



The

House Special

VOLUME XII

MAY 1992

NO. 5

PRESIDENT'S REPORT

Ed Bisgyer, President

o The regular monthly meeting of the Board of Directors was held on April 15. The meeting was called to order at 7:30 p.m. with the first order of business being approval of the minutes for Board meetings in January, February and March. Prior to the President's Report on the agenda I took the opportunity to make some informal comments as the new President. The leadership and dedication of Dave Tilson as President over the past three years have been superb; we have all been the beneficiaries of his ability to guide the Association through some tough decisions, including the changeover to self-management. I am very pleased that he stayed on the Board for another term. Thanks also to Millie Foley for her service on the Board and especially for her participation in formulating the front desk manual and the new job descriptions for the entire staff. Finally, I emphasized the importance of controlling costs and condo fees. This is an area of special interest to me, coming from a number of years on the Financial Management Committee and as Treasurer.

o The PRESIDENT'S REPORT consisted of the following items:

1. The new Board of Directors, officers and liaison assignments to committees are:

Ed Bisgyer, President

Dave Tilson, Vice-President--to Community Relations Committee

Wayne Krumwiede, Treasurer--to Financial Management Committee

Helen Henderson, Secretary--to Recreation Committee

Sam Blumberg, Director--to Security & Fire Safety Committee

Dolores Littles, Director--to Covenants Committee

Michael Moore, Director--to Physical Plant & Operations Comm.

2. Dave Tilson has agreed to take on the task of reactivating the Community Relations Committee, which is in complete desuetude, and to serve as temporary chairman until it is functioning again. Dave will also continue working with a subcommittee of the Virginia House of Delegates which is attempting to amend the State Condominium code which, if successful, will enable us to revise our By-Laws and make some badly needed changes.

3. Millie Foley will continue to monitor the progress of the installation of the promised traffic signal at the entrance to our driveway. A letter received from an official of the Charles E. Smith Co. states that, given the proper clearances from the Dept. of Transportation, the light should be installed in about 90 days. We shall see.

4. Now that the change from outside financial support for our reports and statements to complete in-house control is accomplished Management will distribute the agenda and supporting materials at least seven days prior to the Board meetings.



The

House Special

Editor:

Law Henderson

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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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Secretary
Director
Director
Director**

**Ed Bisgyer
David Tilson
Wayne Krumwiede
Helen Henderson
Dolores Littles
Sam Blumberg
Michael L. Moore**

5. There was an article on the front page of the newsletter of Skyline Plaza for April stating that Skyline House is on the unapproved list of the Federal Home Loan Mortgage Corp., meaning that the Corporation would not repurchase mortgages from member institutions. Both Don Fenton and Dave Tilson looked into this and we are pleased to report that the Plaza statement is not accurate. The approval lists are renewed every three years and it is simply a matter of having a lending institution request this status for a mortgage at Skyline House. Unit owners need not be concerned.

6. An Executive Session of the Board was scheduled immediately following the meeting to discuss legal and personnel matters.

o The TREASURER'S REPORT was presented by Wayne Krumwiede. The financial statements for March were reviewed; they show an excess of income over expense for the month of more than \$9,100 over budget but a deficit of \$7,600 for the year to date. This is attributed primarily to higher utility expense for the winter months. Mr. Krumwiede gave the attorney's report on delinquent accounts turned over to that office. It appears that there has not been a substantial change in the number of delinquencies but all cases are being pursued with vigor.

o The Board approved a motion to permit Kathleen Bailey, our new staff accountant, to transfer funds by wire among the several accounts of Skyline House. This will eliminate the need to write separate checks when money is sent from one account to another. The action was recommended by the Financial Management Committee upon request of Management.

o Management also asked for, and the Finance Committee supported, a change in the rates charged for cleaning the party rooms following a rental and an increase in the amount for supplying a guard. Mr. Fenton stated that the current rates for cleaning are not enough to cover the labor costs. Also, there has been an increase in the hourly rate charged by the company which

provides the guards to Skyline House under contract. In addition, Management is recommending that two guards be required for a party if the number of guests exceeds seventy-five persons. Currently, only one guard is required for any number over twenty-five. Ken Grant reminded the Board that previous action on the House Rules gave Management the authority to adjust charges for party room use to reflect current costs. However, the request for two guards would be a change in the Rules; the motion was tabled and referred to the Covenants Committee.

○ Mr. Krumwiede noted that the Financial Management Committee also recommended changing the Board meeting to the fourth week of the month. The advantage is that it gives Management sufficient time to produce and review the monthly financials and still be able to distribute materials seven days in advance of the meeting. In the discussion of the motion Law Henderson, newsletter editor, stated that it would mean a delay in publication for the month since the report of the Board meeting would come so late. However, the advantages gained by shifting the meeting by one week outweigh a small delay in the printing of the newsletter. If the newsletter

appears a few days after the start of the month that is acceptable. The Board approved the change in the meeting date to the fourth Wednesday of the month. This also gives all the committees the opportunity to meet prior to the Board meeting.

○ The GENERAL MANAGER'S report by Don Fenton included two items:

1. Management has determined that we can convert the telephone jacks in the units to two-line use in less time (and for less money) than originally estimated. (See the Management Report in this issue.)

2. Rebidding may be necessary on the roofing contract. Management is not satisfied with the proposals received to date. A subcommittee of PPOC will review this further with Don Fenton. He will return to the Board with new information soon.

○ Under NEW BUSINESS the only item was a further clarification of the action needed by the unit owner to have the intercom service from the front desk in rooms other than the kitchen. If no change is desired by the owner no action is needed; the new telephone system will ring the unit from downstairs as before.

○ There being no further business before the Board the meeting was adjourned and the Board went into executive session.

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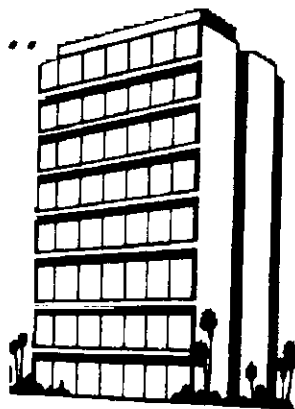
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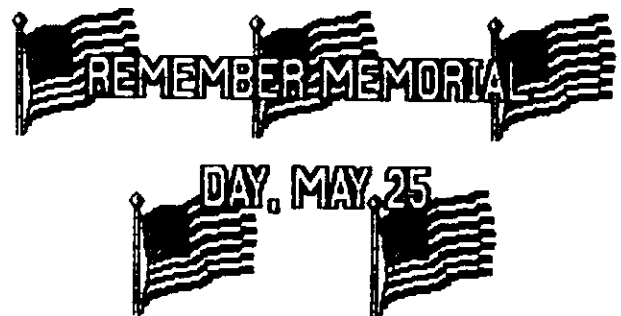
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SECURITY & FIRE SAFETY COMMITTEE

Chair, -Vacant-

o Thirteen persons attended the April meeting and participated in the ensuing discussions concerning how future meetings will be handled, possible reorganization of the Committee, and the need for someone to assume the role of Committee Chair. We decided to ponder these topics a bit and to table further discussion until the Fall meeting.

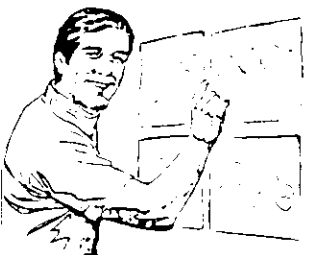
o The following schedule was unanimously agreed upon:

- 1) There WILL NOT BE a May meeting.
- 2) There WILL BE a June 11 meeting.
- 3) There WILL NOT BE a July nor August meeting.
- 4) There WILL BE a September 10 meeting wherein the above discussions will continue.

o All residents are invited to attend any of our meetings. If there is someone with a Police/Fire/FBI background who would be interested in CHAIRING THIS COMMITTEE (or anyone without such background), we would be pleased if you would join us.




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RECREATION COMMITTEE

Tony DiSalvo and Dave Harvey, Co-Chairs

o The Committee met on March 8. The attendance remains low and as the co-chair was excused there were two members present. The one new member, Mike Moore, has been elected to the Board of Directors and his loss to us is a gain to the Board, therefore, there are no new members. Anyone with new ideas and willingness to carry them out are welcome to the committee. The next meeting is scheduled for Wednesday, May 13 at 7:30 p.m. in the East Card Room.

o The Pool side picnic will be held on June 20 (mark your calendar). The picnic is an all-you-can-eat buffet and the menu consists of BBQ chicken quarters, char-broiled roast beef, baked beans, potato salad, cole slaw, apple sauce, potato chips, pickles, rolls and butter, iced tea, coffee, and a sweets tray. The cost will be \$13.50 per person -- a slight increase from the \$12.95 of last year. For the interest of those who are interested, the Recreation Committee subsidizes part of the cost.

o The visit to the West End Dinner Theater for "A Chorus Line", playing from July 2 - September 6 is still on although a date has not yet been set.

o Mark your calendar for 6:30 p.m., Friday May 1 for the monthly TGIF, as well as the Annual Birthday Party in the East Party Room. All residents are invited, just bring your own liquid refreshments, setups, and a plate of hors d'oeuvres to share.

o Just a reminder for those residents who have not attended our monthly TGIF, you are herewith formally invited but you need not bring the hors d'oeuvres but only your refreshments. Give Tony a call at 824-1958 or Dave Harvey at 578-4621 to let them know you are coming.

o Come join the Recreation Committee at its next scheduled meeting on May 13, at 7:30 p.m. in the East Card Room. All residents are invited.

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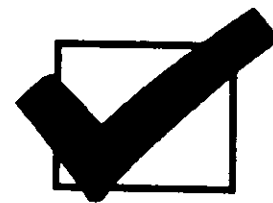
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PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

The PPOC at its regular meeting on April 2, 1992, reviewed the status of the following items:


1. Construction of the community college garage.
2. Sting Security contract.
3. Grounds maintenance and restoration.
4. Balcony and spandrel repairs.
5. Window washing.
6. Re-painting of balcony railings and metal surfaces.
7. Garage repainting and planter repairs.
8. Carpet cleaning.
9. Survey of the condominium south boundary.
10. Installation of the West Building double-

entry doors.

11. Improvement of the elevators.
12. Purchase of an energy management system.
13. Access for realtors.

The committee gave considerable deliberation to a request to grant freer access to realtors and prospective buyers. In resolving this issue, the committee sought to strike a balance. On the one hand, owners have a right to have their property viewed by realtors and interested parties. On the other hand, the condominium community has a legitimate interest to insure that visitors do not infringe on residents' safety and security.

The committee therefore clarified the guidelines: Unit owners or their listing agent must leave a signed Admit Slip at the Front Desk to allow realtors and prospective buyers to enter the condominium and examine the unit. These Admit Slips must be periodically renewed. In addition, all recreational facilities are available for viewing, except when the facilities are in use. This is especially the case with the exercise room; the exercise room will not be open for realtors to view if any resident is using the facility.



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COMMUNITY RELATIONS COMMITTEE

**David Tilson, Board Liaison and
Acting Chair**

○ A special meeting has been scheduled on Tuesday, May 14, at 7:30 pm in the East Card Room to reestablish the Community Relations Committee which has been moribund for several months.

○ Skyline House is a small self-governing community that must have a mechanism for maintaining external relationships with the neighboring communities and with governmental entities whose actions can affect the quality of our lives. We must be able to formulate our community's position on matters that may affect us, and to communicate our views effectively in the appropriate forums. We may be called upon to respond to initiatives of others or to initiate

actions or proposals ourselves that affect our neighbors or the larger community in which we reside. This is one of the functions of a neighborhood association in any community, and the Community Relations Committee is the neighborhood association for the Skyline House community.

○ Another function of a good neighborhood association is to foster neighborliness within the community by welcoming newcomers to the community and inviting them to participate and integrate themselves into the life of the community. It also provides a forum for identifying problems within the community that should be addressed, as well as a forum for generating ideas to improve the quality of community life. This too is a function of the Community Relations Committee.

○ But to do all these things requires volunteers who are interested and willing to

(Continued on page 8)

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o With the interest generated by the newly installed telephone service at the Skyline House Front Desk, the following is offered for your information. The services are not available in all areas but you might contact your C&P business office for additional information.

ANSWER CALL. Turns your 12-button Touch-Tone service into an answering service without your having to buy any additional equipment. It can take messages when your line is busy as well as when you are not available to answer the phone.

CALL BLOCK. It screens out unwanted callers by blocking out up to six numbers that you select.

CALLER ID. Allows you to see the number of the caller before you answer the phone. The number will appear on your display unit (customer provided) after the first ring. This is operable only when both the *caller* and *calling* parties are located within the Caller ID calling areas.

CALL TRACE. Lets you trace the number of the last call you received and have it automatically reported to the telephone company. **You will be charged each time you use the service;** therefore, it should only be used in case of life threatening or harassing calls.

PRIORITY CALL. Identifies important callers (up to six which you choose) with a special ring or tone.

REPEAT CALL. Redials busy numbers for you for up to 30 minutes and notifies you with a special ring when the call goes through.

RETURN CALL. Automatically redials the phone number of *the party who called you last*, whether you answered the ring or not.

SELECT FORWARD. Forwards selected calls to another location from up to six selected phone numbers to a phone number you select.

o More specific information is provided on pages 28 and 29 of the current C&P Telephone directory for Northern Virginia or the C&P Business Office.

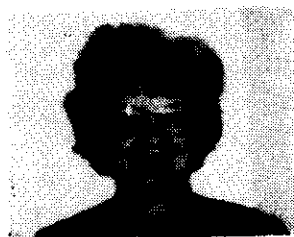
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(COMM REL COMM continued from page 7) devote a reasonable amount of time to the matters. If enough people participate, the time demands on any individual will not be excessive, and it can be fun! So please join a number of your fellow Skyline House residents and help revitalize this important committee on May 14. We will organize ourselves and set an agenda for the next year. All residents -- both tenants and owners -- are urged to participate. Refreshments will be served!

* * * * *

According to Marlene Dietrich, the average man is more interested in a woman who is interested in him than he is in a woman with beautiful legs.

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MANAGEMENT QUIPS

○ Just as I had started to write this month's column, a friend came in to tell me a story. It seems that he responded to a friend's call for help with a plumbing problem. The problem was a lack of sufficient water to flush the toilet. To make a long story short, my friend found out that in the space of one hour all 4 gallons of water in the tank had drained out. Needless to say the flapper was changed by him and the part cost \$2.89. It appears that this problem had existed for a considerable time, perhaps as long as a year. At 4 gallons per hour that would be 96 gallons per day, 672 gallons per week, 2,889.6 gallons per month or 34,675.2 gallons per year, cost of which, \$144.00, is in our condo fee.

○ WE SUSPECT THAT WE HAVE A HOST OF WATER LEAKS JUST LIKE THIS ONE. CURRENTLY, YOU, THROUGH YOUR CONDO FEE PAY OVER ONE HUNDRED THOUSAND DOLLARS ANNUALLY FOR WATER HERE IN SKYLINE HOUSE. THE ASSOCIATION HAS A PROGRAM OF **FREE WATER INSPECTION** FOR ALL UNITS. PLEASE TAKE ADVANTAGE OF THIS PROGRAM. CALL WORK CONTROL AT 998-0056. May I suggest a way that all of us can test our commodes for leaks? Just go over to your favorite grocery store and purchase some vegetable dye in a tube. Place seven to ten drops in each commode water tank and wait from 15 to 20 minutes. If you have a leak or seepage it will probably show up within that time span as dye streaks the toilet bowl. In most cases the repair can be made by In-Unit Maintenance for about \$15.00 - \$25.00 plus parts. A good way to get the cost down is to have another item taken care of during the visit thereby spreading the minimum charge. If you are an absentee unit owner, have your unit inspected, free, when your tenants move out. If you are selling your unit have it inspected, free, prior to sale. But, please, one way or another, get your unit **INSPECTED** soon.



○ Telephone. When you read this the new

telephone system should be in and functioning. This was probably accomplished without any unit being aware of the change except that when you pick up the phone to call the Front Desk you will hear a ringing tone which you didn't hear before. However, let's discuss the unit telephones. To be able to talk to the Front Desk you need to have an intercom phone. The phone in your kitchen is compatible with the new phone system as an intercom only. If it does not work, please call Work Control at 998-0056 for a preliminary check of the phone. We will determine whether the problem lies with the phone or the line.

○ If you do not have an intercom phone or you wish to replace the phone or if you wish to have extra intercom phones in your unit it is easy to accomplish. First you must purchase a two-line phone (one for your C&P line, the other for the intercom). These phones are readily available from local stores such as Best & Co., Hechingers, K-Mart and Staples along with various phone stores. Prices range from \$50.00 to \$100.00 depending on the desired extra features. If this installation is for an *additional* intercom phone, the wall jack must be either changed to a two-line jack (most units already have a two wire jack installed) or in many cases just have the intercom line connected. In-Unit Maintenance can accomplish all of this work at minor cost. Most installations are less than \$15.00 per jack with a minimum charge of \$15.00 plus parts. If you wish to change your present Secretarial/Intercom phone, In-Unit Maintenance can replace the hard-wired phone with your two-line phone at a slightly higher cost of between \$20.00 and \$30.00 plus parts. We can accomplish special installations such as 3 or more lines, answering machines, extra jacks, etc. at a special cost.

○ A couple of changes that should be noted: First, when you call Skyline House using an outside line you will be connected directly to the Management Office Monday thru Friday from 8am to 6pm. At all other times the front desk will answer. **INTERCOM** or **HOUSE CALLS** will always go directly to the front desk. Direct lines have been set up to go to Work Control (In-Unit

Maintenance) 998-0056 and Accounting, 998-0718. We are planning to have answering service available on these lines so that Residents can leave messages 24-hours per day. This feature should be in place by the time you read this column. **EMERGENCY MESSAGES SHOULD BE DIRECTED TO 578-4488 OR UTILIZE THE INTERCOM TO THE FRONT DESK.** No matter what your phone problem please contact the Management Office. We most likely have an inexpensive solution.





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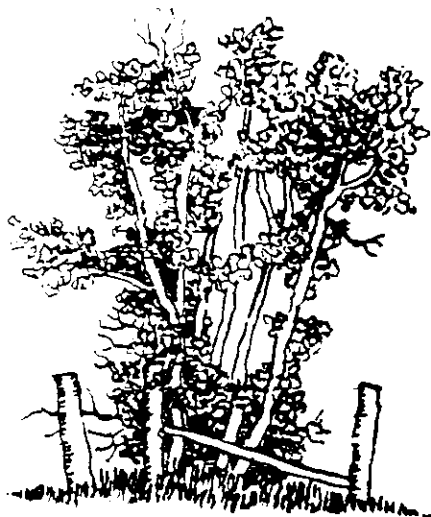
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TOWN MEETING REPORT

Ed Bisgyer, President

o This report on the Town Meeting, held April 28, is more of an editorial than just a news item. A grand total of about 45 persons turned out to hear an update on the new telephone system and to "discuss" the Report of the Ad Hoc Committee on Governance. The word "discuss" is in quotes for reasons we shall come to in a moment.

o Our General Manager, Don Fenton, told us the status of the new phone system installation. This will be completed in a few days, he reported, and the big "cord board", now at the front desk, will be replaced with a device not much bigger than a bread box. The march of technology in the past couple of decades enables us to have many additional capabilities and services encompassed in a compact system. The new telephone system is treated in detail in the Management Quips column, we will not therefore duplicate it here. If you do not have a working intercom phone however, you will not receive word of a visitor or other information usually passed on by the reception personnel. For full details on the new system, and to schedule work on the phone jacks, call In-Unit Maintenance.

o Back to the report of the ad hoc governance committee. It is painfully evident that the great majority of unit owners have no interest in participating on committees nor involvement in other condominium activities. That being the case it is inevitable that all decisions will devolve solely on the Board and Management. Apparently most owners are comfortable with that. OK, but don't complain when and if there is an action with which you disagree. Many of us just don't want to be bothered; we have other interests and commitments and we expect the entire condominium, in all its various facets, to operate in a trouble-free manner that leaves us at peace.

o The Ad Hoc Committee on Governance spent about a year reviewing prior reports,

documents, position papers; discussing and formulating the guidelines for activities of committees; defining relations between the Board and Management and committees; attempting to provide some ideas for furthering participation; and revising the charters of the six standing committees. Copies of the report and charters have been available to all owners for over three weeks. Forty-five persons out of a total of 556 units came to the meeting. Of these, four persons made a comment or suggestion (one of which was to compliment the ad hoc committee on its work, which was appreciated).

o One committee of the Association has ceased to exist: the Community Relations Committee. Several others are shrinking in attendance to the point that it is a travesty to pass on to the Board important recommendations that have been voted on by two or three members. Of the six committees four either have no chair or the current chair has announced impending resignation. Not one single individual has volunteered to replace any of these chairpersons. I have been on the Board for four years and, with very few exceptions, it is always the same small familiar group of faces that shows up for Board meetings. The reasons for the apathy and lethargy of unit owners are legion. So be it; the Board will make its decisions and deliberations without the input of a necessary participation of owners that indicates a strong, interested involvement in the affairs of Skyline House. Management will not be getting the feedback that is so useful in presenting ideas and methods of ways to improve the quality of living in a complex arrangement of people and physical surroundings.

o David Tilson, our Vice President, has agreed to try to re-establish the Community Relations Committee, acting as Chairman pro tem until a viable committee is in place. The regular meetings of all committees and the Board are posted on the bulletin boards in the elevator lobbies. All the committees need owner participation and input. Will you join in?

RULES AND REGULATIONS

☆☆ **REVISION** ☆☆

The Covenants Committee
will present a draft of the

RULES AND REGULATIONS

for consideration by
the Board of Directors
at their May 27 meeting

☆☆☆☆☆☆☆☆

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WESTERN BARBECUE



SATURDAY, June 20, 1992

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

Dinner: 7:00 p.m.

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\$13.50 Per person

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MENU

| | |
|---------------------|-------------------------|
| BBQ Chicken (qtrs.) | Char-Broiled Roast Beef |
| Baked Beans | Potato Salad Cole Slaw |
| Applesauce | Potato Chips Pickles |
| Rolls & Butter | Iced Tea Coffee |
| Sweets Tray | |

SPONSORED BY THE SKYLINE HOUSE RECREATION COMMITTEE

Western Barbecue, Saturday, June 20, 1992

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

Name(s) _____

Unit # _____ Phone # _____ No. in party _____

My check is enclosed for \$_____ (\$13.50 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.