



The

House Special

VOLUME XIII

MAY 1993

NO. 5

THE PRESIDENT'S REPORT

David Tilson, President

○ The arrival of spring brought to Skyline House this year not only beautiful blossoms and spring flowers, but a vigorous and personable young Deputy General Manager, Don Perper. His presence strengthens an already impressive management team.

○ The "new" Board, which has the same membership as the previous Board, has concluded that there are no crises in sight, so we will plan on scheduling our regular Board meetings every other month --rather than every month -- on the fourth Wednesday. If matters come up that require Board action between regular meetings, we will schedule special meetings to deal with them. The fact that the Board was comfortable in making this decision is a testimonial to the success with which our management team has solved many of the problems that troubled us for so many years. The next Board meeting is scheduled for Wednesday, May 26, at 7:30 pm.

○ We look forward to some major improvements in our facilities in the next year. An ad hoc decorating committee, chaired by Carol Thompson, will soon have a plan for refurbishing the party rooms in both buildings. Another ad hoc decorating committee, chaired by Mimi Frank, will be working on refurbishing the residential corridors in both buildings. We expect these projects to be concluded in the next year. They will be paid for with funds in our replacement

reserve accounts: no special assessments will be required.

○ Although all seems to be well as far as the management of our Association and our property is concerned, there remains a source of underlying concern: the reluctance of most of our residents to assume any responsibility for the governance of our Association. This is a potentially serious problem in the long run because the quality of our management is going to be a function of the quality of our Boards. This Board intends to address this matter seriously in the coming months to see if we can come up with a mechanism for identifying and recruiting competent leadership for our Association's committees and future Boards. We will welcome suggestions and assistance from all interested unit owners.

Purchase of Office Space

So far 251 unit owners have authorized the Board to spend up to \$100,000 to purchase additional office space for use of our management staff. Three unit owners have expressed opposition to this proposed purchase. For the Board to negotiate purchase of the space, authorization is needed from 28 additional unit owners.

The Board urges all unit owners who have not yet responded to the request to authorize purchase of additional management space to do so immediately. As was explained in the letter mailed to all unit owners in March, to meet our needs for space for our management staff, we are renting about 1000 square feet of space in one of the two commercial

(Continued on Page 3)



The House Special

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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.

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LETTERS TO THE EDITOR

Dear Skyline House neighbors:

Recently a "Notice to Unit Owners" was slipped under our unit door challenging the Skyline House bylaw requiring that we provide management with keys to our unit doors. Several observations:

1. I object to the way in which it was delivered, a violation of the bylaws we all pledged to observe without reservation.
2. I support the bylaw requiring unit owners to provide management with unit door keys as fair, just, reasonable, and necessary for the safety of our Association, our renters, and our personal property. (I perceive no valid objection to the bylaw based on the citation of the 4th Amendment.)
3. The writer proposes the wrong remedy to the problem: legal action. As this Association has learned through bitter experience, the only parties certain to be paid in a law suit are the lawyers. Suits are the second poorest way to settle disputes among neighbors.

There appears, however, to be some justification for concern with management's handling of unit door keys. At least one unit owner assures me her unit has been entered in a non-emergency situation without her permission. (Though suspicions do exist, I am unaware of evidence of any other instances.) Even one such instance undermines the trust in management essential to voluntary compliance.

Management should enhance our confidence by publishing

- A. security measures in effect to safeguard our unit door keys,
- B. conditions in which keys may be used, by whom, and the process for determining that such conditions exist, and
- C. procedures for securing units and keys after use and for notifying unit owners and residents of the fact of and cause for entering their units.

If management's procedures are sound, we all should comply with the bylaw. If the procedures need improvement, then I would be willing to assist in that effort.

Let us call on all members of our Association and management to resolve this issue in a calm, reasonable manner for the good of all our Skyline House community.

Charley Roberts

#914F/tel. 379-3932

LETTERS (Cont.)

Dear Editor:

○ The recent effort by Management to assure ready access to each unit here in Skyline House in case of emergency has spawned a curious result. A fellow owner delivered to me (and I assume the other unit owners as well) that suggests I join a lawsuit to protect my property rights as provided by the United States Constitution.

○ I believe that protecting my property was exactly what Skyline House Management is trying to do. There have been many instances where Management access to a unit has resulted in minimizing property damage from equipment failures or careless actions by other residents (burst hoses, water left running, etc). The damage to my unit from water from upper floors would have been far worse had Management not been able to enter the units above mine. Other residents have similar stories to tell. There have also been instances where residents have become acutely ill. The availability of keys in the management office may have helped save lives.

○ I am not an attorney. I claim no legal expertise. However, I do know our Constitution was written more than two centuries ago. I doubt that its authors envisioned the circumstances of modern condominium living that make emergency access to our units both reasonable and necessary.

○ The idea of a lawsuit over emergency access to units makes no sense to me. I hope other Skyline House unit owners join me and choose not to support the idea of suing ourselves. Instead, I suggest that those concerned owners work with the appropriate standing committee and our elected Board of Directors to make sure that a proper balance is reached between the need for emergency access to each unit and our privacy and property rights.

Gordon Frank

#1111W

☆☆☆☆☆

THE PRESIDENT'S REPORT (Cont.)

units in the West building. The rent for this space is \$900 per month and is included in the 1993 budget. (You are aware that the 1993 budget did not require an increase in the condominium fee even though the staff received cost of living wage and salary increases.) The Physical Plant and Operations Committee, which examined the issue of space needs for the management staff, concluded that additional space was needed,

agreed that temporary rental was appropriate, and recommended that the necessary additional space be purchased.

From the standpoint of the unit owners, the purchase of the additional space at an amount not to exceed \$100,000 would have little financial impact on individual unit owners. Consider the following illustrative scenario: the space is purchased for \$100,000. A 10-year loan for \$90,000 is negotiated requiring amortization of \$9,000 per year and an interest rate of 8%. The \$10,000 down payment would be drawn from the working capital fund in our 1993 budget. If the payments assume a fixed amortization rate and monthly interest paid on the unpaid balance, the initial monthly payment would be a total of \$1300 (\$750 principal plus \$600 interest), or only \$400 over the amount of the rent we are already paying. The increased monthly payment of \$400 amounts to less than \$1 per month per unit and is easily covered this year from our working capital fund. And under this illustrative scenario, the monthly interest payment would decrease slightly in each subsequent month.

The advantages to the unit owners of purchasing the space are as follows:

1. It ensures that essential management space is permanently available to us at reasonable cost. The rental arrangement is a short-term solution. It could result in future problems that may be more difficult and more expensive to solve.

2. At least four additional parking spaces come with the space. These can either be converted to visitor parking spaces, of which we are in short supply, or sold to unit owners. The most recent sale prices of outside parking spaces have been \$4500-5000.

If you need more information, or if you have mislaid the approval form, please contact Mr. Fenton or Mr. Perper in the Management Office.

☆☆☆☆☆

"PUPPETEERS"

☺ For the past eleven years, a group of ladies at Skyline House has made hand-puppets and sock dolls for babies and children admitted to Fairfax Hospital. Over the years members have come and gone and now we need some new volunteers.

☺ If you like to sew and enjoy congenial company, we should be delighted to welcome you to our group. If this activity appeals to you, please get in touch with Helen Wiener, Apt. 1506W, tel. no. 820-0659, or Dorothy Sills, Apt. 1110E, tel. no. 998-4045.



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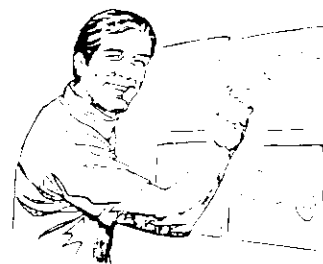
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FINANCIAL MANAGEMENT COMMITTEE

May 20, 1993
September 16, 1993

July 15, 1993
November 18, 1993

Bill Miller, Chair

o The committee considered routine financial matters during the month of April 1993. No special undertakings were performed. Two items that affect the meetings of the committee may be of interest to owners and residents.

o The committee members have voted to change the meeting date from once a month to once every other month. As the financial workload of the Committee has been reduced we feel adequate financial control can be provided the Association under this meeting schedule. Of course the committee will hold special meetings when such are necessary. Such a situation will develop during the budget processing period. Following are the committee meeting dates for the remainder of the calendar year 1993.

The committee will continue to review the financial documents on a monthly basis.

o Owners and residents desiring to have a financial item placed on the meeting agenda are welcome to do so. Such a request must be forwarded to the Chairman not later than eight days prior to the meeting date as the agenda must be posted seven days prior to the meeting date. A short resume as to why the request is being made should be included in the request to assist the committee in their preparation. The agenda of the committee will be limited to financial matters.

The committee members would like to give Helen Kumor a hearty welcome back as a full participating member of the committee.

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PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

o At its regular meeting on April 8, 1993, the PPOC decided to meet every other month, recommended that the board not allow a commercial broadcasting antenna to be placed atop the West Building, adopted a plan to renovate the Exercise Room, and approved repair of the flooring at the East Building rear entrance:

1. **Committee Meetings.** The efficient management of the condominium has reduced the need for the board and the PPOC to meet monthly. The PPOC will convene every other month; its next meeting will be in May to coincide with the board meeting that month.

2. **Commercial Broadcasting Antenna.** The committee received additional information on

an outside company's proposal to pay the condominium a monthly rent for the right to erect a broadcasting antenna on the West Building roof. Concerns for the community's safety, liability, aesthetics, privacy, and security were not satisfied. Nor did the proposed rental payments adequately compensate the condominium for these risks. Therefore, the committee recommended that the board turn down the proposal.

3. **Exercise Room Renovation.** A subcommittee had drafted a detailed study for repairing and re-equipping the Exercise Room. The report specifically recommended new equipment which more residents would be able to use. The committee reviewed and adopted the report for submission to the board.

4. **Repair of East Building Rear Entrance Floor.** The East Building rear entry floor needs to be repaired. The committee recommended that a more durable, ceramic tile be used to replace the present tiling.

GOOD NEWS!!!

Shannon & Luchs, Mount Vernon and Weichert Realtors have joined together to become Weichert Realtors. This means more service & more Agents working for YOU! Weichert's support for its Agents (and you) is outstanding.

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SECURITY, FIRE & SAFETY COMMITTEE

Chair, Vacant

o The Committee did not meet in April nor will it meet in May (unless unforeseen circumstances dictate otherwise). Our next meeting is scheduled for 7:30 p.m. Thursday, June 10, in the East Card Room. Any and all residents are invited to attend any of our meetings. Come out and find out what goes on in our home. Come and join us, you may learn something!

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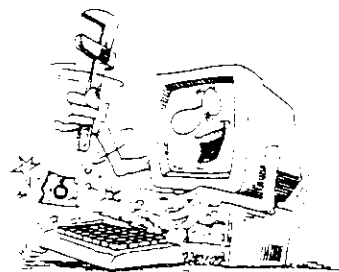
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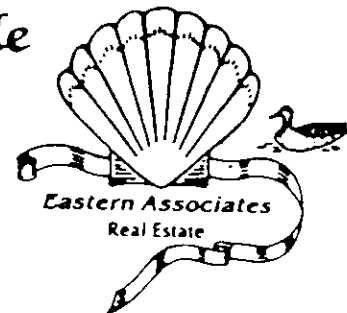
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THE GOOD NEIGHBOR GROUP



Irene Wolgamot

Geraldine Naveau, Co-chairs

- The volunteer Good Neighbors for May are:

SKYLINE HOUSE GOOD NEIGHBORS

MAY 1993

George Beams 578-9507

Midge Easter 931-6878

○ When this program was organized, we were thrilled that 44 Skyline House residents signed on as volunteers. So far - in January, February and March - 17 of them have been designated as monthly Good Neighbors. Their services have been called upon by a few home-bound residents to help with delivery of groceries, medicines, mail, and newspapers.

○ It is our hope that Skyline residents will avail themselves of this service when needed. We "stand by" ready to give temporary help that is needed because of illness, disability or emergency. Also, we are glad to respond to requests for friendly telephone calls. We want to be Good Neighbors!

○ The names and telephone numbers of the designated monthly Good Neighbors are announced each month in the House Special and on the Bulletin Boards near the mailboxes. The names and phone numbers may also be obtained at the front desk.

RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

○ The Committee met on April 14 with two members and Dave Harvey, the co-chair, present.

○ A discussion took place as to why we have been unable to get more people interested in the committee (all committees have this problem) and to why people do not attend committee activities as they have in the past. No conclusions were reached but it seems that everyone has different priorities. Residents are working long hours and many times they just do not have time to attend such as our TGIF. Dear Readers, if you have any ideas/notions, your comments would be greatly appreciated. Just drop a line to Tony DiSalvo, 502E at the main desk.

○ A trip to Atlantic City is set for Thursday, May 20. The cost is \$22.00 per person. The excursion to Atlantic City has always been a big hit and enjoyed by all who participated. For additional information, call Mimi Frank, 578-4858.

○ A reminder for those new residents who have not attended a TGIF, make the next TGIF your first and meet your neighbors. You are more than welcome, and to make it easier for you, you need not bring hors d'oeuvres, just your own liquid refreshments. There is always plenty of food to eat.

○ The next TGIF is scheduled for Friday, May 7 at 6:00 p.m. in the West Party Room. Join us.

○ Please plan to attend the next Recreation Committee meeting on Wednesday, May 12 at 7:30 p.m. in the East Card Room.

FUTURE ACTIVITIES

TGIF	Fri, May 7	WPR 6:30 p.m.
TGIF	Fri, Jun 4	WPR 6:30 p.m.
Rec Com	Wed, May 12	ECR 7:30 p.m.
Rec Com	Wed, Jun 9	ECR 7:30 p.m.

MANAGEMENT QUIPS

Don Fenton, General Manager

o SUDS, SUDS AND MORE SUDS.

One of the problems that condominium residents face is the sudden appearance of soap suds in their sinks. The power of suds can be overwhelming. Did you know that suds can block the flow of water through a drain pipe, especially if there is a dip or sag in a pipe. Many residents of units on the lower floors of a tier have entered their kitchen to find their sink and floor covered with the products of washing machines, dishwashers, sinks and garbage disposals. Not a pleasant experience. What can we do as good neighbors to eliminate this nuisance of over sudsing?

o First, front loading washing machines, the majority of washers here, require only 1/2 the amount of detergent as a top loading machine. Second, only **A LOW SUDSING DETERGENT** should be used. Look for and purchase only "low sudsing" detergents. If the box doesn't state "low sudsing" you shouldn't be using that product. Next, please follow the directions on the box or the machine for front loaders. Do the same for your dishwasher and sink detergents. A little trick to get rid of extra suds, a result of too much detergent, sprinkle some table salt on the suds. This will knock them down dramatically. Third, always continue to flush your garbage disposal with water after you finish grinding. By following the above we should be able to reduce if not eliminate waste water backflows into units. Also if you hear a gurgling sound from the pipe holes where your washing machine hoses empty into the wall it usually means your drains are backing up. Its time to have your drain "snaked out". Give a call to In-Unit maintenance.

o **West Roof Project:** by the time this edition is available the vacuuming operation should be over. On Tuesday, May 12, that 90-ton crane will be here to load the materials on the roof. Remember **GUEST PARKING WILL BE CLOSED DOWN ABOUT NOON ON MONDAY MAY 11.** The crane is due to arrive

about 6:30 a.m. as it is restricted from using public roads during rush hour. We will be disseminating more information later this week. The entrance-way work last week was the beginning of the traffic light installation.

o **Balcony Painting** will begin the middle of the month in the West Building. Please watch the bulletin board for information in scheduling your unit for painting.

o **Fax Study:** on page 13 of this issue is a presentation of the results of a recent survey. Take a minute and let us have your comments, which as always, are welcome.

o **Emergency Access Keys:** In this issue's "letters to the editor", Charley Roberts expresses some concerns about the "lockbox" procedures and suggests that an explanation would be helpful. In response please find a separate **reprinting** of the Implementation Policy - House Rule 10A (See page 12). This policy details the proper procedure for rule 10A. Charley also reports that a resident has "assured" him that "her unit has been entered in a non-emergency situation without her permission". As General Manager I emphatically ask that this resident step forward and allow Skyline House to investigate what I view as a serious matter. We cannot allow either a real or imagined impropriety. If this procedure is not being followed then it must be corrected immediately. Management is aware of and does **ACCEPT** the responsibility of maintaining the integrity of the emergency key lockbox. To the best of my knowledge **NO IMPROPER ENTRIES HAVE BEEN MADE UNDER THIS POLICY.**

Management enters units **ONLY** when one of the following listed conditions exists. Some recent examples of entry are; 1) water pipes or hoses that have broken, to find the source and secured the leak and to prevent and/or limit damage to units in the path of the leak; 2) suspected accidents or illness, where a resident has called for help, and where a resident, known to to be ill had no responded to a neighbor's calls and upon entry, it was found that the resident had fallen in the den

COVENANTS COMMITTEE

Frances Blumberg, Chair

o The Covenants committee is back in business. Meetings will be held on the third Wednesday of each month, at 7:30 p.m. The Chair is Mrs. Frances Blumberg, Unit 305E.

o We are looking for people to serve on the Hearing Committee. We need at least six (6) people who would like to help enforce the rules and regulations of the Condo. Please let Mrs. Blumberg know if you are interested. You can leave a note in her box or call her at 845-8849. If you do not like the way things are going, this is one way of letting your feelings be known.

o The next meeting will be Wednesday, May 19, 1993.

Happy

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IN APPRECIATION

o Andrew (my 11-year old son) was very grateful to everyone at Skyline House for the generous response to his appeal for Giant and Safeway receipts.

o I called his school (Belvedere Elementary School) last week and found out that the school was able to purchase a McIntosh computer, two printers, some software for the computers, some library books and several tricycles for the youngest children at the school. (To receive one computer takes 240,000 and the total amount collected was around 450,000 so the balance was distributed as evenly as possible within the different grades to purchase items.) Andrew also received the "good citizen of the month" award for his class, along with another classmate, and I'm sure his conscientiousness in trying to secure Giant and Safeway receipts was an added factor in being chosen.

o This letter, then, is to thank everyone very much for the wonderful response to Andrew's appeal for receipts. I would like to enclose an excerpt from his last school newsletter (the Belvedere Bulldog), which shows how much the response from Skyline House and his previous apartment building helped in securing equipment for his school (next year he starts Glasgow Middle School - so this was a really nice way to finish up his last year at Belvedere).

Sincerely,

Judith York

Receipts: Until last Friday our receipts thus far from Giant and Safeway totalled a bit over \$276,000. But then on Friday Andrew York turned in approximately \$100,000 in receipts that he had collected from two high rise buildings. He set up the collection point himself and wrote notes and follow-up thank you cards to the donors. Great job, Andrew!

The last day to turn in Safeway's Tapes For Education is Friday, March 12. The final day for Giant's Apples For The Students is Friday, March 19. Sports Checks from Shoppers are still being give out, so please keep sending those in.

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**.

IMPLEMENTATION POLICY - HOUSE RULE 10A

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.

Purpose: 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:

- 1) 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.

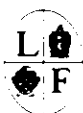
Procedure:

- 1) After proper identification, the individual must complete the sign-out 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.
- 2) The cabinets key control logbook will be checked daily during office hours to ensure that all keys have been returned.

FAX SURVEY

	No FAX	Cover	Local pg.1	Local pg.2	Dom. pg.1	Dom. pg.2	Int. pg.1	Int. pg.2	Receive
Rotunda Condominium	No								
Market at Rotunda		cover + 1st 5pg. \$3	\$1		pgs. + call	pgs. + call	5p \$8 + call	pgs. + call	\$1
Watertown Landmark	No								
Skyline Plaza	No								
Skyline Square	No								
Skyline House		cover + 1st pg. \$2	\$1		\$2 + call	\$1 + call	No	No	\$1
Skyline Towers	No								
Woodlake Towers	No								
Beledere Condo		cover + 1st pg. \$2	\$.75		\$2 + call	.75 + call	\$2 + call	.75 + call	\$1
Idylwood Towers		\$2	\$2		No	No	No	No	No
Marina Towers		\$1	\$1		\$1	\$1	\$5	\$5	\$1
Park Fairfax	No								
Fountains 301	No								
Staples - F. C.		\$1	\$1		\$1	\$1	\$6	\$3	\$1
Mailbox Center - F.C.		No	\$1		\$3	\$1	\$10	\$5	.50
Parcel Plus -Fairfax		\$1.50 cover or 1st pg.	.50		\$3	\$1.50	\$10	\$2	\$1
Minuteman Press F. C.		cover + 1st pg. \$2	\$1		\$3	\$1	No	No	\$1
Grand Hyatt		cover + 1st page \$5	\$3		1st two \$5	\$3	1st two \$8	\$5	No chg.
Capital Hilton		no chg.	\$8		\$8	\$2	pgs. + \$3 per. min.		No chg.
Willard Int. Cont.		cover + 1st 4 pg. \$5	\$3		\$5 1st 5	\$3	\$10 1st 5	\$5	No chg.
J.W. Marriot		cover + 1st 4 pg. \$5			pg. + call		pg. + call		\$1

and was too weak to call for help having been on the floor for over 24 hours and; 4) reports of fire, i.e., one rainy day a resident reported smoke coming out of a unit below. Management, along with fire department personnel, entered the unit using the key instead of breeching the unit wall. It turned out that the dryer had been left on and the resident was not at home. Because of a "100 % HUMIDITY" condition, a cloud of warm air resembling smoke resulted. This was, by the way, a good call by the resident in reporting the smoke.



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1 + den / 3

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