



The

# House Special

VOLUME XII

AUGUST 1992

NO. 8

## THE PRESIDENT'S REPORT

### Ed Bisgyer, President

o The regular monthly meeting of the Board of Directors was held on Wednesday, July 22 starting at 7:30 p.m. At that hour the Board went into an executive session to discuss legal matters with our Counsel on the lawsuit. At 8:30 p.m. the President called the regular meeting to order. The Board members in attendance were Ed Bisgyer, Dave Tilson, Helen Henderson, Wayne Krumwiede, Dolores Littles, Sam Blumberg. Mike Moore was absent. Don Fenton, Nancy Reed and Kathleen Bailey attended for Management.

o The minutes of the second Regular Meeting, May 27, 1992, were approved. The Board, at its Executive Session immediately preceding this Regular Meeting, authorized our attorney to pursue certain legal steps in connection with our suit against Hyatt & Rhoads for malpractice. The attorney also briefed the Board on the latest developments as we prepare for trial on August 31.

o In his short report the President noted that the trial against Hyatt & Rhoads, mentioned above, is open to unit owners and he encourages anyone who is interested to attend. The trial begins on August 31 in the courthouse in Fairfax; details on time, courtroom, etc., will be posted on the bulletin boards as they become available. — Parking at and around the courthouse can be a problem--we suggest that carpools be organized to

reduce the number of cars going out to Fairfax. If there is sufficient interest, the Management Office will attempt to organize transportation for a group. Please let the office know if you are interested.

o The 1991 Audit Report was presented by Kevin Cavanaugh and Mary Beth Liebhouser. Mr. Cavanaugh is a partner in Goldklang and Cavanaugh, the independent auditors, and Ms. Liebhouser performed the field work and consulted with our staff. A Management Letter from the auditors was also presented and discussed. This covers some areas where the auditors recommend specific actions to correct or ameliorate certain problems and commends the Association on certain policies being taken to safeguard funds. COPIES OF THE 1991 AUDIT REPORT AND THE MANAGEMENT LETTER ARE AVAILABLE AT THE FRONT DESK FOR ANY UNIT OWNER.

o Kathleen Bailey, our staff accountant, presented the financial report and statements through June 30. She noted that as of that date we are approximately \$55,000 under budget for the year so far, but some additional refinements need to be made in the computer software which we have installed to do our own in-house accounting and financial reports and projections. Also, certain charges have not yet been accrued (for example, the bill for the 1991 Audit), which will affect the next statement. Ms. Bailey also mentioned that future planning will become more important when the software system is fully in place. Several Board members voiced their



# The *House Special*

**Editor:** Law Henderson

**Advertising:** Skyline House  
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## BOARD OF DIRECTORS

<b>President</b>	Ed Bisgyer
<b>Vice President</b>	David Tilson
<b>Treasurer</b>	Wayne Krumwiede
<b>Secretary</b>	Helen Henderson
<b>Director</b>	Dolores Littles
<b>Director</b>	Sam Blumberg
<b>Director</b>	Michael L. Moore

pleasure at the improvements in the monthly financial statement. Management recognizes that some further adjustments are needed.

o Mr Krumwiede, our Treasurer, reported on the status of delinquent accounts in the hands of our attorneys, for collection. They are down to a lower level than for some time, but there are still several large delinquencies that have been outstanding for years and seem nearly impossible to collect for various reasons. However, we and our attorneys persist in trying to get payment. In one instance a bank account was discovered in Rhode Island for one delinquent and the Board was asked if it wants to authorize a private collection agency to pursue this for a percentage of whatever they can recover. The Board authorized pursuit of the assets of this delinquent, in Rhode Island, assuming reasonable costs of doing so, with the Treasurer to make that determination. To avoid taking the time of the Board on these kinds of business items in future, the Board voted that the Treasurer and General Manager are authorized to take necessary and appropriate actions in pursuing delinquent accounts, notifying the Board only when they consider it necessary.

o In the Management report Mr. Fenton covered the following items:

a) Refurbishing the party rooms. The two rooms are getting shabby, with repairs and redecoration needed. The rugs, furniture, wallpaper all need attention plus repainting of walls and ceiling. The Board requested the President to appoint an ad hoc committee for redecoration which is to confer with interior decorators on ideas and costs, and report back to the Board.

b) The reroofing of the East Building is proceeding on schedule. Most of the east roof is being replaced; a small portion on top of the party room is being repaired.

c) The work on warranty repairs and some new work, not covered under the original contract, will begin in September. This is on the West

Building. The negotiations for completion of the warranty work on the East Building are near completion.

d) The construction of the parking garage for the community college has caused a problem with rats which have been displaced from their nesting sites. Management is pursuing a vigorous extermination program with a professional firm to keep the rodents away from Skyline House.

e) Our attorney has reviewed the revised House Rules and Regulations and has made a number of suggested changes to improve clarity and ease of enforcement. None of these suggestions affect the meaning or intent of any rule. Since the Board had already approved the revision of the rules it was not considered necessary to reopen this issue; the revised rules and regulations, with the changes suggested by the attorney will be finalized and made available to owners.

o There were no reports from committees at this meeting, nor was any item of old or new business introduced. The meeting was adjourned.

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## **PHYSICAL PLANT & OPERATIONS COMMITTEE**

— Ed Ing, Chair

o At its regular meeting on July 2, 1992, the PPOC reviewed the status of thirteen open projects:

1. Repair of garage decks, sun deck, and planters.
2. Proposed walk way in front of West Building.
3. Survey of condominium-college boundary.
4. Proposed double buffer door entry to West Building lobby.
5. Status of Phases III and IV balcony/spandrel repairs.
6. Procurement of energy management system.

7. Renovation of condominium grounds.

8. Monitoring of Community College parking structure construction.

9. Roof repairs.

10. Elevator up-grading.

11. Rodent Problem.

12. Re-painting of balcony railings and metal panels.

13. Reduction of noise and eventual replacement of metal plate covers for garage expansion joints.

o The committee also reviewed the operation of the condominium sprinkler system which in various areas is faulty and in some areas does not work at all. The committee also discussed the need to place braille markings in the elevator cabs.



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## MANAGEMENT QUIPS

### Don Fenton, General Manager

○ The revised Rules & Regulations are at the printer. Unit owners will be provided a copy for each unit. In addition each rental unit will be provided an additional copy. We will continue our practice of having each new owner and/or new resident/tenant receive and sign for a copy of the rules at the time of move in/sale. Please review these revised rules. Many items have been clarified and an index has been added. For example, one of the rules that now has been spelled out is Rule 1, Compliance, Section D.

This rule specifies that for any unit where the assessments are more than thirty (30) days in arrears, the right of the unit owner(s), resident(s) and/or tenant(s) to use the common facilities of the Association, i.e. the Pool, Party Rooms, Card Rooms, Billiard Rooms, Exercise Room and any other similar amenity is forfeited. Previously this rule referred to an Article in the By-Laws, which most non-owners never see. Thanks to the Rules Committee, especially to Ms. Burbank & Ms. Grant, for their herculean effort in revising and editing these rules.

○ Guest Parking: A requirement that requires the owner/operator of a guest's car parked in GUEST parking to register the vehicle has been in effect for a period of several years. Every car is required to be registered for a twenty-four period. Management is aware that this can be a royal pain in the neck. However let's take a minute to see why this requirement is in effect. We have found that there are a few, I reiterate, a few residents, who having more cars than parking spaces, decide to play the game of using the Guest parking for their extra vehicles.

Currently, an outside parking space sells for \$4,500 to \$5,500 and who knows what an extra inside space is worth. Rental of these spaces are in the range of \$30.00 to \$75.00 per month. Management has several methods of finding out who these residents are but time and effort are diverted in using them. Usually they are recognized by staff personnel as residents and/or show up in a special computer program designed for this purpose. We are developing a program to make prior arrangements for single registration for guest parking, 3 to 7 days. Please remember that guest parking is severely limited, 42 spaces for 556 units, and we need all these spaces for

our legitimate guests. So next time you are advised that only your guest, and not you, can register their car please remember why that requirement is on the books.

○ If you are planning to either sell or rent your unit and install a lockbox on your door please remember that we must have an ADMIT slip, made out for "REALTORS", before we can admit a licensed REALTOR to show your unit. Further, please advise your REALTOR that Skyline House requires each REALTOR to present his/her "POCKET CARD". This POCKET CARD is issued by the Commonwealth of Virginia Real Estate Board to each licensed REALTOR along with his State License for the purpose of identification. The State License must be on display at the Broker's office. According to the Board of Realtors in Richmond, VA each REALTOR should be able to present such POCKET CARD and DRIVER'S License for proper identification.

○ Management has had a report that a few days ago a resident was "robbed" by three (3) men while walking between the 7-11 store and Skyline House after dark. We ask that you exercise caution when out at night and suggest that if you walk after dark you do so in groups.

○ Please keep in mind that Skyline House Security will escort you or your guests to their vehicles after dark. Weekday, daytime security is provided by in-house staff. They perform security checks of residential corridors, parking lots and garage areas. Additionally they monitor in/out moves and deliveries. PLEASE REPORT ANY SUSPICIOUS ACTIVITIES ..... DON'T LET PEOPLE UNKNOWN TO YOU INTO THE BUILDING, REGARDLESS OF HOW MANY PACKAGES THEY MIGHT BE CARRYING. HAVE THEM GO THROUGH THE FRONT DESK PROCEDURE.

○ A request from the Administrative staff: when you change your automobile license number or get a new car, please let us know so we may update the records. That also holds true for your occupancy form. For example, when was the last time you checked who is listed under your emergency contact or who is listed as being able to get the "lockout" key in order to gain entrance.

○ Last but not least, the following is a reprint of M. Gassler's excellent list of precautionary steps for when you are away.

**CHECKLIST OF PRECAUTIONARY STEPS TO BE TAKEN  
BEFORE LEAVING A UNIT UNOCCUPIED DURING PROLONGED ABSENCE**

A break-in, water leak, or fire damage at home can spoil a trip. The Physical Plant and Operations Committee with the Security and Safety Committee has developed a list of preventive steps for residents who will be away with no one at home. Here are some suggestions for you to safeguard your unit before you leave.

1. Electrical Safety.

- a. Put the circuit breakers on "off" for the washer, dryer, water heater, range, and dishwasher. Be sure to leave the refrigerator and heat pump circuit breakers "on". Each circuit breaker is labeled in the kitchen circuit control box.
- b. Unplug lamps, small appliances, and electronic equipment (televisions, stereos, VCRs).
- c. Leave the refrigerator running and at the normal temperature setting. As a precaution, food in the freezer compartment might be put in containers to catch spills in case of an extended power failure. If the unit will be vacant for longer than two months, remove all food from the refrigerator, clean the refrigerator, and turn the refrigerator off.
- d. When leaving a unit unoccupied during cold weather months, set the heat pump control for automatic heat and lower the thermostat to 55 degrees. This will keep the unit warm enough to prevent water pipes from freezing and bursting.
- e. When leaving a unit unoccupied longer than a day during hot weather months, turn off the air conditioner. The drain in the air conditioner's condensation pan can become clogged and cause flooding in the unit.

2. Plumbing Safety.

- a. Turn off the washing machine's hot and cold water faucets.
- b. Flush toilets. To prevent mold, add a tablespoon of disinfectant to the toilet bowl and tank. Close the toilet bowl lid.
- c. Run water in sinks, tubs, and showers for a few seconds to fill drain traps with water. This prevents back-up of sewer gas.

- d. Keep all drain stoppers open. Do not leave any drain plugged shut. This avoids potential water overflows from leaky faucets.

3. General Safety.

- a. Be sure that the Management Office has keys to enter your unit in an emergency. If management does not have keys to enter a unit, it is authorized to break open the door to gain entry in an emergency, for example, to cut off a burst water pipe or a flooded drain pipe.

If you are leaving for an extended period, you may wish to inform the Management Office where you can be reached.

- b. Throw out all garbage and put unrefrigerated food (such as cereals, sugar, flour) and detergent in insect-proof containers.
- c. Stop newspaper deliveries and mail deliveries.
- d. Instruct the U.S. Postal Service to either hold your mail or forward it to your temporary address.
- e. Ask a trusted neighbor to pick up phone books, brochures, and other material that might be left in front of your door.
- f. Close blinds or drapes. This keeps the unit cool in hot weather and warm in cold weather.
- g. Close the doors to all rooms. This will help contain a fire and also help deter burglars.
- h. Close and lock windows and exterior doors. Unit owners should consider installing pick-proof dead bolt locks on their entry and balcony doors. A brace (like a broom handle) can be placed in the window track to prop shut the windows; alternatively, install a heavier window lock.

## RECREATION COMMITTEE

Tony DiSalvo & Dave Harvey, Co-Chairs

○ The Recreation Committee met on July 8 with several members present in addition to Helen Henderson, the Board liaison. We welcomed Helen to our meeting. The meeting was relatively short since we had discussed future plans at our June meeting. Details can be found in the July issue of *The House Special*.

○ Don't forget, Sunday, August 16, is the date for the matinee performance of "Noises Off", a hilarious British farce, a play-within-a-play which follows the slapstick misadventures and antics of an acting troupe performing in their own calamity ridden production. A reservation form will be found in this newsletter.

○ For those unfamiliar with the offerings, the dinner is served right in the theater where you are seated and served by the cast. Ordinarily there is a choice of four different entrees. The show is presented at the West End Dinner Theater in Alexandria. The cost, which includes dinner, show, sales tax and \$1.00 TOWARD THE GRATUITY, is \$21.00 per person. (The \$1.00 is levied by the theater, not the Recreation Committee.) This is a group rate for 20 people or more. The theater opens at 11:30 A.M. for cocktails; dinner is at noon and the curtain goes up at 2:00 P.M. Also included at the Sunday matinee is a complimentary seafood appetizer bar.

○ The date set for the Mexican Nite Dinner is October 29. Details will be published at a later date.

○ The Italian Lunch was a great success with 26 residents in attendance seated in the East Gallery overlooking George Mason Drive. All who attended indicated their wish for another gathering such as this.

○ A reminder to those new residents who have not attended our monthly TGIF Party: although attendees are requested to bring a plate of *hors d'oeuvres*, you, as a first timer, are

requested NOT to bring a plate but only your own liquid refreshment. Give Tony a call at 824-1958 or Dave at 578-4621 just to let them know you are coming.

○ The next TGIF is scheduled for August 7 in the Brian LeBert-Francis Room (WPR) at 6:30 P.M. Just bring yourselves, a plate of *hors d'oeuvres* to share, and your own liquid refreshment.

○ Come, join the Recreation Committee at its next scheduled meeting on Wednesday, August 12 at 7:00 P.M. in the East Card Room. All residents are invited to join in the FUN.

○ There will be NO Recreation Committee meeting in SEPTEMBER.

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And then there was the ram who charge  
over the cliff because he didn't see the ewe  
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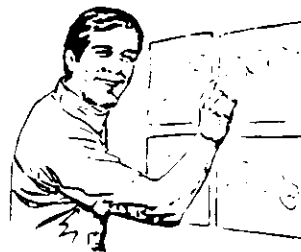
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