, the capability of having the desk personnel serve as a phone answering service for residents when they are not at home. Very few residents have been using the secretarial service because most of those to whom reliable answering service is important either already have installed their own phone answering machines, or are using the phone answering service available through the C&P Telephone Company.

At present, most apartments have intercom service only in their kitchen phones. For those residents, the installation of the new system will pose no problems. They can continue to use the intercom feature of these phones without any changes. But in some apartments, the original kitchen phones with intercom capability were removed. These apartments have no intercom service at all. We consider intercom service to be an essential security requirement. When visitors arrive, the desk clerk must use the intercom to get the resident's permission to admit them. Thus, the

Board plans to require all apartments to have intercom capabilities in at least one phone in each apartment. Although the Board has not acted formally to adopt this policy, it is likely to come up at the next Board meeting.

We learned recently that the wiring is in place in all apartments to enable intercom service to be installed in any room that has a regular telephone jack. All that is required is to replace the existing jack that handles a single phone line with one that can handle two lines -- one line for the intercom system, the other for the C&P phone line -- and to make the necessary connections. The jack can be installed by our maintenance staff at a cost of about \$25 for labor and materials. The unit owner then can purchase a two-line telephone, plug it in to the two-line jack, and that telephone will be capable of handling both the intercom service and the regular outside line. The contractor who is installing our new phone system also will do this entire job -- install the jack and a new two line telephone -- for about \$115. All costs are the responsibility of the resident.

Some residents have had trouble hearing the intercom bell when they are in their bedrooms. And even if they can hear it, they consider it a nuisance to have to go from bedroom to kitchen to answer the phone. These residents may well wish to consider having one or more additional phones with intercom capabilities installed in their apartments. Please contact the management office if you desire more information or if you wish to arrange for installation of additional intercom capability in your apartment.

	
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MANAGEMENT QUIPS

○ We are proud to announce that last week, David Mosher, Skyline House's In-Unit Maintenance man, became a licensed Fourth Class Engineer as determined by the Board of Examining Engineers of Virginia. Dave attended NIULPE of Virginia for his training. Congratulations are in order. Good work Dave and keep it up.

○ ADMIT SLIPS - If you have ever wished to have a person admitted to your unit when you weren't at home, such as a RELATIVE or a CLOSE FRIEND, an in-unit maintenance person, REALTOR, delivery person, etc., you were required to fill out an ADMIT slip at the front desk, leaving a key(s) and probably thinking little more about it. Over the years problems have developed, i.e., one person accumulated 11 different admit slips for individuals whom he no longer wished to have ingress. Although there is a blank on the form to spell out the length of time for which the permit is good, most residents make them out for an indefinite period of time. Rarely are the Admit slips retrieved by the resident when the need expires.

○ A new procedure is being tried out and your comments as always are welcomed. All ADMIT slips now expire on the LAST DAY OF THE THIRD MONTH FOLLOWING THE DATE OF ISSUANCE. For example, any admit slip authorized during March, 1992 (March 1 - March 31) will be honored up to and including June 30, 1992, IF NO EARLIER EXPIRATION DATE IS PLACED ON THE FORM. When an admit slip is out of date it will be "pulled". Management encourages you to place a realistic EXPIRATION date, not to exceed the maximum three months, on the ADMIT SLIP.

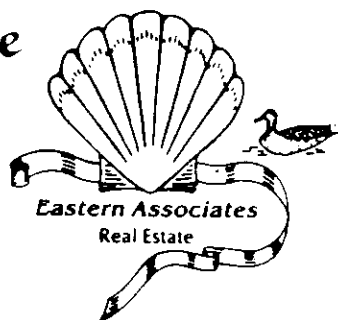
○ ADMIT SLIPS are required for ALL persons not having the proper keys and/or at home voice permission to enter. THIS INCLUDES LOCKBOXES. IF YOU PERMIT A LOCKBOX ON YOUR DOOR FOR REALTORS, YOU, OR YOUR AUTHORIZED

AGENT, ARE REQUIRED TO FILL OUT AN ADMIT SLIP IN ORDER THAT A REGISTERED/LICENSED REAL ESTATE PERSON BE PERMITTED TO GO TO YOUR UNIT. Please make sure that the Agent has a signed agreement. Most listing agreements provide this clause automatically.

Our adopted Security rules require the front desk personnel to comply with certain procedures in the admittance of a visitor whenever *ANYONE IS ADMITTED THROUGH THE MAIN LOBBY DOOR WHO DOES NOT HAVE/USE A BUILDING COMMON AREA KEY. THAT INCLUDES OWNERS AND RESIDENTS AS WELL AS VISITORS.* In the event it is a visitor, a call to the unit is made and permission for the visitor is requested. House rules require any resident, even if they show that they have a common area key, to sign in via a Resident Logbook. While most people sign this book without comment, a considerable number of residents take out their dissatisfaction on the Front Desk personnel when required to sign in. The Clerks are required to follow this procedure no matter how much they are berated.

○ *NOVA GARAGE WATCH:* ~~"By the time you read this we probably will have or be experiencing the first of the pile driving necessary to support the ramp on the north side of the school garage. We have been advised that the pile driving will start on Tuesday, March 3rd or later in the event of inclement weather. They expect to drive 4 or five pilings that will be used as test bed for further drilling. In April the real pile driving will commence. They expect some 240 piles"~~ The Watcher reports that the contractor is now auguring large holes, placing a metal framework in the hole and then filling it in with concrete. Apparently the test pile driving revealing neither satisfactory bedrock or side friction to permit pile driving. Therefore a substitute drilled/filled piling is being used. We expect to obtain verification of this from NOVA officials but appears that pile driving will not be necessary. Watch your bulletin boards.

Fran Boyle
Broker



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