



The

House Special

VOLUME XII

SEPTEMBER 1992

NO. 9

THE PRESIDENT'S REPORT

Ed Bisgyer, President

o The regular monthly meeting of the Board of Directors was held on Wednesday, August 26. In attendance were: Ed Bisgyer, President, Dave Tilson, Vice-President, Wayne Krumwiede, Treasurer, Helen Henderson, Secretary, Sam Blumberg and Michael Moore, Directors. Dolores Littles was absent. Don Fenton, Nancy Reed and Kathleen Bailey attended from Management. The meeting came to order at 7:30 p.m. The first item of business was approval of the minutes of the meetings held on May 13 and July 22. These were accepted with some minor corrections. Included in the PRESIDENT'S REPORT were the following:

o The President reported on the standing of the Skyline House Employees Pension Fund. When we discontinued our management contract with the Smith Management Co. in mid-1990, the share of the Skyline House employees in the Smith Companies master pension plan was returned to Skyline House. The Board authorized establishment of a new pension plan for our employees, effective Jan. 1, 1990, so that there would be no break in the contributions and earnings in the employees' plan. (The previous plan ran up to the end of 1989.) The amount turned over was a little over \$37,000, with approximately another \$7,000 due for the 1989 contribution which had not been made at the time of the separation. It seemed remarkable that after 9 years there wasn't more in the fund. Three Trustees of the new pension fund were named by

the Board: W. Krumwiede, E. Bisgyer and J. Strahs. After several meetings the Trustees decided on a current investment policy in which 50% of funds are to be invested in high quality, no-load mutual funds for long-term growth. The other half of the money is in insured savings and part of that will be placed in Treasury bills. The contributions for 1990 and 1991 have been made by Skyline House and the Trustees have instructed that the contributions for 1992 and beyond be transferred on a quarterly basis. Beginning this year the contribution by Skyline House was increased from 4% to 5% of salary for each eligible employee (employees do not contribute to the fund). The amount in the employees' pension fund at this point is over \$83,000. All expenses of the fund are paid by Skyline House, not by the fund itself. (For further details, information or questions contact Ed Bisgyer or Wayne Krumwiede.)

o Owners are reminded that the trial against Hyatt & Rhoads, our former attorneys, which was to begin, August 31 has been postponed till Tuesday, September 8 and will last until Thursday, September 10. Interested persons are urged to attend the trial, it being the opinion of our attorney that it will reflect favorably on the outcome. Those needing rides, or offering same, are urged to sign up at the front desk.

o Responding to a query, Barbara Michelman of the Landscape Subcommittee reported that the three missing trees in front of the West Building would be replaced in the fall which is the optimum time to plant trees.



The

House Special

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Law Henderson

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Copy Due Date:

**20th of the month
preceding issue date**

Published:

Monthly

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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.

PUBLISHED BY: SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC., 3711 South George Mason Drive, Falls Church, VA 22041-3713, (703) 578-4855.

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o The TREASURER'S REPORT included:

o We are at the end of the transition phase for the transferral of assistance with financial data from outside support firms to complete in-house processing of all accounts, records and reporting. Beginning with the financial statement for August, which will be distributed in mid-September, the financial statements will be prepared entirely by our staff accountant, Kathleen Bailey. Mr. Krumwiede stated that these will be in the format comparable to reports issued in the past but with greater accuracy and timeliness. Additional financial reports are also planned.

o The Treasurer reported on current delinquencies in the hands of our attorneys. There are 17 at this time but it was noted that a number of these have made or are making payments to bring their accounts up to date. In special instances, such as out of town collections or unusual cases, the Treasurer and the General Manager are authorized to decide how to handle them without consulting the Board in each case. Mr. Tilson suggested that the Board receive a simple monthly summary of delinquent accounts which includes how many, how much money involved, how long the delinquency exists and how the situation is changing over time.

o Ms. Bailey expanded on Mr. Krumwiede's comments on the transition by noting that the software is capable of doing all that we need for our records and statements. Accounts receivable and the general ledger are well in hand. She reviewed in brief the July financial report which shows that we have a net income of approximately \$43,000 through July.

o Mr. Krumwiede, reporting for the Financial Management committee, stated that interviews are being conducted with several auditing firms concerning the 1992 audit and a recommendation would come to the Board at its September meeting. Also, preparations are starting for the draft of the 1993 budget.

o Mr. Fenton's MANAGEMENT REPORT included the following items:

◦ The roof repairs to the East Building are in the final stages and, depending on the rain situation, should be entirely finished within two weeks.

◦ Balcony repair warranty work and new areas not covered under the original contract will begin on the north side of the West Building on September 14. Warranty work is still to be completed on the East Building on those areas where some of the original patchwork failed. Mr. Fenton has informed the contractor that legal action would be taken, if necessary, to get the contract fulfilled. He believes that the company will finish the job without further delays.

◦ The Energy Management System is installed in the West Building; the East should be completed by mid-September. When fully operational, a substantial saving in electricity expense will be realized. This should be most noticeable by spring of 1993.

◦ The Landscape Subcommittee and Management met with the grounds contractor to plan for the fall plantings. They also met with a landscape architect to discuss a plan for developing the hexagon in front of the main lobby.

◦ The odors in the trash rooms and chutes are being lessened by the installation of ventilating fans.

◦ The engineering staff is replacing compressors in the East Party Room, the exercise room and the east end of the East Building. The roofing repairs and unusually damp weather have hampered these installations.

◦ The underground watering systems are now fully functional, manually and automatically.

◦ OLD BUSINESS--Traffic light at entrance to our driveway. M. Foley reported that she had received a call from Chris Litzenberg of the Mason District office informing her that Litzenberg's calls to the Smith Co. had not been returned. Apparently, there has been a shakeup at Smith. D. Tilson said that he was informed that a

large number of employees were laid off, some of them involved with this project. However, a filing with the Virginia Dept. of Transportation by Smith may be all that is needed. D. Fenton noted that the excavation across the street was in connection with the light but that some problem had been encountered. We'll stay tuned.

◦ S. Blumberg pointed out that the conduits carrying the Media General cables in the hallways have not been painted, as promised. Fenton is in touch with the company about this and other items.

◦ There were no committee reports this month.

◦ NEW BUSINESS--Rule 10, which concerns the individual unit keys in the management office to be used in emergencies, was discussed because G. Halaby complained to the Board about the policy of using, or not using these keys to enter a unit for normal repair work by an employee, with the owner's permission. Management says that the keys are not to be used for that purpose; a separate key is to be given by the owner along with the admit slip. Management is following a policy which is not part of Rule 10, rather it is a set of guidelines in use for years but apparently not formalized. Mr. Halaby stated that the emergency key to his unit was used to do work in his unit, with his permission. In order to get the policy clarified and formally adopted, the Security Committee was requested to review this matter and return to the Board with its recommendations for the September meeting.

◦ A request was received from a unit owner for a one-year waiver on the occupancy limitation for her unit, in order to accommodate her son while attending school. (The unit has a limit of two according to our rules; they are asking for three for the period.) Since this has a clear expiration date, and is for a beneficial purpose, the Board acceded to the waiver which ends July 31, 1993.

◦ The meeting was adjourned at 9:25 p.m.

RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

o The Recreation Committee met on August 12 with only three members present as well as Helen Henderson, the Board liaison. Most members were excused. It was a very short meeting due to the low attendance.

o Twenty-six Skyline House residents and their guests attended the West End Theater on Sunday, August 16 to see *Noises Off* and everyone apparently enjoyed the show.

o There will NOT be a Recreation Committee meeting in September. Please plan on attending our meeting in October.

o The Mexican Nite Dinner is scheduled for Thursday, October 29. Please mark your calendar to reserve that night for us. Additional details will be presented in the October issue of *The House Special*.

o A notice of interest for those new residents who have not yet joined us for the monthly TGIF

party: YOU are hereby invited to join us and are requested NOT to bring a plate of *hors d'oeuvres* which is the usual entree, however bring your own liquid refreshment. Give Tony a call at 824-1958, or Dave at 578-4621 just to let them know you are coming.

o The next TGIF will be Friday evening, September 4, at 6:30 in the East Party Room. Just bring a plate of *hors d'oeuvres* and your liquid refreshment.

o Come join the Recreation committee at its next meeting scheduled for Wednesday, October 14, at 7:30 pm in the East Card Room. All residents are invited.

FUTURE COMMITTEE SPONSORED ACTIVITIES

TGIF	Friday, Sep 4, East Party Rm
TGIF	Friday, Oct 2, West Party Rm
Rec. Comm. Mtg	Wednesday, Oct 14, East
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Mexican Nite	Thursday, Oct 29, West Party
Rm	
TGIF	Friday, Nov 6, East Party Rm



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FINANCIAL MANAGEMENT COMMITTEE

Bill Miller, Chair

○ The Committee completed the oversight review of two major groups of financial documents during the month of August. The first group of documents covered the period July through December 1991. Irregularities discovered were forwarded to Management for action where necessary. The second group consisted of the financial documents covering the period January through June 1992. The irregularities discovered were also forwarded to Management for their action and a report back to the Committee. As of the House Special deadline time, the Committee had scheduled a review of the July 1992 financial documents for August 25th.

○ The Committee is also in the process of reviewing proposals received from accounting firms submitted to audit the Association's 1992 financial records and render their evaluation of the Association's financial condition. The audit will cover the accounting year 1992. Fourteen firms were requested to submit proposals of which

nine responded. The Committee has scheduled a review of the proposals for August 24th. This will result in a so-called "short list" consisting of those firms we feel have submitted the best proposals to meet the needs of the Association. The committee, in September, will check references of the firms on the "short list", interview those on the list and make a recommendation to the Board prior to the September Board Meeting.

○ The Committee has been advised that Management has commenced the preparation of the proposed 1993 Association budget. Upon receipt of the proposed budget from Management, the Committee will commence our budget preparation process. A firm processing schedule will be discussed and approved prior to the Board meeting in November.

○ The Committee is still in need of additional members. If there are residents or owners desiring to participate in the oversight of the Association's financial affairs, as well as selecting the Association's auditor and preparing the Association's budgets, you are welcome and are urged to join us.



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MANAGEMENT QUIPS

Don Fenton, General Manager

o Remember, LABOR DAY weekend is the last one of the 1992 POOL SEASON. Let's make it a big one.

o This is a repeat of last month's section on ADMIT SLIPS. If you are planning to either sell or rent your unit and install a lockbox on your door please remember that we need 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 is a card which 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 itself 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 his POCKET CARD and DRIVER'S License for proper identification.

o All Admit Slips 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. An Admit Slip is required for ALL persons either not having the proper keys 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 complete an Admit Slip in order that a registered/licensed real estate person be permitted to go into your unit. Please make sure that your Agent has a signed agreement. Most listing agreements provide this clause automatically..

o While this method may sound complex it really is not. Basically, if you wish someone else to gain entrance to your unit when you are not at home you must have an Admit Slip at the front desk and that person must check in.

o A fact of business life is that once in awhile you will lose a few very good employees. One of the merits of such an employee is his capacity to learn quickly and correctly. As such he becomes more valuable as time goes on and becomes qualified for more responsible positions. Sometimes you can neither afford nor have a position of advancement for him and he leaves.

HELP?

- ★Are your closets overflowing?
- ★Is your desk "lost" under piles and piles of paper?
- ★Do you buy things you don't need because you can't find what you have?
- ★Is clutter driving you crazy?

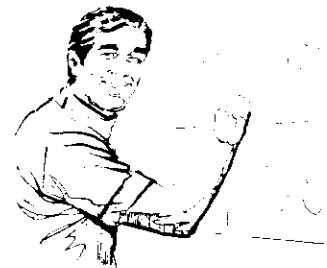
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When that happens you wish him the best of luck and happiness. Such an event is about to occur. Dave Mosher our in-unit maintenance man has been offered and has accepted a position of engineer with another condominium. Dave worked very hard in getting his engineer's license earlier this year and now will put it to work. He is joining Bob O'Toole's team at Marina Towers. I personally will miss Dave and wish him the best of luck and happiness at his new job. Bob knows he is getting an exceptional man. Dave, you'll be missed.

o Just a note for the people who persist in keeping their doors open to the hallway. There has been some speculation as to why some unit residents practice this, from keeping their cooling/heating bill down at the expense of the rest of us, to leaving it open for an expected guest. Whatever the reason don't do it. You may be inviting a thief. You might say, "They won't strike while I'm home." WRONG! A good sneak thief can rush in, grab a valuable such as a


pocket book, which a lot of people leave in their hallway, and be gone before you are aware of the intrusion. A chain won't even slow them down. So please don't leave your door open or ajar.

o **PARKING SPACE SALES:** According to the BY-LAWS all sales of parking spaces except those specifically listed of the sales document must be approved by the Board PRIOR to the transfer. Management has the necessary forms for the complete transaction, including the **AMENDMENT TO THE DECLARATION**. The Association will accomplish the **FILING** with the appropriate authorities. The only item that the Association will not accomplish is a title search. The charge for this service is \$35.00 per space plus the actual fees to accomplish the filing.

o Temporary in-unit maintenance hours are from 9-4 Monday through Friday: You may call in 24 hours daily via hot-line, 998-0056, to leave a message.



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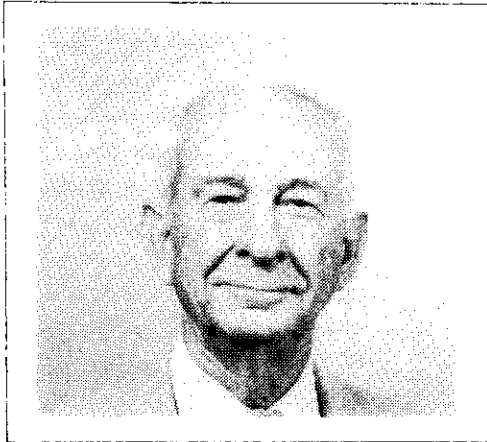
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PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

o Among the items covered at its August 6, 1992 meeting, the PPOC discussed landscaping plans for the fall and the community college garage construction.

o The PPOC's Landscaping Subcommittee is in the process of finalizing plans for the fall. Several trees will be planted at the west end of the West Building to replace dead white pines. The cherry trees at the West Building entrance which have died will also be replaced. Day lilies will be ordered to cover the bare, eroding hillside along the Coca Cola Bottling Plant property line. The azaleas in the pool deck planters will need to be taken out for the garage repair work, but these plants will be saved for relocation in other areas.

The electrical transformer which stands at the condominium driveway entrance will be screened with a hedge of evergreens. Ivy or some other suitable ground cover will be used to cover the bare slope at the right side of the garage door.

o In response to the PPOC's inquiry, Roger Tancreti the community college business manager reported that the construction schedule for the college garage has been delayed. Physical construction should be completed sometime in October. After the lighting fixtures are installed and the parking stall lines are painted, the garage should open for use in November or December. He said that discussions among the college officials still call for a security fence to be erected; the fence will run between the Coca Cola Plant and the college's engineering building. The plans also call for planting white pines around the new garage.



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