



The

# House Special

VOLUME XIV

JANUARY 1994

NO. 1

## *THE PRESIDENT'S REPORT*

**David Tilson, President**

o At the December 13 Town Meeting, two topics were discussed: (1) a proposal to change the manner in which replacement reserve funds are managed, and, (2) issues related to governance of the Skyline House Unit Owners' Association.

### **Replacement Reserves**

o A representative of the R. J. Moore Company, the engineering consulting firm that studied Skyline House replacement reserve requirements and funding arrangements, presented a summary of their report (copies of which are available in the Management Office). The study entailed a comprehensive look and engineering assessment of the condition of our buildings and equipment as well as the rest of the property including the roadways, free standing walls, curbs and gutters and grounds. They then made up a detailed 40-year schedule of their estimate of when various items of plant and equipment would require major maintenance or replacement, and what the cost of doing so would be. These cost estimates were then totalled for each year starting in 1994.



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NEW YEAR!**



The

# House Special

**Editor:**

**Law Henderson**

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o They noted that there were two methods of estimating reserves needed to fund future replacements or major repairs: the component method, the useful life of each piece of equipment and the cost of replacing it (or of major repairs to it) is estimated and an amount is allocated each year in the reserve budget such that when the time comes to repair or replace that item, the funds to do so will be in that specific reserve account. The amounts are set aside in line item accounts and funds from each account are to be used only for that specific item (component).

o In the cashflow method, the identical components are included, but instead of maintaining line item (component) accounts, the total estimated cost of major repairs and replacements are calculated year-by-year. The total projected expenditures of reserves on a year-by-year basis are used to calculate the amount of the annual contribution to the reserve funds which are pooled rather than maintained in separate component accounts. The total amount of reserve is calculated -- and the annual contributions adjusted -- to ensure that very adequate reserves are maintained to deal with miscalculations or emergencies.

o According to the consultants, the amount of reserve funds needed to fully fund the component method is substantially larger than the amount needed by the cash flow method to maintain adequate reserves.

o A number of unit owners, including former Board members who were responsible for installing the component method, were clearly not persuaded by the consultants' report. The report has been referred by the Board to the Physical Plant and Operations Committee for careful review and the matter will come up for Board consideration at the January 19 Board meeting.

## Governance

o The quality of life of all residents, and the future value of our investments in our apartments at Skyline House, depend in large measure on our ability to identify resident unit owners who are

## The HOUSE SPECIAL

qualified to assume leadership roles, and who are willing to serve on the Committees and on the Board of Directors of the Unit Owners' Association.

- For we are a self-governing community -- in effect, a sub-unit of local government. We establish our own rules and regulations, hire our own managers, and raise and spend our own money to pay our staff and maintain our buildings and grounds. Our decision-making body is the elected Board of Directors, which, with the assistance and advice of the several standing Committees, makes decisions that are legally binding on all unit owners.

- For the past 14 years, we have depended entirely on volunteers to step forward. There has been no formal mechanism for identifying potential leaders and actively recruiting them.

- Although we have been served well by those who have volunteered, the pool of qualified volunteers is much too small. We must enlarge this pool and keep refreshing it regularly. In the long run, the health and well-being of our community, and the value of our investments, depends on our ability to do this successfully.

- To address this critical and continuing problem, the Board has established a Search Committee, to consist of resident owners who are appointed by the Board. The first three members -- Fran Shields, 1408E, Carroll Thompson, 1108W, and Gordon Frank, 1110W -- were appointed by the Board at its November meeting. The Board authorized the committee to elect its own chair.

- At its first meeting on December 6, the Search Committee elected Fran Shields as chair. The Committee also agreed that it will need to be enlarged by at least two or three more members because of the anticipated workload. Two additional members -- Virgil Naveau, 413W, and Helen Drivas, 906E were then added to the Committee.

- The Committee agreed that it had two major tasks:

1. To recruit at least three qualified candidates to run for election to the Board in March 1994. (The terms of three of the current Board members expire in March.) This is an urgent short-term requirement because these candidates must be recruited by early February.

2. To develop a process for identifying and recruiting potential leaders to serve on standing and ad hoc committees of the association. This is a longer term requirement that encompasses three activities:

- a. Education of unit owners on the importance of their participating in the governance process. This will include development of written materials to explain the functions and roles of the various committees and the Board of Directors.

- b. Obtaining information about the qualifications of unit owners. This is information that must be obtained voluntarily from the unit owners themselves. We do not have in mind any process other than inviting unit owners to give us a brief summary of the kinds of experience and skills they have that may be helpful to any of the committees or the Board of Directors. Information provided to the Search Committee will be treated as confidential and not made available to third parties without permission of the individual unit owners.

- c. Interviewing unit owners and recruiting new committee members, committee chairs, and candidates for the Board.

- In a condominium as large as Skyline House (552 residential units), there are many well-educated unit owners with substantial experience in business, the non-profit sector, voluntary organizations of many kinds, and government. There are many among us who have the qualities of maturity of judgment and temperament we seek in leaders in the Skyline House governance structure.

- Unfortunately, unless they volunteer -- and most do not -- we do not know who they are.

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Accordingly, as a first step, the Search Committee will ask all unit owners (both spouses in the case of couples) to fill out a questionnaire that requests some biographical data.

o The Search Committee is planning a reception for all unit owners on Sunday, January 23, from 4-6pm in the West Party Room. There will be an opportunity to ask questions and receive information about the functions of the standing committees and the Board of Directors and about the questionnaires.

o Incidentally, U.S. citizenship is not a requirement for participation in the governance of Skyline House. The only legal qualification is ownership of a Skyline House unit.

May 1994 be a happy year for all of you and your families!

### In Memoriam Vera Church

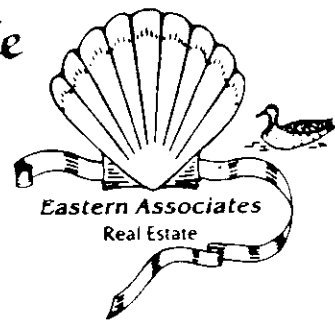
It is with sadness that I announce the passing of Ms. Vera Church of Unit 807W on November 25, 1993 in Alameda, CA.

She is survived by her children,

Mae Ann Henderson  
Edith Harris  
Verne Church

Ms. Church was one of Skyline House's original resident owners well known to all. She will be missed.

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## GARNISHMENT

o President Clinton has signed legislation allowing federal employees' wages to be garnished. The bill, S-185 (P.L. 103-94, known as the "Hatch Act Reform Amendments of 1993"), will assist community associations in recovering unpaid homeowners association dues and condominium fees from homeowners employed by the federal government.

o A previous prohibition on garnishing wages affected community associations in the Washington area in particular because of the significant number of federal employees here. Typically, if an owner falls behind in his or her assessment payments either for association dues or condominium fees, the association can sue the owner personally and obtain a judgment. The community association, however, was unable to garnish wages if that resident was federally employed.

o The bill takes effect Feb. 3, 1994, and will open up one more area to community associations for collection of judgments.

(From Quorum Magazine, Dec. 1993)

## FINANCIAL MANAGEMENT COMMITTEE

Bill Miller, Chair

° As the Financial Management Committee did not meet in December, our only activity was a review of the Association's financial documents for the month of November, 1993.

° Shortly after the first of the new year, our auditor will begin the audit of the Association's 1993 financial documents and an evaluation of our financial position for 1993. The two quarterly audit reviews performed during 1993 were considered very beneficial to Management and to the Board in relation to the financial activities of the Association.

° The next meeting of the Financial committee will be held on Thursday, January 20, 1994, in the East Card Room at 7:00 p.m.

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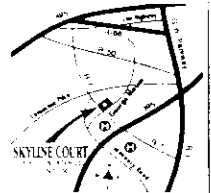
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## POST-HOLIDAY TGIF COCKTAIL PARTY

Presented by the

**SKYLINE HOUSE RECREATION COMMITTEE**

**JANUARY 7, 1994 - EAST PARTY ROOM**

Bring your own liquid refreshment, setups and a plate of hors d'oeuvres.

No Reservations Required

For the newcomers to Skyline House who are not familiar with the monthly TGIF cocktail party, it is an informal get-together where you meet and visit with your neighbors of Skyline House. And, if you have house guests they are most welcome. For those who have not attended previously, make this your first. To make it easier for you, do not bring hors d'oeuvres but only yourselves and your liquid refreshments.

**COME JOIN US**

## SKYLINE HOUSE CABLEVISION CHANNEL LISTING

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Ch.	4*	WRC	Washington (NBC)
Ch.	5*	WTTG	Washington (FOX)
Ch.	6*	WDCA	Washington (IND)-Ch. 20
Ch.	7*	WJLA	Washington (ABC)
Ch.	9*	WUSA	Washington (CBS)
Ch.	10		Prevue Program Guide
Ch.	11*	WBAL	Baltimore (CBS)
Ch.	12		Skyline House Bulletin Board
Ch.	13*	WJZ	Baltimore (ABC)
Ch.	14*	MTV	Music Television
Ch.	15	C-SPAN II	U.S. Senate & public affairs†
Ch.	16*	FBS	Atlanta Superstation
Ch.	17	USA	USA Network
Ch.	18*	WGN	Chicago Superchannel
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Ch.	22*	BRAVO	Performing Arts (evenings)
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Ch.	24*	<b>SHO</b>	<b>SHOWTIME (movies) ††</b>
Ch.	25	CNN	Cable News Network
Ch.	26*	<b>TMC</b>	<b>The Movie Channel ††</b>
Ch.	27	A&E	Arts & Entertainment Network
Ch.	28	C-SPAN 1	U.S. House & public affairs†
Ch.	29*	TNT	Turner Network Television
Ch.	30	BET	Black Entertainment Television
Ch.	31	CNN-HN	Headline News
Ch.	32	DSC	The Discovery Channel
Ch.	33	CNBC	Stock Market, business news & talk programs
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Ch.	38	WHMM	Washington (PBS)-Ch.32
Ch.	39	WNUV	Baltimore (IND)-Ch.54
Ch.	40*	WMPT	Md. Public TV (PBS)-Ch.22
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Ch.	98*	WWOR	New York Superstation
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† For C-SPAN schedule updates, call (202)628-2205

†† Premium channels - Contact Washington Cable for information at (202)646-1600

## RECREATION COMMITTEE

### Tony DiSalvo and Dave Harvey, Co-Chairs

o The committee met in December with two members present.

o On Saturday, December 11, the West Party Room was the site of the Annual Holiday Party. It was a great success, with over 100 Skyline residents and their guests present as well as a number of former Skyline House residents. The attendees again outdid themselves with great hors d'oeuvres and, of course, holiday desserts. Again, thank you all for coming to make the evening a great success. A big "Thank You" to Carroll Thompson for decorating the party room with Les Boykin assisting. Thanks also to Betty McLaurin for decorating the Christmas tree and all those who helped to clean up afterwards. If I remember correctly this was the first time we had a tree. We hope to have one again next year.

o Friday, January 7, 1994, is the date for the next TGIF in the East Party Room which we will call the Post Holiday TGIF. And a reminder to those residents who have not attended a TGIF, make the next your first and meet your neighbors. You are more than welcome and to make it easy for you, you need not bring hors d'oeuvres, just yourselves and your own liquid refreshment.

o A Flea Market is planned for Saturday, January 22, at 9:00 a.m. in the East Party Room. The doors will open at 8:00 a.m. for those who have reserved a table for selling. Come early and set up. A table is furnished for you to sell your items. This is a good time for you to rid yourself of those heirlooms which are taking up space. Selling will be restricted to Skyline House residents. Call Tony at 824-1958 to reserve a table or if you have any questions. You are, of course, welcome to bring your own card table. Just let Tony know.

o The Alexandria Singers performed at the George Washington Masonic Temple on December 17-19. The concert was great and it was good to see a large number of Skyline House residents in attendance. We hope that Art Brill will keep us in mind in 1994 and bring the Singers back to Skyline


House. Their next concert is scheduled for June 24-26, "A Song and Dance Spectacular" at the T. C. Williams High School.

o We have had one person respond to our question concerning interest in aerobics classes. We'll try again -- if you are interested please leave a message for Tony at the reception desk.

o The next meeting of the Recreation Committee will be January 12, at 7:30 p.m. in the East Card Room. Why not join us?

## FUTURE ACTIVITIES

TGIF	Fri. Jan 7	EPR 6:30 p.m.
Rec Com	Wed. Jan 12	ECR 7:30 p.m.
Flea Market	Sat. Jan 22	EPR 9:00 a.m.



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## MANAGEMENT REPORT

○ Since last month's report we have received notice of the passing of five Skyline House Residents. Mr. Walter Church - 404E, Ms. Vera Church - 807W, Ms. C. Patricia (Pat) Junk - 1607W, Ms. Maggie Kelly - 703E and Ms. Lucille Shadloff - 208E. We deeply regret their passing and will miss them.

○ Included in this issue is the permanent Cable lineup for the Skyline House Cable System. If you are experiencing problems with reception please complete a questionnaire and leave it with the front desk or with the office. Forms are available at both locations. Skyline House wishes to investigate all complaints prior to submission to Washington Cable. Many times, correcting a problem in one area corrects several problems elsewhere. We have, with Washington Cable's assistance, been able to correct 99% of the reported problems. Two units are continuing to report sporadic interference from unknown sources. It is suspected that the interference may be coming from an appliance such as a diathermy machine. If you experience such sporadic interference please note the time and date and let us know -- hopefully we can track down the source. Only your reports can help us.

○ Your Skyline House maintenance staff will assist any resident in connecting the TV(s) to the House System. We also have available for rent, both manual and remote control, converter boxes installed at no cost by your maintenance staff. While there is no installation fee, a refundable deposit of \$60.00 applies to both manual and remote control boxes. Only the remote control converter box carries an additional rental cost of \$36 {payable annually in advance}. Call In-unit Maintenance to schedule an installation. All checks should be made out to Washington Cable.

### ○ **RULE 16 DECORATIONS**

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

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

○ A dumpster is located behind the West loading dock for the disposal of XMAS trees. All residents wishing to dispose of these trees are asked to take them to this location. The dumpster will be available until January 14th.

### ○ **Fire Tips**

This month's tip: What to do before you **OPEN A DOOR** when there is the least chance of there being a fire. **ALWAYS CHECK YOUR DOOR FOR HEAT BY FEELING THE SURFACE - CHECK FOR SMOKE OR STRONG ODORS SEEPING AROUND THE DOOR. ONLY IF THE DOOR FEELS NORMAL (COOL) AND NO SMOKE/ODORS ARE PRESENT SHOULD YOU OPEN IT AND THEN OPEN IT CAREFULLY - YOU SHOULD BRACE YOURSELF AGAINST THE DOOR SO THAT YOU WILL BE ABLE TO CLOSE THE DOOR IF YOU FEEL A RUSH OF AIR INWARD, OPEN THE DOOR SLOWLY. IF SAFE THEN GO TO THE NEAREST FIRE EXIT AND CONTINUE DOWN AND OUT OF THE BUILDING. IF THE DOOR IS HOT, OR SMOKE/ODORS EXIST - STAY IN THE UNIT AND GO AS FAR AS POSSIBLE AWAY FROM THAT LOCATION TO AN OUTSIDE ROOM OR THE BALCONY. IF POSSIBLE CALL THE FRONT DESK AND ADVISE OF YOUR PROBLEM AND LOCATION.**

○ Do you remember the Handicap List? Any residents having problems that hinder evacuation should be listed on the **HANDICAPPED EVACUATION LIST**. If you wish to be listed please contact the Management Office.

There have been times when residents have called 911 for fire emergencies directly. If this occurs, please contact the front desk and notify them of the location and type of emergency.

○ Next week we will be saying goodbye to Hassan Samanter. Hassan is leaving Skyline



## The HOUSE SPECIAL

House to go into business with his family overseas. L. along with all of the Skyline House staff wish to thank Hassan for his "above the call of duty" of assistance in making Skyline House a better place to live. Good luck "Sam" we will miss you.

o Remember to register your vehicle with Skyline House. This includes updating your license number when you get new plates from DMV. Also if you get rid of a vehicle let us know. A drive to update the registrations is now underway.



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## COMMUNITY HAPPENINGS AT "BORDERS"

by Tony DiSalvo

o Borders' Own Penny University continued during December and it was nice to note that a couple of new faces from Skyline House were present, and that Irene Wolgamot presented a discussion on French holiday customs. The discussion was monitored by Barbara Kemp, the espresso bar manager. There were about 15 people present and that provided for a lively discussion. Coffee and cookies were provided by the espresso bar manager. They will continue a discussion of 18th century France on Monday, January 10, at 11:00 a.m. Plan to attend even though you do not wish to research a topic. You would be surprised how much you would contribute to the discussion.

o No pastry demonstration is scheduled for January (they will continue in February), but there will be a cookbook discussion and recipe sampling on January 19 at 7:00 p.m. Meet Pam Mycoskie, author of the revolutionary cookbook, *Butter Busters!* Recipes use simple substitutions to transform recipes into low-fat, healthy foods. Enjoy this opportunity to sample some of these delicious recipes, and join in on a discussion lead by the author.

o There is no charge for these activities. Pick up your Calendar of Events at Borders.

### Dear Friends . . .

who have helped me with the receipt collection, I thank you very much. Because of your help my school has been able to receive many more computers than it would normally have received. Please remember the deadline is the middle of March. Have a happy holiday season, and I hope to see you next year.

Yours truly,  
Andrew York

## THE GOOD NEIGHBOR GROUP



Co-Chairs: Irene Wolgamot 998-1715  
Geraldine Naveau, 931-4643

o The volunteer Good Neighbors for January are:

### SKYLINE HOUSE GOOD NEIGHBORS

January 1994

Anne Preston 931-7679  
Mary Walsh 379-8796

o A new year begins for the Good Neighbors program. We urge Skyline House residents to call us if you need temporary help due to illness, disability or emergency.

o Interested residents are invited to join the Good Neighbor volunteers on January 22 at 6 o'clock for an Appreciation Potluck Dinner in the West Party Room. This occasion is honoring the Good Neighbor volunteers for their services during the past year.

o Please call Irene or Geraldine if you would like to bring a food dish (for 6-8) and join us for this Appreciation dinner.

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