The



House Special

VOLUME XII

OCTOBER 1992

NO. 10

THE PRESIDENT'S REPORT

Ed Bisgyer, President

- O The fifth regular meeting of the twelfth Board of Directors was convened at 7:30 p.m. on Wednesday, September 23. All Directors were present and D. Fenton, N. Reed and K. Bailey of Management.
- O The President announced that Skyline House has lost its lawsuit for malpractice against Hyatt & Rhoads, our former attorneys. The jury found for the defendants after a three-day trial which ended earlier today. This result is a great disappointment after so much time, effort and money were expended over the years. The Board will meet with our lawyer in executive session following this regular meeting.
 - O The minutes of the fourth regular meeting of the Board were reviewed and accepted without any changes. The President stated that he had nothing further for this meeting as part of the President's Report.

THE TREASURER'S REPORT.

- o Mr. Krumwiede said that he planned to give a quarterly report on the status of the employees' pension plan. As of this date there is a total of \$89,600 in the fund, of which over \$47,000 is in an interest-bearing account at the sank and about \$42,000 is in mutual funds.
 - In the report on current delinquencies

- there are seventeen accounts in arrears with a time span of 30 to 120 days. Several of these are in the process of being resolved and payment will be received shortly. Others are in the hands of our attorneys and the appropriate legal steps are being taken to obtain the amounts due. Ms. Bailey, our accountant, stated that our delinquency rate is between one and two percent of income, a figure well below the average for this problem in condominiums.
- Ms. Bailey also presented the financial statements for August which have a much improved format over past reports. statements are done entirely in house; no outside support is used to compile and print these presentations. The final accounting area, accounts receivable, will be transferred over in about a The Board expressed its pleasure and satisfaction for the new formats and clarity of information, and thanked Ms. Bailey for her The August financial figures show a surplus of income over expenditures of \$43,700 for the first eight months of 1992. requested, for the October meeting, a projection on how we will come out on the special assessment funds after all work has been completed.

THE MANAGEMENT REPORT.

- O Mr. Fenton stated that the roofing contract on the East Building has been completed and that the final inspections are done.
- The balcony repair work is awaiting permits



Editor: Law Henderson

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

from Fairfax County: the warranty and new repair work by Palmer will start Sept. 28 on the West Building and CRL will begin its warranty work of the East Building on Oct. 5. Since Fairfax County is treating this work as if it were a new project in regard to the permits process, the Board approved the sending of a letter to Tom Davis, Chair of the County Board of Supervisors, complaining about this bureaucratic approach to a project which has gone on for four years. The letter will be sent on behalf of the Board and the unit owners. Mr. Tilson agreed to prepare the letter for the President's signature.

- O Under his report on briefing items the General Manager noted that all Skyline House employees are now required to wear an identification badge, with photograph. This is an added security measure in view of the numbers of various workmen and others who have access to our buildings. Contractors are required to have ID badges for their employees and residents should check identification of persons before allowing them to enter their units.
- o The repainting/restriping in the garage is done. Carpeting on the bridgeway from the East Building has been replaced from existing stock. The energy management system is installed in the West Building and work is continuing in the East.
- o In response to a query about the suggestion for a "stop and go light" at the garage entrance to prevent tailgating, Mr. Fenton is looking into what systems are available and the costs. He will come back to the Board with a recommendation if it is feasible to install such an arrangement.

COMMITTEE REPORTS.

- o The Chair of the Covenants Committee, Stephney Keyser, presented a recommendation that the publication of the results of the annual voting for Board members include the number of votes received for each candidate. The majority of the Board was in favor of this procedure and it was approved.
 - The Financial Management Committee

presented its recommendation of the auditing firm to do the 1992 audit for Skyline House. The Committee Chair, Bill Miller, explained the procedure used by the Committee to elicit proposals from auditing firms and the process of narrowing down the presentations to a "short list", which were then individually interviewed. At the conclusion of the interviewing the committee voted on which firm seemed best suited to meet the needs of Skyline House. The recommended firm is Goldklang, Cavanaugh and Associates. Although these are the auditors who have been working on our annual accounts for a number of years the selection process was begun from "scratch". No assumptions were made during the procedure; Goldklang went through the same steps as all the other proposers. In addition to interviews by the Committee, our accountant, Kathy Bailey, also interviewed the finalists and concurs with the committee's recommendation. The cost for the 1992 audit is set at \$4,500 plus \$175 to prepare the federal and state tax returns. In addition, Goldklang recommends an optional quarterly review in 1993 at \$250 per quarter, as an extra check on procedures of the new in-house accounting system. The Board authorized two such reviews in 1993, at the end of the second and third quarters. The Board expressed its thanks and appreciation to the committee for its efforts. It was noted as well that the Financial Management Committee is in the process of reviewing the 1993 budget preparation.

At the August meeting of the Board there was an extended discussion about the proper use of emergency keys for entry to an individual unit under special circumstances. While there has been a policy that has been generally followed by the Management Office, exceptions have occurred and it appears that a strict set of rules needed to be formulated and then approved by the Board. The Security Committee was requested to prepare such a document and return to the Board with its recommendations. The deliberations of the committee included input from two former Chairmen of the Security Committee. ecommended policy for the use of unit keys kept in the Management Office, under lock and key, for emergency use only, was presented to the

Board by the Committee Chair, Arlene Burbank. The Board approved the version prepared by the Committee, with participation of the General Manager. THE NEW RULES APPEAR IN THIS ISSUE OF THE NEWSLETTER. Any deviation from or misapplication of these rules is to be reported at once to the General Manager or the President.

- O Ms. Burbank also reported that the Security Committee has voted to meet every other month (rather than monthly) except if a special meeting is needed. (See the report of the Committee.)
- O The Physical Plant and Operations Committee, following extensive discussion, recommends to the Board that the fence to be constructed between our property and the college, after the garage is completed, be as close to the garage as possible. (See the report of the Committee.)
- O The Community Relations Committee has been moribund for a number of months due to the unwillingness of unit owners to participate in the activities of this important group. David Tilson, Vice President, agreed to act as Chair, pro tem, and attempt to reinvigorate the committee. He announced that there will be an open meeting in mid-October to cover several matters of interest to Skyline House. (See the report of the Committee.)
- O There was no new business to discuss nor were there any comments from owners. The Board went into executive session at 8:55 p.m. to meet with our attorney regarding the result of the lawsuit. At 10:30 p.m. the Board came back into regular session and announced that a motion was passed authorizing the attorney to investigate certain actions in relation to this legal matter. The meeting was then adjourned.

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COMMUNITY RELATIONS

Items of Special Interest

- o There will be a special meeting of the Community Relations Committee on Wednesday, October 14, at 7:30pm in the West Party Room.
- o The agenda consists of two major items that should interest many residents:
- 1. A presentation by a representative of the Charles E. Smith Companies on the construction plans for two new condominium buildings in Skyline City, and a report on the status of the construction of the traffic signal by our entrance/exit on George Mason Drive. There will be an opportunity for residents to ask questions and discuss these matters with the Smith representative.
- 2. Discussion of a proposal to organize a new "club" at Skyline House: a support group for older residents who are "aging in place." The idea is to develop a network of interested individuals and couples, and to devise a mechanism for dealing with the concerns and interests of the members. This will lead to identifying ways in which management might be more helpful and in which members can help one another. Resource people -- such as the staff of the Fairfax County Office of Aging -- would be invited to meet with the group to address issues of interest to the members.

If there is sufficient interest expressed in organizing such a group, it will be founded that night.

If you have any questions or suggestions on either of these matters, please call me at 998-7254 or leave a note in my box (805W).

David Tilson, Acting Chair, Community Relations Committee

Items of Special Interest

NOTICE

Mr. Ed Bisgyer, the Association President, is scheduled to undergo by-pass surgery in the near future. His activities will be restricted for six to eight weeks and in the interim Mr. David Tilson will be President Pro Tem. We wish Mr. Bisgyer well and pray for his speedy recovery and return to full activity.

RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

- o The Recreation Committee did not meet in September since neither of the Co-Chairmen were availbale to hold the meeting. We thank Carroll Thompson for handling the September TGIF.
- o The Mexican Nite Dinner is scheduled for Thursday, October 29. See the flyer located elsewhere in this Newsletter for complete details.
- o Come join the Recreation Committee at its next scheduled meeting on Wednesday, October 14 at 7:30 pm in the East Card Room. All residents are invited.
- o A reminder for those new residents who have not attended a Friday TGIF. You are hereby invited but are requested not to bring a plate of *hors d'oeuvres*, just bring your own liquid refreshments. Give Tony a call at 824-1958 or Dave at 578-4621 to let one of them know that you are coming.

FUTURE ACTIVITIES

TGIF Fri. Oct 2 West Party Rm
Rec Com Mtg Wed. Oct 14 East Card Rm
Mexican Nite Thu. Oct 29 West Party Rm
TGIF Fri. Nov 6 East Party Rm

PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

- O At its regular meeting on September 3, 1992, among a number of items considered, the PPOC resolved to request the Board of Directors to reconsider the location of the community college fence.
- O In early spring the Northern Virginia Community College sent a letter to the condominium to explore the possibility of splitting the cost of a fence to be erected between the condominium and the college. The then-President of the Board responded to the college officials stating the board's desire for a fence to be located on the condominium-college boundary line. The response was noncommittal as to sharing the expense.
- The community college's business manager has subsequently informed the PPOC that the college administrators assume that a fence will be erected on the property line.
 - O Early on, the PPOC had requested the Board to consider the erection of a permanent fence to improve security after the construction of the college garage and to prevent trespassers. Even the college officials believe that a fence is necessary for garage users' safety. But the PPOC disagreed with the board's decision to locate the fence on the border line.
 - O Placing the fence right at the boundary will leave the college with the responsibility to clean its side of the hill. It has been argued that the college should live up to this duty for cleaning its property. This principle has not worked.
- O Before the construction of the college garage structure, the college failed to maintain the property along the border. Despite repeated requests from the condominium, the college never cleaned the hillside. This is an area highly visible to the entire condominium community but not visible at all to the college.

- O The area became littered, overgrown, and a haven for rodents as it has during the present construction period. To remove the eyesore and avoid rodent problems, the condominium regularly picked up trash, sowed grass seeds, mowed, and planted forsythia bushes on the college property facing the condominium.
- O In view of past experience, the PPOC unanimously recommended placing the fence as close to the college garage as possible which would allow the condominium to continue to clean the hillside including the college property.
- O During the committee discussions, it was noted that the college garage will be built fairly close to the boundary and that little of the hillside will remain between the garage and the boundary line. Therefore, this argument ran, whether the fence is placed next to the college garage or right on the boundary should not make much difference.
- O Nonetheless, the committee believes that even 20 feet of land can become an eyesore if neglected, overgrown, littered, and infested with rodents. The new garage will make this strip of land invisible for the college administrators who will neglect the upkeep even more. Furthermore, in some areas, the garage structure will be 40 or 50 feet from the boundary creating a significant area. A fence on the border line will prevent condominium personnel from cleaning the college hillside as they have in the past.
- o For these reasons, the PPOC requested the board: (1) To reconsider its position as to the location of the fence; (2) Enter into discussions with college officials to erect the fence as close as possible to the new garage structure; and (3) Commit the condominium to maintain the college property which will fall on the condominium-side of the fence.

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Never say you know a man until you have divided an inheritance with him, according to Johann Lavater.

MANAGEMENT QUIPS

Don Fenton, General Manager

- By now most everyone should have noticed the photo ID badges being worn by ALL Skyline House Employees including yours truly. This was done in our continuing effort to afford a measure of security. Some problems have recently come to light at other hirise buildings located in Alexandria area. It seems that an individual or possibly individuals dressed as building employees have been going to units and gaining access by stating they have building maintenance to perform. Some have resulted in robberies and some in rape. This fact was published only recently. As a result I immediately ordered PHOTO-ID BADGES to be worn by all employees. PLEASE DO NOT ADMIT ANYONE TO YOUR UNIT UNLESS YOU KNOW HIM OR HE CAN PROVIDE IDENTIFICATION. IF YOU HAVE ANY DOUBTS CLOSE AND LOCK YOUR DOOR AND CALL THE FRONT DESK FOR ASSISTANCE. Anyone coming to your door should be announced but we all know that people get in without announcement, usually let in by a polite resident or legitimate guest. NO ONE SHOULD BE COMING TO YOUR UNIT WITHOUT YOUR PRIOR KNOWLEDGE. IF IT IS ONE OF THE SKYLINE HOUSE EMPLOYEES WE WILL ALWAYS TRY TO CALL FIRST. IN CASES OF EMERGENCY WE MIGHT NOT BE ABLE TO DO SO BUT ALL PERSONNEL SHOULD HAVE ID BADGES. We are advising our regular vendors to make sure that their employees have IDS and of course our contracts normally stipulate the employees must display IDS while on the property. Call us if you have ANY DOUBTS. Once again I implore one and all DON'T LET ANYONE IN THE BUILDING WHO YOU DON'T KNOW.
- o Management has started the distribution of the revised RULES & REGULATIONS by; mailing a copy to all NON-RESIDENT UNIT OWNERS; providing a copy to all new tenants and new owners in their welcome package; placing a copy in all resale packages; and providing copies in the Management office for all RESIDENT OWNERS and RESIDENT TENANTS who are not covered above. It is necessary that all copies received in this last category be signed for by an authorized owner/resident or named tenant in the unit in addition to being over the age of 18. Please take a minute and come by to get your copy.

- O Very shortly Skyline House will be providing RECYCLING of colored glass. Our current program is doing fine and we were planning to expand to all types when the County came along and made it mandatory in 1993. So within the month we should have the barrels and be off and running as a full scale re-cycling center. Please support us in this effort.
- Lets welcome some new faces in your Skyline House staff: First, Bernard Bryant. Now I know "Brian" is not a new face as he was our number 1 security guard for many years and well liked by all. We were lucky enough to have Brian sign on full-time as our permanent mid-shift desk person (he also looks after our contract security staff). John Clodfelter, who left military intelligence to pursue college full-time. James Glover, who brings considerable experience as a desk person to Skyline House. Ubah Halane who also brings prior experience to the front desk. Ramon Hernandez is a new face in the custodial department. I might add that all of the above bring a great deal of enthusiasm along with their competency. Welcome aboard and I trust you will all come by the front desk and introduce yourselves.
- The roof repair contract on the East building has been completed and we are presently starting the Warranty repair and additional spandrel work on the South George Mason side of the West building, the defective patch replacement on the East building, and the digging out of the planters on the garage deck preparatory to rewaterproofing the perimeters along with the replacing of the water seal between the administration building (thats the water that comes down the inside of the garage just over the West elevator garage lobby entrances. For the most part the azaleas, etc., in the planters will be re-planted in the grounds both supplementing existing plantings and creating new areas. For example the plants on the steep hill as you enter the garage came from the first planters dug out. Our plan is to preserve all the existing trees on the garage deck and I feel that is possible. We also will be sounding (tapping) the pool structure. The energy management system is still being installed and is currently operating the West Air Handlers along with the Lobby. The West Boiler room should be on line shortly and work has already started in the East Building. Not connected with this project I would like a response from people if they feel that their ELECTRIC bills have changed. A form will be available at the front desk.

RULE 10 KEYS AND LOCKS

A. Key/s for each lock currently on the unit's entrance door must be furnished to the Management Office, where they will be secured under restricted access for emergency use ONLY.

All unit keys shall be kept in locked key cabinets located in the Administrative Office. These cabinets are to be kept secured at all times except during the actual issuance of the unit key.

IMPLEMENTATION POLICY - HOUSE RULE 10A

<u>Purpose:</u> To provide unit keys for emergency access by the deeded unit owners, the listed unit residents and those persons so designated in writing by the deeded owners / listed residents for their use only. To provide keys for emergency access by authorized Skyline House personnel and, in certain critical or dangerous situations, by emergency services personnel.

Emergency access situations are defined as:

- Access when a situation is currently causing damage to other units and/or to common areas (e.g. water leaks, fire);
- 2) Access when a resident's key has been lost, stolen, misplaced, or is otherwise unavailable;
- 3) Access when a resident calls for assistance and is unable to open the unit door (e.g. left stove/iron on, locked out on the balcony, sick/injured);
- 4) Access when required by emergency services personnel (e.g. police, fire, medical, explosive ordnance personnel);

The following five (5) Skyline House personnel are authorized to issue unit keys from the key cabinets:

- 1.) General Manager
- 2.) Deputy General Manager
- 3.) Administrative Assistant to the General Manager
- 4.) Building Engineers (2)

Note: In the unlikely event that all persons above are scheduled to be absent from the property at the same time, the General Manager will make appropriate arrangements with the Board President/Vice-President for emergency key cabinet access.

Method:

Identification: A person requesting a key from the key cabinet must be qualified by one of the five authorized Skyline House persons listed above by:

- 1) Being listed in the unit file as a current resident, deeded owner or specifically listed as permitted to obtain a key. (Note: Admit Slip is not sufficient.); and in exceptional circumstances, persons listed as emergency contacts on the Unit Occupant Information sheet will be authorized emergency access to the unit; and
 - a) Being personally known to the verifier; or
 - b) Presenting photo-identification.
- 2) Being identified by the verifier as emergency services personnel.

Procedure:

- After proper identification, the individual must complete the signout book acknowledging receipt of the unit key. Authorized Skyline House personnel must follow the same procedure and leave a notice in the unit advising of the time, date and reason for entry.
- The cabinets key control logbook will be checked daily during office hours to ensure that all keys have been returned.

FREE

GIANT FOOD SHOPPERS'

SHUTTLE BUS

or your convenience, GIANT FOOD operates a free shuttle bus service on TUESDAYS and FRIDAYS, from 10:00 a.m. to 1:00 p.m. Continuous round trips are made between the Skyline buildings and the Giant Food store in Baileys Crossroads.

We hope you will use this free shuttle service!

Shuttle bus stops will be made at: 5597 Skyline Towers South (loading zone)

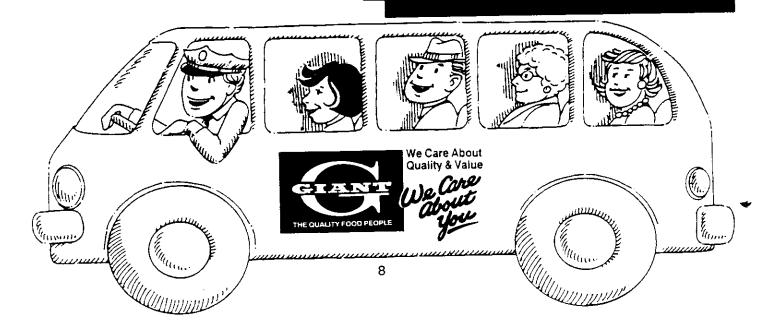
5601 Skyline Towers North (loading zone)

5503 Skyline Square (entrance)

3711 Skyline House (entrance)

3703 Skyline Plaza (entrance)

The shuttle bus will be properly identified and will make continuous round trips from Giant Food every 30 minutes.



SECURITY & FIRE SAFETY COMMITTEE

Chair Vacant

- O The Committee met on 10 September with five members in attendance and eight visitors (to include two Board members). Since we are currently without a Chair, the Committee decided to meet bimonthly and to rotate Chair duties. Meetings on 12 November and 14 January are expected to be chaired by Millie Foley/Jim Wolfe.
- O Management's proposed implementation policy for House Rule 10A was discussed at length and recommendations will be forwarded to the Board per their request.

REMINDERS:

- (1) When exiting the property from our driveway, use extreme caution; look both left and RIGHT. Within the past month there have been, at least, two near accidents: one with a child and one with a bicycle. Come to a stop and check RIGHT for people before you look left for cars.
- (2) When leaving the building, please pull the exterior doors shut behind you to insure that they are properly closed. Too many instances have lately occurred when the exterior doors can be opened by merely pushing on them. If you notice that a door does not close properly, notify Management immediately. Our safety depends upon your alertness.
- (3) Only guests may sign the guest parking log at the Reception Desk. Residents may <u>not</u> register cars for guests. Numerous times our Desk personnel are verbally abused by rude persons not following this rule. Our desk clerks are our first line of security. Please do not distract nor abuse them by coercing them to break our rules. Do your part. Have your guests register their own vehicles. If residents have more cars than authorized

parking spaces, they should either rent or buy a space, or park any extra cars on the street!



An Extension educational program to share holiday survival skills to strengthen your family.

THURSDAY NOVEMBER 12th, 1992

7:30 p.m. - 9:00 p.m.

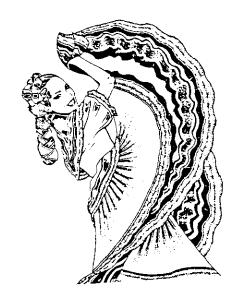
to be held at
Skyline House Condominium
3711 South George Mason Drive
Falls Church, Virginia

(Parking available at Skyline Mall.)

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Fairfax Extension Home Economics
Department of Extension
Virginia Cooperative Extension Service

For more information or to register, call Home Economics, at 324-5363.

MEXICAN DINNER



MENU

Chips with Sauce
Indian Pudding (Chicken,
Tortillas, cheese, etc.)
Rice with vegetables
Refried Beans
Salad
Flan
Cofffee and Tea

THURSDAY, OCTOBER, 29, 1992

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

Dinner: 7:00 p.m.

WEST PARTY ROOM

\$9.50 Per person Residents and guests welcome

Checks must be received no later than OCTOBER 23, 1992

LISTA de PLATOS

Fritos con Salsa Budin Indio

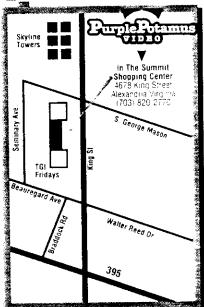
Arroz con vegetables Frijoles Refritos Ensalada Flan Cafe Y Te

Make your reservation early. A rectangular table will seat ten, a round table six.

Place reservation slip & check at front desk for unit 914W. Any questions, call Maria Boykin or Elsa Paez, 820-1567.

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Make non-refundable checks payable to: Skyline House Recreation Committee	
Name(s)	
Guest(s)	
Unit # Phone	
My check is enclosed for \$(\$9.50 per person)	
If possible, reserve a table for persons.	





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YOUR ONE VOTE

How important is one vote? Consider the followina:

In 1645 -- One vote gave Oliver Cromwell control of England.

In 1649 -- One vote caused Charles I of England to be executed.

In 1776 -- One vote gave America the English language instead of German.

In 1845 -- One vote brought Texas into the Union.

In 1868 -- One vote saved President Andrew Johnson from impeachment.

In 1876 -- One vote changed France from a monarchy to a republic.

In 1923 -- One vote gave Adolph Hilter leadership of the Nazi Party.

> Allen Warner Roaring River, N.C.



Being nice to people who are rude to you is being dumb ike a fox. Unexpected - and undeserved - civility throws people off balance and allows you to take the advantage. Turn the other cheek" isn't an endorsement of wimps - it s sound business advice.



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Manicure/Pedicure "Special Sale"

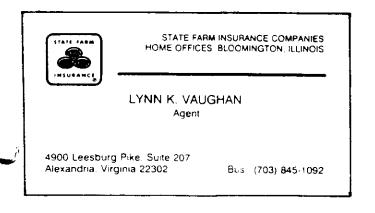
Build America Shopping Mall, 3811 D George Mason Drive, Bailey's Crossroads, Virginia 2/041

COVENANTS COMMITTEE

Stephney J. Keyser, Chair

- O After a two months break for vacations and the like, the Committee has convened its first meeting of the current season. Five members were present and although our attendance is small our work is important to the operation of the condo. We solicit your cooperation in attending our meetings and urge you to bring a friend.
- O The minutes of the June meeting were approved with minor corrections. Arlene Burbank submitted a letter of resignation from the Committee which we reluctantly accepted. We thank her for her diligence and faithful support and realize her need for freedom to pursue other endeavors.
- O The revised Rules and Regulations have been reviewed by our attorney with only minor clarifications involving the use of the party room and revocation of privileges in the use of the common areas. The publication of these Rules and Regulations is in process of completion.
- O Twenty-three complaints were received during the period of June 17, to September 14: four for noise of piano playing and stereos, four for vehicles driving in the garage without lights, two for pets in units, two for tailgating in the

 $\Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow$ The nicest thing about new friends is they haven't heard your old stories. $\Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow$



garage, two for barefooted children playing in the hallways and lobby, two for problems of trash disposal, one for wheeling food and pans through the front lobby, one for garbage on a balcony, one for owners repeatedly parking in guest parking spaces, one for unregistered cars (2) parking in one space, one for water dripping on a balcony from the unit above, one for the infestation of silver fish from a vacant unit, and one complaint of being unable to enter the gallery from the garage with an authorized key.

- O The last complaint is more appropriate to the Security and Fire Safety Committee and one member expressed concern over the overlapping responsibilities, however we pursued the problem for clarification. All the complaints were handled by the Management Office with either a phone call or a letter.
- O The committee continues to be concerned about follow-up but we anticipate that these records will soon be computerized for easy access and follow-up.
- O Despite the seemingly gloomy aura inferred by the numerous complaints, it is not all that gloomy. There have been several notes received by Management and this Committee complimenting the staff on the quick response to complaints and the courtesy of the desk and office staffs and the cleanliness of the buildings.

 $\Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow$ It has been said:
If you feel you have no faults, that's another one. $\Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow \Leftrightarrow$

Charles Coker & Assoc.

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Planning

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ALEXANDRIA, VA

ALEXA

VOLUNTEER TUTORS/ACEDEMIC MENTORS NEEDED FOR EVENING PROGRAM

O William Ramsay Elementary School (on Sanger Ave. at Beauregard) needs adult tutors for disadvantaged children in grades 2-6. Each tutor will be assigned only one student and they will meet at the school either Tuesday or Thursday evening, from 6:30 to 8:00 PM. Prior experience is not necessary, but patience and a sincere desire to help are. For more information call Greg Tsoucalas (program director) at (703) 751-6959 (nights) or Marcy Ubois (volunteer coordinator for Alexandria City Public Schools) at (703) 824-6639 (days).





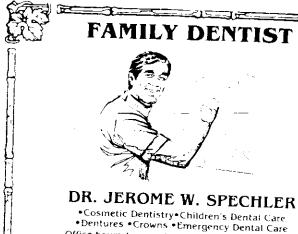


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