



## THE PRESIDENT'S REPORT

### Ed Bisgyer, President

o The regular monthly meeting of the Board of Directors was held on November 30, 1992, starting at 7:30 p.m. The first item was Board approval of the minutes of sixth regular and seventh executive meetings of October 28, and the second special and eighth executive meetings of November 18. These minutes were accepted without correction.

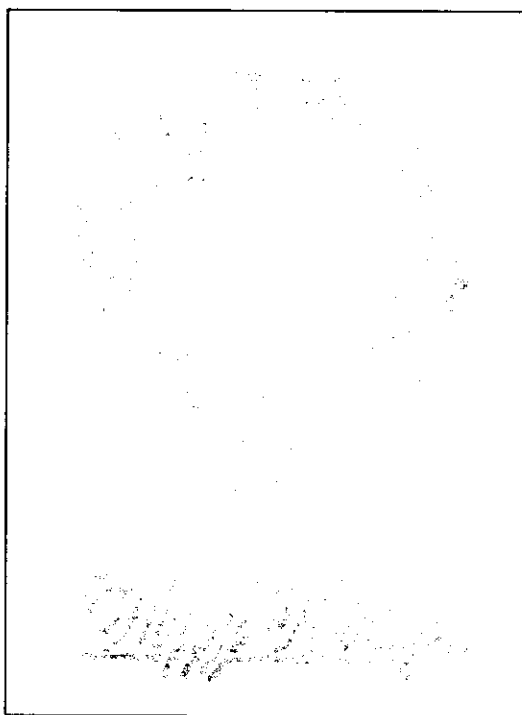
o The President, in his remarks, complimented David Tilson for his handling of the job of Acting President during the absence of the President for coronary surgery. Several important decisions and appointments were made in this period, two of which are reported on below (the Good Neighbors Committee and the ad hoc Redecorating Committee for the party rooms).

o The President commented, as a Trustee of the employees' pension fund, that three of the mutual funds used for investment for the fund have been cited for their much better-than-average performance by several publications. One of these investments, The

Nicholas Fund, has been on the honor roll of Forbes Magazine for eleven consecutive years. One of the Trustees of the employees' fund, Joe Strahs, has sold his unit and left Skyline House. Since the Board authorized three Trustees we need someone to replace Mr. Strahs. If a unit owner wants to volunteer he/she should contact Wayne Krumwiede or Ed Bisgyer, the other Trustees. No special financial expertise is required; essentially common sense and a conservative approach to investing. Only two or three short meetings a year are needed to decide on actions to be taken.

o The President expressed the appreciation of the Board to the Financial Management Committee for their labors, with the General Manager and the Treasurer, on the 1993 budget which was accepted by the Board on their recommendation. THERE WILL BE NO INCREASE IN THE CONDOMINIUM FEE FOR 1993; furthermore the special assessment for the balcony repairs ends in December, 1992.

o In the TREASURER'S Report Mr. Krumwiede gave a brief summary of the financial statement for the period ending October 31 and noted that as of that date we are showing a surplus of more than \$46,000. (Continued To Page 2)





The

# House Special

**Editor:** Law Henderson

**Advertising:** Skyline House  
Business Office  
(703) 578-4855

**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.

**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**  
**Vice President**  
**Treasurer**  
**Secretary**  
**Director**  
**Director**  
**Director**

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

(Continued from Page 1) He also commented that the 1993 budget is adequate to take care of our replacement reserve requirements and includes salary and benefit increases for staff members. Improved management oversight and the performance of much repair and installation needs in house by our engineers has resulted in significant savings.

o The Treasurer also reported on the status of delinquent condominium assessment accounts that have been turned over to our attorneys for legal action. The number of these problem accounts has decreased in the past year thanks to very careful monitoring by management.

o The report of the GENERAL MANAGER included:

The status of the balcony repair project. The East Building has been done and only some clean-up work remains. The work on the West Building is approximately 75% completed; the next three weeks (weather permitting) should close this out.

Emergency roof repairs are needed to fix several leaks which have opened on the East Gallery connector. Management has received four bids from qualified contractors, the lowest of

## HOLIDAY GREETINGS

Again this year, rather than send individual Holiday Greetings, we have chosen instead to send a donation to the Salvation Army in honor of our friends here at Skyline House. We wish all of our neighbors and the entire Skyline staff a joyous Holiday Season and a happy and healthy 1993!



Gordon and Mimi Frank  
Unit 1111W  
Sally Frank  
Unit 304E

which is \$7,900. Mr. Fenton asked the Board for authority to negotiate a contract not to exceed that figure. The Board voted to approve this request. The work will begin as soon as possible.

The Energy Management System is completely installed and all components are on line. Balancing of air flows and calibration of instruments is proceeding toward a completion date of about January 15.

o COMMITTEE REPORTS. Howie McClennan summarized the report to the Board from the Physical Plant and Operations Committee. This consisted of a review of the office space needs for management. Since we no longer use an outside management company, and our financial reporting needs are handled in house, more space is required. Further, the Fire Marshal has ruled that we may not use the fire control room for an office. Temporarily, Management has rented space in C2W but a permanent solution is required. The PPOC has said it will assist in the studies for this.

o The report for the Recreation Committee was given by Tony Di Salvo who noted that very few owners participate in this committee's activities; however, the committee continues to offer a regular series of get-togethers in the party rooms, including the annual Christmas Party, and a number of outside functions throughout the year.

o A new committee is an offshoot of the Community Relations Committee: it is called the Good Neighbors Committee. The report for this new group was given by Irene Wolgamot, the Co-Chair. See the committee's input elsewhere in this newsletter.

o An ad hoc Decorating Committee has been formed for phase II of the redecorating project for Skyline House. Phase II consists of the redoing of the two party rooms. Carroll Thompson will chair the ad hoc committee for this phase only. (Phase I will be the redecoration of all the corridors, including new carpeting.) Mr. Thompson reported that the ad committee has had an initial meeting

to discuss, in general, the outline of what needs to be done to redo the party rooms. In due course the committee will return to the Board with its recommendations and a budget for the work. In the not too distant future another committee will be appointed to undertake the redecoration of the resident corridors for all floors. Persons who are interested in serving on that committee are asked to notify Ed Bisgyer, 408-W.

o There were no other committee reports, nor any items of old or new business. No comments were received by unit owners. The Board meeting was adjourned at 8:40 p.m.



o OPPORTUNITIES FOR CHILDREN AND YOUTHS o  
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9:45 AM - Bible School for All Ages  
11:00 AM - Tiny Tot Church for Ages 4 thru 6  
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**SECURITY, FIRE & SAFETY  
COMMITTEE**

**Chair Vacant**

○ We are still on a bi-monthly meeting schedule and our next meeting will be held on Thursday, January 14, 1993.

○ If you hear a chirping noise coming from your smoke detector in your unit, it may need cleaning or replacing. Anyone having this problem should contact the Management Office.

○ The holiday season is, unfortunately, a time of increased crime, so remember to take extra precautions when shopping or traveling.

○ We, on the Committee, wish everyone a *Very Happy Holiday Season.*



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## GOOD NEIGHBORS GROUP

Irene Wolgamot,  
Geraldine Naveau, Co-chairs

o The Good Neighbors Group of the Community Relations Committee received enthusiastic response to the questions asked in the response form sent recently to all residents. The purpose was to identify persons interested in participating in a support program that would give temporary assistance needed by residents because of illness, disability or emergency. Requests might be errands for groceries or medicine, transportation to the hospital, etc. Another part of the program would provide telephone calls to residents who want and would benefit from the communication. The calls offer opportunity for social contact and they may be reassuring, particularly for older persons who live alone.

o The Good Neighbors Organizing Committee of 7 persons received responses from 34 residents, making a total of 41 volunteers in the Group. Six respondents asked to join the

Organizing Committee, increasing its membership to 13. A total of 25 volunteered as helpers and 32 for telephoning. Only 1 person indicated a need for help. People are perhaps reluctant to express a need for help in a program not yet under way.

o At its meeting on November 24, the Organizing Committee developed plans to start the program in January. Each month, 3 volunteers will be designated as Good Neighbor Volunteers. Their names and telephone numbers will be publicized in the *House Special*, on Bulletin Boards and at the Lobby Desk so that requests for help can be made directly to anyone of them.

o The Organizing Committee will invite all of the other Good Neighbor Volunteers to a Coffee on January 11 at 7 o'clock to help the 41 Good Neighbors get acquainted with each other. The Party Room location will be announced at a later date.

o We hope that residents will call on us when they are in need of the services that we are standing by to provide.

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## FINANCIAL MANAGEMENT COMMITTEE

### Bill Miller, Chair

o The Committee completed the review and adjustment of the proposed 1993 Skyline House budget, submitted by Management, at a special work session on November 6, 1992. The Committee forwarded a MEMO to the Board on November 7, 1992 recommending approval of the revised budget as submitted. The Association Treasurer and General Manager, who attended all of the Committee budget work sessions, concurred with the proposed budget as submitted to the Board by the Committee. The Board approved the 1993 Skyline House budget at a special meeting on November 18, 1992. The Committee's next budget project is to prepare an estimated 1994 budget with the assistance of Management.

o The Association's September financial documents were reviewed by the Committee on October 22, 1992. Several minor discrepancies were noted and action deemed necessary was taken by Management. The Association's financial accounts are in better shape than at any time since the formal formation of the Association.

o The accounting office has moved into new quarters in one of the commercial spaces in the west building. The General Manager has advised that he will also move his office into this area after some adjustments are made. This will provide much needed space and was necessitated by the Fairfax County Fire Authorities informing Management that the accounting office could no longer reside in the Fire Control Room. The Financial Management records will be located in this area. The Committee's financial document review will be held in this area eliminating the need to move the documents at the time of a review. It is also felt that if discrepancies are noted and with accounting personnel in the same location, any

discrepancies can be rectified without the necessity of an exchange of correspondence between the Committee and Management. The Board will be kept advised as to the results of the Committee reviews. The Committee will also maintain a running account of all discrepancies noted.

o The Committee chairman was briefed on the new electronic accounting system by the General Manager and Association Accountant. There are major differences between our present system and that used by past Management Agents. The knowledge obtained at this briefing will assist the Committee in performing financial document reviews and understanding how error adjustments are made via checks and cross checks performed within the system. This eliminates, in many cases, the necessity to perform a time consuming analysis of a transaction to verify accuracy and correctness.

o The Committee members agreed to forego the December meeting as the years' financial oversight has been completed except for two financial document reviews. The October 1992 financial documents will be reviewed on Tuesday, December 1, 1992 and the November financial documents reviewed on Tuesday, December 15, 1992. Both reviews will be held in the Association's accounting office. The next Financial Management Committee meeting will be held on Thursday, January 21, 1993 at 7:00 p.m.

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## PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

o At its monthly meeting on November 5, 1992, the Physical Plant and Operations Committee reviewed the status of different on-going projects including the grounds restoration program.

o As part of the grounds restoration program, several residents have persistently urged that a fountain be installed in the driveway hexagon at the lobby entrance; they have argued that a fountain would beautify the condominium. Last year, the hexagon was planted with seasonal flowers.

o To gauge the community's support for a

fountain, a six foot tall, multi-tier fountain will be erected temporarily in the hexagon center. A local nursery company will lend this fountain to the condominium for several months free-of-charge. The border of the hexagon will remain planted with shrubs and seasonal flowers. It is hoped that the installation of the fountain will not destroy the tulip bulbs which were planted in the fall.

o After this borrowed fountain is installed and operating, residents are invited to register their support or dislike of the fountain with the PPOC.

o Please leave your written comments for the PPOC at the Front Desk addressed to Unit 105W. Residents' response will determine whether a permanent fountain is purchased and installed.

# Christmas

## SPECIALS



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SCHEDULE OF MONTHLY ASSESSMENTS

1 9 9 3

SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC

Unit Location	Regular Assessment	Voting Weight
T 1 E : 101 E/W - 1701 E/W	\$169.00	0.128 %
T 2 E/W : 102 E/W - 1702 E/W	286.00	0.216 %
T 3 E : 103 E - 1703 E	233.00	0.176 %
: 103 W - 1703 W	202.00	0.153 %
T 4 W : 104 W - 1704 W	233.00	0.176 %
T 4 E : 104 E - 1704 E	202.00	0.153 %
T 5 E/W : 105 E/W - 1705 E/W	347.00	0.262 %
T 6 E : 106 E/W - 1706 E/W	308.00	0.233 %
T 7 E : 107 E/W - 1707 E/W	215.00	0.163 %
: 108 E/W - 1708 E/W	235.00	0.178 %
: 109 E/W - 1709 E/W	175.00	0.132 %
: 110 E/W - 1710 E/W	231.00	0.175 %
: 211 E/W - 1711 E/W	284.00	0.215 %
: 212 E/W - 1712 E/W	214.00	0.162 %
: 213 E/W - 1713 E/W	228.00	0.172 %
T 14 E :	313.00	0.237 %
: 114 E/W - 1714 E/W	319.00	0.241 %
T 15 E/W : 115 E/W - 1715 E/W	167.00	0.126 %
T 16 W :	249.00	0.188 %
T 16 E : 116 E/W - 1716 E/W	200.00	0.151 %
C 1 E :	153.00	0.116 %
C 2 E :	160.00	0.121 %
C 1 W :	167.00	0.126 %
C 2 W :	187.00	0.141 %



# SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC

	1992	1993	1994
Assessment Income	1,587,183	1,587,183	1,642,734
Other Income	70,000	121,000	125,235
Total Income	1,657,183	1,708,183	1,767,969
Payroll, Taxes & Benefits	528,047	584,673	605,137
Administrative	121,898	133,875	138,561
Utilities	405,000	395,500	409,343
Maintenance & Repairs	24,900	24,850	25,720
Supplies	19,250	22,000	22,770
Contracts & Leases	248,206	237,662	245,980
Operating Expenses	1,347,301	1,398,560	1,447,510
Net Income	309,882	309,623	320,460
Reserve Transfers	304,882	301,773	312,335
Provision for Taxes	5,000	7,850	8,125
Total Expense	1,657,183	1,708,183	1,767,969

1992	1993	1994
BUDGET	BUDGET	ESTIMATED

## MANAGEMENT QUIPS

### Don Fenton, General Manager

o Staff Changes: I am pleased to announce the appointment of Greg Grimm as Skyline House's Senior Engineer. Assisting Greg is Tim Nagrampas. Tim and his wife Marie along with their two sons are now living on site.

o **PLEASE !!! PLEASE !!!** Management has started the distribution of the revised **RULES & REGULATIONS** 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 copies received in this last category be signed for by an authorized owner or resident of the unit. Please take a minute and come by to get your copy. **THANKYOUTHANKYOUTHANKYOU.**

#### o **RULE 16 DECORATIONS**

A. Seasonal decorations are permitted on unit doors and balconies during the period December 1st thru January 15th.

B. For other special occasions, decorations of any kind, including lighting, are not permitted except by application to and permission from Management.

#### o **SEASONAL THEFTS & OTHER THINGS THAT GO BUMP IN THE NIGHT.**

As I have said in the past, **THIEVES** go **XMAS** shopping too, they just have a different way than we do. Some tips to keep your season merry.

1. When you must keep packages in your vehicle, hide them. Put them in the trunk, or if you don't have a trunk place them on the floor and cover them up. I once saw an experiment where a sack of garbage was wrapped as a xmas package and left on the seat of a vehicle with the window open. Within 10 minutes it was stolen.

2. Park your vehicle as close to the store you are patronizing as possible. park in a well lighted area and be aware of who is around when you leave c approach your vehicle. **DON'T BE AFRAID TO BE CAUTIOUS...**Shop with a friend.

3. Keep a good grip on your purse or keep your wallet inside your coat. A waist belt is a good way to carry cash. If you are using credit cards, remember to check that yours is returned to you and always keep the carbon. If you dispose of the carbons, tear them up into little pieces.

4. **DON'T OPEN SKYLINE HOUSE DOORS FOR ANYONE YOU DON'T KNOW.** A favorite trick of their's is to come up to a door with a couple of bags and fumble around for a key, hoping a **KIND POLITE SOUL** will open the door for them ..... and it usually is .....

5. Don't open your unit door unless you are expecting someone. Visitors should be announced by the front desk. Employees should call first, unless it is an emergency. Check identification, call the front desk or office if you have any doubt

6. Report any unusual occurrences to the front desk.

o **Recycling:** Just a reminder, you no longer have to separate the recyclables, except for newspapers.

o **TRASH** left in the residential hallways and trash rooms is on the increase. Lately we are seeing more and more trash left in the trash room that should be brought to the loading dock. If you find trash in the room please call the office and we will pick up the trash and try to find out who it is leaving it.

o **NOVA GARAGE.** The NOVA garage is nearing completion. We have been advised that a fence will be erected just inside their property line from the Coca-Cola plant to the Engineering school. Further, the planting of trees is about done and the school still has to redo the grass area of our property and remove any existing undergrowth.

## RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

o The Recreation Committee met on November 11 with three members present.

o At the November TGIF, we had several residents attending for the first time. We welcome you and would like to have you join us again. There are many residents who have never attended; please come, meet your neighbors and have fun.

o Join us at the ANNUAL HOLIDAY PARTY scheduled for Saturday, December 5, at 7:00 pm in the West Party Room. This activity has the best attendance of any of the monthly TGIFs. All you need to do is bring a plate of *hors d'oeuvres*, and your own liquid refreshment. The Committee, as it has in the past, will provide champagne and an extra table of *hors d'oeuvres* and other goodies. Plan not to eat dinner that evening as there will be lots of good food. Most of the attendees do something special for the ANNUAL PARTY.

o A reminder to those new residents who have not attended a monthly TGIF--make the Annual Holiday Party your first and use this opportunity to meet your neighbors. You are more than welcome, and to make it easier for you, you need not bring *hors d'oeuvres* but only yourselves and your own liquid refreshment.

o At the next and subsequent meetings, we


will be planning the activities for 1993. The January TGIF, normally held on the first Friday of the month, which in 1993 is New Year's Day, will be held instead on Friday, January 8, in the East Party Room.

o February's TGIG (we know what it stands for) will be held on Sunday, February 14, at 2:00 pm to celebrate St. Valentine's Day. Firm plans have not been completed but the Committee is planning to provide all the snacks, i.e., cheese and crackers, peanuts, pretzels, potato chips, selected *hors d'oeuvres*, among other items, and the residents are requested to bring their own liquid refreshments as in the past.

o We are considering another catered Chinese dinner for January or February. No restaurant has been selected as yet, but we are looking at several which we have not used before.

o Those of you who attended the American Showcase Theater presentation of "Beyond the Fringe" will remember the outstanding time we all had. We are tentatively planning to attend the current presentation, "What the Butler Saw". The following blurb explains what is happening:

"Dr. Prentice is having a bad day. His would-be mistress won't cooperate, his wife brings him close to murder, and his boss declares him insane. Joe Orton, the master of farce, has crafted one of the funniest, wickedest, most revealing commentaries on modern morals to date. Nick Olcott, who directed last season's wildly successful "Beyond the Fringe"



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returns to direct this high speed chase where words fly like bullets and the wit is razor sharp."

We have tentatively scheduled Sunday, February 21 as our show date. The time is 7:00 pm. Those who attended "Beyond the Fringe" in February last year will recall that a good number of us went to dinner at Joe Theismann's prior to the show. Tickets are priced at \$16.00. More details in January's House Special.

#### FUTURE ACTIVITIES

Holiday Party	Sat. Dec 5	WPR
RecCom Mtg	Wed. Dec 9	ECR
TGIF	Fri. Jan 8	EPR
Rec Com Mtg	Wed. Feb 10	ECR
TGIF	Sun. Feb 14	WPR

o I would now like to change my hat and don the one which says, "New Residents Orientation Program" to include a note received after an orientation tour:

Dear Mr. DiSalvo,

It was very nice to meet Monday afternoon - George and I enjoyed

the orientation session - found it very informative - we plan to follow-up on your suggestions - there is much to learn in a new apartment.

You render an important service to the Condo Community and we are most appreciative.

Sincerely,  
Martha Beans, 710E

o A reminder for those residents who have not availed themselves of the Newcomers Orientation Program, which Tony chairs. Many of you have indicated that you would welcome an orientation tour and have been contacted but have not availed yourselves of this very important activity. Both owners and renters are welcomed. Many of the in-apartment maintenance items which you might not be aware of are covered, as well as visits to the party room, exercise room, pool room, etc. and many of the questions you may have are answered. Just give me a call at 824-1958 or leave a message at the reception desk, Unit 502E, to set up an appointment. The preceding letter is an example of the thanks and appreciation received after the informative tours.

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**Dr. Mary Papadopoulos**  
Podiatrist - Foot Specialist

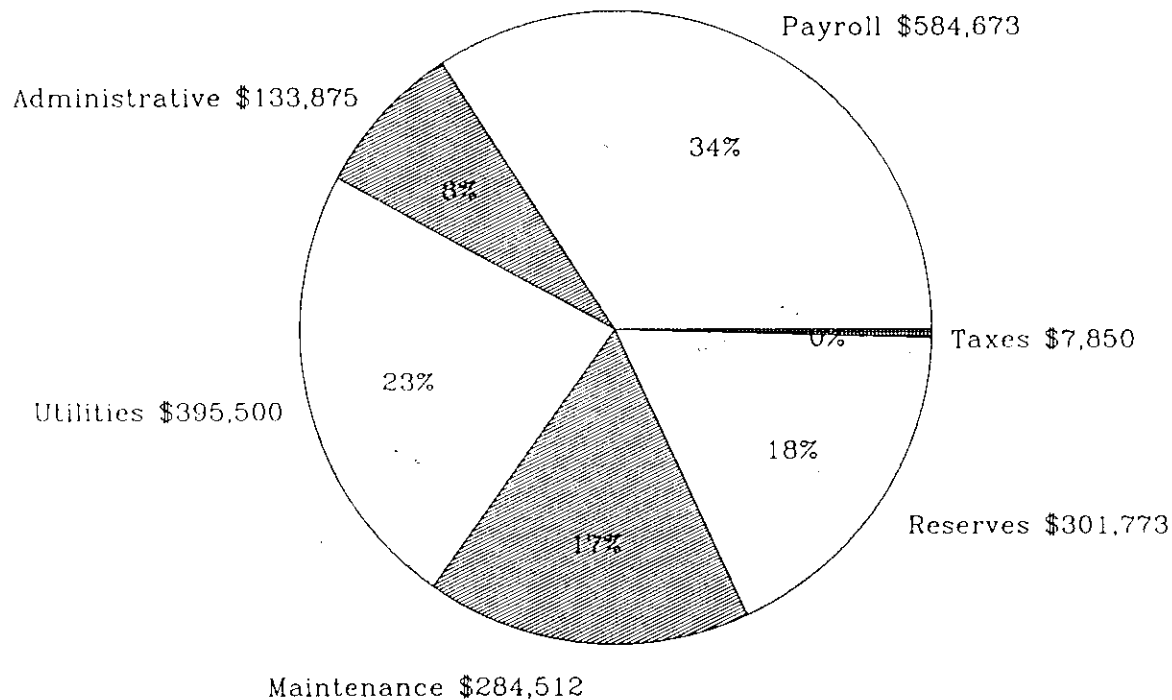
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# SKYLINE HOUSE

Where *our dollars* will go - 1993



Graph # 1

## HAPPY HOLIDAYS

*and Best Wishes for a most prosperous New Year.  
Thanks to all of you for entrusting me with your real  
estate needs this past year.*

**DONNA ER**  
(703) 820-9790  
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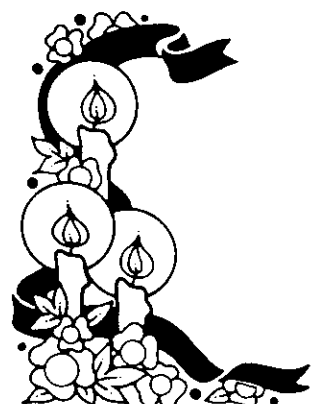
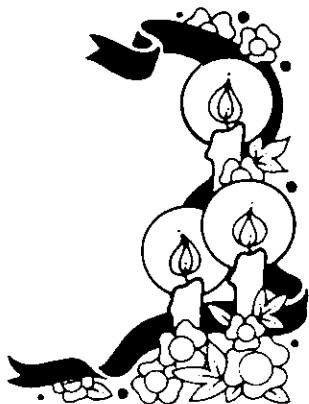
## FOR RENT SKYLINE HOUSE

#515-E  
Large 1 BR, neutral decor, garage parking. \$750

#515-W  
Beautiful 1 BR on sunny, south side. Avail Nov. 1. \$750.

*Other units are available. Please call for  
additional information.*

**LONG &  
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## COVENANTS COMMITTEE

Stephney J. Keyser, Chair

o The Covenants Committee meets every third Wednesday. Our attendance has been limited to the few dedicated unit owners who recognize the value of vigilance in monitoring the rules and regulations of the Unit Owners' Association.

o There were only nine complaints reported at the November meeting: four from residents being disturbed by noise, two reports of guests walking through the shrubbery, one of offensive cooking odors, another of unsightly boxes on the balcony, and one complaint is still pending and has been deferred to the next meeting.

o Those present at the meeting were quite pleased at Management's investigation of complaints. In most instances a letter, or as in the instance of the cooking odor complaint, management made a visit to the offender's unit and demonstrated the use of the exhaust fan to eliminate odors. The complainant and the offender were equally pleased - the problem was solved.


o In addition, a complaint of burns in the

carpet on one of the resident floors was investigated and resulted in management sending a candid note to all the residents of that floor. It was impossible to locate the guilty party(ies).

o One of the noise complaints continues to be a problem. The complainant stated the matter had been going on for months before he filed a formal complaint. The offender in this case was rather hostile, however, the noise has subsided since management conferred with the resident. Those Committee members present voted unanimously to request that management refer this complaint to our attorney so that a letter can be written to the resident if the problem persists.

o The matter of confidentiality of complainants was discussed. All complaint files are held confidential and the names of the offenders and complainants are not revealed. Complainants are provided reports of management's investigation or complaints. Finally, one unit owner sent a letter of commendation to management about the courteous treatment of her party guests by the front desk personnel. Good news for a change!!

o The meeting convened early because a "call" meeting of the Board of Directors was scheduled at the same time of our meeting.

  
*BIO* 7  
*ENERGY* 0  
*C* 3  
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