



The

House Special

VOLUME XIV

FEBRUARY 1994

NO. 2

REPORT ON THE BOARD MEETING

by Ed Bisgyer, Board Member

o The regular meeting of the Board of Directors was held on Monday, January 24, at 7:30 p.m., in the West Card Room. Ed Bisgyer announced that due to illness of the President, Dave Tilson, and the absence of the Vice-President, Dolores Littles, he would chair the meeting at the request of Tilson.

There being no President's Report, Wayne Krumwiede was asked to give the Treasurer's Report. He stated that the independent auditors have begun work on the 1993 audit.

o Mr. Krumwiede summarized the year-end position of the investments in the Skyline House Employees' Pension Fund. The largest portion of the funds are in five mutual funds: Vanguard's Wellington, Wellesley and Windsor II, The Nicholas Fund, and T. Rowe Price New Asia Fund. All have done quite well this past year, with an outstanding performance of the New Asia Fund. All dividends and capital gains are reinvested in additional shares in the funds. In addition to the mutual funds the pension fund has a two-year and a three-year Treasury Note. The total market value of the pension fund at the end of 1993 is about \$120,000.

o Don Fenton's management report included an update on the traffic light installation at the

entrance to Skyline House. It appears that the contractor responsible for the work connected the power line to the wrong cable necessitating relaying of the line by Virginia Power to another usable utility cable. No date has been given for completion of this project.

There has been a decrease in the quality of the cable signal supplied by Washington Cable under its agreement with Skyline House. They have been notified in writing of this unacceptable performance and the possible withholding of payment until the performance improves. Washington Cable responded that an amplifier in their microwave link had failed and this would be replaced. Following that, the antenna systems at Skyline House are to be balanced. These steps should radically improve the reception.

The re-keying of all the common area door locks is expected to be completed in February. Details are contained in the MANAGEMENT REPORT in the issue.

o The report of the Physical Plant and Operating Committee was presented by Gordon Frank. It contains two recommendations by the committee to the Board. The first concerns the study regarding the replacement reserves of Skyline House and the comparison of the two methods of funding: the component method and the cash flow method. The committee's conclusion is to remain with our current component method, which is a more conservative approach to budgeting and expending funds for



The

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Law Henderson

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replacement of line-item reserve equipment and common area needs.

The Board, following this discussion and the added recommendation of the Financial Management Committee voted to remain with the component method in dealing with replacement reserves. It was noted that our independent auditor, Howard Goldklang, has stated that it is permissible to use funds from one or more line items for use in another area, with the proviso that the expended funds are scheduled for replacement to the original items.

The second recommendation from PPOC dealt with a request from a unit owner to remove a separating wall between two units, both of which he owns. The wall is non-load bearing and contains no common pipes, drains or electrical wiring. Our attorney has said there is no bar to this and the committee concurs. The Board asked management to convey to the unit owner the consent to proceed.

o The redecorating committees for the party rooms and penthouse halls and for the residential corridors gave their progress reports. Carroll Thompson, chair of the party rooms project, noted that his committee has completed their design, color and furniture selections and had turned their decisions over to management to get costs and begin the actual work. Don Fenton has calculated a total of approximately \$57,000 to redo both party rooms and recarpet the penthouse hallways.

Roy Cahoon, Chair of the committee overseeing the redecoration of the residential corridors (including new carpeting, repainting and new door trims), said that they are awaiting the final samples from the decorator-consultant. As soon as these are received they are ready to make the final selections and ask management to proceed with purchasing and painting. Mr. Fenton's estimate, prior to receiving and costing the final details from Mr. Cahoon's committee, is that the grand total to complete both projects is between \$440,000 and \$450,000. The replacement reserves for all the line items involved in the redecorating, including the 1994 contribution to

the reserve funds, is at \$337,000. The total amount in the replacement reserve accounts is about \$830,000 (not including the 1994 contribution).

It was originally planned, following the completion of the lobby and galleries refurbishing, to do the party rooms and then the residential corridors a year or so later. However, the current consensus of the Board is that, given the condition of the carpeting in the corridors, both projects be pushed forward this year. The ability to shift replacement reserve funds among different line items enables us to spend the money to finish all the redecorating in 1994. (Funds used from non-decorating reserve items to be replaced on a schedule to repay those amounts.) Since the final decisions on redecorating of the party rooms have been made and the costs calculated, the Board voted to proceed with that portion of the refurbishing at a cost not to exceed \$60,000 for both party rooms and the penthouse hallways. When the remaining decisions and estimates have been completed for the corridors they will be presented to the Board for review and final approval. It is hoped that this will be very soon so that management can commit the painting to the outside workers to be hired since this is so extensive.

o Earlier, the Board submitted a proposal to the owners to purchase part of a commercial unit for use as office space. The amount was not to exceed \$100,000. The space desired is currently being leased by Skyline House for offices. In a mail ballot the owners approved the purchase under the conditions set forth by the Board. Our attorney was asked to draw up a sales contract to be signed by the owner of the space we wish to buy. This has been done and the owner has signed. The Board voted to approve the expenditure of \$100,000 to purchase part of the commercial space designated C2W. This includes 4 parking spaces which can be used as additional guest parking.

The discussion then turned to the method of financing the amount needed for this purchase. There are two possibilities under consideration: to borrow from ourselves, using replacement reserve

funds to be repaid on a fixed schedule, or to obtain a mortgage from a lender at the usual terms and conditions. Following a comparison of the two methods, with advantages and disadvantages, it was the consensus of the Board that it is better to get a loan. The primary reason is that the replacement reserve funds will be substantially depleted to complete the redecorating projects and that it would not be judicious to draw down these accounts even further. Whereas a commercial loan, when stretched out over ten or fifteen years, would mean a minuscule addition to the condominium fee, especially given the modest amount of the loan in this case. The Board voted to obtain a mortgage for a period up to 15 years, with a no penalty prepayment clause if it is decided later to prepay the balance.

o Ed Bisgyer reported that he and Dave Tilson had discussed the need to obtain the services of a an outside pension fund administrator (such as a bank or other professional entity) to handle investment decisions and various records and reports that are required in the oversight of the pension fund. Bisgyer noted that the current Trustees, who are unit owners serving on a voluntary basis, cannot be expected to serve for an indefinite period of time and should be replaced by a professional organization. Previously, in response to inquiries from staff members about initiating a 401(k) plan for the pension plan, Tilson asked our accountant to get some proposals from organizations capable of handling this type of oversight. Tilson asked Bisgyer to chair an ad hoc committee to review these presentations and report back to the Board with recommendations. The committee will consist of the three Trustees, plus one or two other members. The general manager and the staff accountant will assist the committee, but will not vote. A 401(k) plan enables employees to make voluntary contributions to a pension plan and to decide how their funds will be invested. The use of such professional services will increase the annual expenses for the pension fund since the Trustees are not paid for their investment and oversight decisions.

THE GOOD NEIGHBOR GROUP

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

o The volunteer Good Neighbors for February are:

SKYLINE HOUSE GOOD NEIGHBORS

February 1994

Sandra Bates 671-7325
Dick Noonan 820-5178

o Good Neighbor Volunteers and other residents interested in the Good Neighbors program enjoyed a pot-luck Appreciation Dinner in the West Party Room on January 22nd. The volunteers were honored for their exemplary services during the past year.

o A poster was exhibited which showed pictures of the 24 residents who served as Good Neighbors of the Month in 1993.

o The Good Neighbors program offers Skyline House residents temporary help needed due to illness, disability or emergency. Each month, pictures, with telephone numbers of the two Good Neighbors of the Month are posted in each Mail Lobby.

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PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

o At its regular meeting on January 6, 1994, the Physical Plant and Operations Committee evaluated the R.J. Moore Associates' study of the condominium's replacement reserves. The condominium's replacement reserve fund is designed to provide a trust fund to cover the cost of eventually replacing expensive condominium equipment, such as the air handlers that ventilate the hallways, because this equipment has a limited life. The PPOC recommended that the Board of Directors retain the present component method, because it is fiscally sounder, is fairer in assessments on unit owners, and does not allow free use of the funds, in contrast with the cash flow method.

First, as to fiscal safety, Mr. Bennett, VP of R.J. Moore Associates, informed the committee that the cash flow method is "bone tight" and provides little safety margin in reserves. This method tries to anticipate all replacements but does not rule out unanticipated equipment failures. The cash flow method requires an annual professional up-date so that in case of unexpected breakdowns, the annual contribution can be quickly increased to make-up the deficiency. In other words, R.J. Moore or a similar company must be hired to do an annual review and up-date to adjust for unexpected expenses as well as to detect any spending irregularities. Without an annual review, the system breaks down. In contrast, the component method, which the Skyline House now utilizes, provides a large safety margin with significant funds in reserve. The community must decide, Mr. Bennett said, how comfortable it will be with a small or a large reserve fund.

Second, as to the fairness of assessments, Mr. Bennett said that the component method makes an annual assessment which reflects actual use of the physical plant in that year. The unit owners, under the component method, must make an annual payment into reserves which reflects

their use and depreciation of the condominium's physical equipment in that year. In other words, present unit owners cannot postpone or reduce funding the reserves so as to push the cost of replacements onto future owners. The committee is of the view that the component method provides an equitable distribution of costs among the different "generations" of unit owners. Under the component method, present unit owners cannot use equipment which has a limited life and delay funding the cost of replacing that equipment so that future unit owners will have to bear the expense.

Third, as to accounting safeguards, the cash flow method, does not set aside funds for specific equipment. The entire reserves are free to be used for any physical plant item under the cash flow method. This provides the least constraints for spending the reserve funds. In contrast, the component method creates small trust or accounting funds within the general reserve fund. The reserve allocation for a particular trust or accounting fund can only be spent for the designated equipment. In case of an emergency, the condominium can borrow from one reserve account to pay for another reserve item, but the condominium must justify this borrowing and have a repayment schedule to replenish the account. This justification for inter-account borrowing and this schedule for repayment are not required with a cash flow method. The cash flow method lacks these financial safeguards in spending the reserve funds.

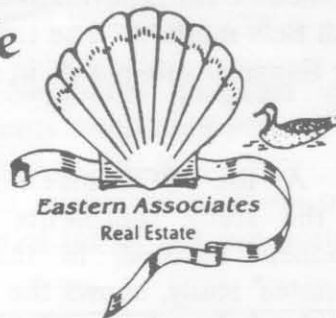
At the PPOC meeting, Mr. Bennett said that the study represents two extremes. The component method, in the R.J. Moore and Associates' study, shows the condominium to be under-funded and requiring a hefty increase in annual assessment. Mr. Bennett described this as a "worst case scenario" intended to demonstrate an extreme situation. Many of the "newly discovered" items which Mr. Bennett said should be funded in reserves under this worst case scenario, are already covered in the annual operating and working capital budget. For example, light bulbs and light fixtures are replaced as they wear out; their replacement cost is funded

by the annual operating accounts.

In comparison, the cash flow method, the study's rosy scenario, shows the condominium reserves to be over-funded so as to allow a reduction in annual assessments. This scenario was presented to show how annual reserve assessments can be reduced, if the condominium wants a smaller margin of financial safety.

To set a more realistic reserve target for the condominium, the Physical Plant and Operations Committee reviewed with the General Manager, the list of items which the R.J. Moore study assumed should be funded by reserve. Since many of these items are now already funded by operating and working capital funds, they should not be included in the list covered by reserve funding. There are several items, however, such as the swimming pool, which should be covered by reserve funding. The General Manager will present to the Board the computer calculations of the reserve items, which the PPOC believes should properly be covered by reserves. As the calculations show, the condominium's present reserves are very healthy. The committee believes and therefore recommended that the integrity of the reserve funds are best protected under the component method.

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FINANCIAL MANAGEMENT COMMITTEE

Bill Miller, Chair

o The Association Auditor began the audit of Skyline House Unit Owners' Association's financial records on Monday, January 24, 1994. The Financial Management Committee will review the preliminary audit report and submit comments to Management. The final report will be presented by the Auditor for the Board's approval.

o At the January 20, 1994 Financial Management Committee meeting, members expressed a desire to reconsider their position on the method of funding the Association's reserves. The Committee members expressed a desire to support a continuation of our present method of determining reserve funding. The Committee's new position was expressed at the Board of Directors meeting on January 24, 1994.

o Although committee members are always looking for new talent to become members, we also invite owners and residents to attend our meetings as visitors. Many owners may not have time to participate as full members but could contribute their expertise on a particular agenda item. Only members may vote on motions, but visitors will be accorded the opportunity to fully participate in the discussions. Their views and comments will be seriously considered by Committee members in their deliberations. The Committee thanks Mr. George Beams and Mr. Henry Holt for their attendance at our last meeting and for providing their expertise on agenda items.

The Committee agenda is normally posted on the mail lobby bulletin boards seven days prior to the meeting date. The first meeting of the year is held in January, and subsequent meetings are held on the third Thursday, bi-monthly.

SECURITY, FIRE & SAFETY COMMITTEE

Millie Foley, Chair

o The Security Committee met on January 13 with 7 members/visitors in attendance. Don Fenton, our General Manager, also attended. He brought the committee up-to-date on two items: rekeying and test painting in the garage.

o Our next meeting will be the second Thursday in March, (the 10th) at 7:30 pm in the East Card Room.

o January 7 was the last day of work for Hassan Samantar, our day-time security. He will be missed. Mr. Fenton advised that applications for a replacement for this position are being reviewed.

A REMINDER

Please.. do not tailgate into the garage.

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ELECTION

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FEBRUARY 18, 1994

APPLICATIONS MAY BE GIVEN TO:

MS. F. BLUMBERG, UNIT 305E
MS. A. BURBANK, UNIT 708W, OR
MR D. FENTON, MGT OFFICE

SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC.

MANAGEMENT REPORT

o COMMON AREA KEY ISSUANCE

Don Fenton, General Manager

GENERAL

o **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.

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 dispose of a vehicle let us know. A drive to update the vehicle registrations is now underway. **IF YOUR VEHICLE IS DISPLAYING A CURRENT SKYLINE HOUSE DECAL AND YOU HAVE PROVIDED YOUR CURRENT LICENSE NUMBER, YOU NEED NOT OBTAIN A NEW DECAL.**

o **Fire Tip** - Just to cheer you up, let's review the fire code as it pertains to the use of barbeque grills in high rises. (Perhaps the snow & ice will someday go away.) Fairfax County Fire Prevention Code F-318.1, adopted March 28, 1987, specifies that: "No charcoal cooker, brazier, hibachi or grill or liquified petroleum gas-fired stove or similar device shall be ignited or used on the balconies or within 15 feet of any apartment building or other structure with similar occupancy." The only cooking device permitted to be used on a balcony of an apartment or condominium is one "using either electricity or natural gas as a fuel source and listed by a recognized testing authority. Skyline House permits only electric grills. The gas grills referred to are those that use natural gas that is served in a building and is piped directly to the grill - that does NOT include bottled (liquified petroleum) gas grills. *Violators of this Code are subject to punishment by imprisonment not to exceed 12 months or by a fine not to exceed \$1,000, or both. Each day that a violation continues after a service of notification is deemed a separate offense.*

1. Each unit will be entitled to receive the number of keys equal to the maximum occupancy of the unit;
2. Each unit may be issued up to two additional keys;
3. To obtain additional keys (other than listed above) permission must be obtained from the Board of Directors.
4. All key numbers old and new shall be charged to the unit requesting the issuance.
5. Non-resident owners may obtain keys under Unit Owner provision a, below, by presenting old keys via Certified Mail - Return Receipt Requested, Federal Express, Airborne or similar service. No regular mail will be accepted. All keys issued by Skyline House will be sent by the same method at the owner's expense.
6. Unit owners may pick up keys starting Wednesday, February 2, 1994 at the management office between the hours of 10 am to 12 noon and 3 pm to 6 pm Monday - Friday. Weekend and evening hours will be announced shortly.
7. Non-owners may pick up keys starting Tuesday, March 1, 1994 on the same schedule.
8. Tentative lock changing will be Tuesday March 29, 1994.

a: Unit Owners:

For each current common area key that a unit owner presents, under provisions of para. 1, he/she will be issued a new common area key. (For example, a unit with a maximum occupancy of 3 is entitled to 3 keys.) If the unit owner does not

present all of the old keys he/she must file an affidavit briefly stating the reason for the missing key(s).

If the unit owner wishes to use the extra key (maximum of 2) provided in para. 2, he/she must present all of the old keys as allowed in para. 1 (no affidavits will be credited);

for each key presented pay a charge of \$4.75 per key issued;

OR

in the event that no keys are presented, pay a charge of \$25.00 per key (maximum 2 keys).

Additional keys may be obtained only after approval by the Board of Directors. A \$25.00 charge per key is applicable.

Example:

John Doe owns a 05-tier unit which is entitled to a maximum of 4 keys. He presents only 3 keys and provides an affidavit of lost key for the fourth.

Later he finds 2 more keys and wishes to exchange them for extra keys. One of the 2 found keys will be used to offset the fourth key obtained by affidavit and he will be entitled to purchase 1 additional key at \$4.75. If he wishes to obtain yet another, to use his maximum of 2 extra keys, he may do so subject to a charge of \$25.00 per key. Any further issuance of keys will be subject to approval by the Board of Directors.

b: Non-Owner:

Subject to provision of para. 1, key(s) may be issued to a non-owner resident under the following conditions:

- o the non-owner is listed as a lessee on a valid lease of the unit;

- o the unit owner has not forbidden the issuance of keys to other than the owner/agent;

- o the maximum number of keys issued will not exceed those authorized in para. 1 (no affidavits in lieu of keys will be accepted).

THE SEARCH COMMITTEE

Fran Shields, Chair

- o Just a reminder that the Search Committee is still looking for a "few good people". We have been fortunate to get 3 very good people who have volunteered to be candidates for the Board, but we still need people who would be willing to serve on committees as well.

- o Now, I met some lovely people at both the Flea Market and the Reception in the lobby, but unfortunately, most of them are already working on committees or the Board.

- o Remember, the requirements for serving are:

- 1) that you own your home,
- 2) that you are physically here for the meetings,
- 3) that if you do not have expertise on a subject you are enthusiastic about learning, and,
- 4) that you are breathing.

- o Of course, the last requirement is a joke but I put it there to reassure a lovely lady that she really does meet all the requirements and that the community could use many more Audrey's on the Boards and Committees.

- o Be Careful -- we are still looking -- we may catch you yet.

RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

o The committee met on January 12 with three members present.

o At this meeting, it was agreed that there will be a covered dish on Thursday, March 17 in the West Party Room. Liza Ruiz and Sophie Anderson will co-chair this activity. Thank you Liza and Sophie. More details next month as well as a flyer for the bulletin board. We will have a sign-up sheet at the front desk as we have had in the past.

o At this meeting also, the committee agreed to contribute \$100 to the *Alexandria Singers* as a sponsor for 1994. The committee felt that the Singers have contributed their skills to the residents of Skyline House and this was the least that we could do to show our appreciation. Recreation Committee funds were used and no Skyline House Association funds were used.

o A reminder for those who have not attended the monthly TGIF, make the next one your first and meet your neighbors. YOU are more than welcome and to make it easier for you, you are requested NOT to bring a **plate of hors d'oeuvres**, just bring yourselves and your own liquid refreshment.

o A **Flea Market** was held on Saturday, January 21 in the East Party Room. There were twelve tables and a good number of residents visited the party room. We would have liked better participation but since most residents were house bound all week and Saturday morning produced good weather many people decided to venture outside for the first time in days. We shall try another flea market, in the evening, in either the second or third week in November.

o **Aerobics.** We have ten residents who have indicated a desire to join a low impact aerobics class. The class will be held once a week (45-60 minutes) starting on Wednesday, March 2, in the East Party Room at 6:30 pm. The cost will be

\$24.00 per person for eight classes. This is the same cost as when the class was held in the late 80's. We will need at least eight persons (of course, more than eight will be most welcome) to sign up for the class in order to make it successful. Registration forms will be available early in February. If you have any questions please contact Linda Concill, 998-7519. Also, if you are interested, please leave a message for Tony at the reception desk.

o The next meeting of the Recreation Committee will be Wednesday, February 9, in the West Card Room. The TGIF will be Friday, February 4, 6:30 pm in the West Party Room. Why not join us at one or the other or both.

FUTURE ACTIVITIES

TGIF	Fri	Feb 4	WPR	6:30 pm
Rec Com	Wed	Feb 12	WCR	7:30 pm
TGIF	Fri	Mar 4	EPR	6:30 pm
Rec Com	Wed	Mar 9	ECR	7:30 pm
Covered Dish	Thu	Mar 17	WPR	6:30 pm

COVENANTS COMMITTEE

Fran Blumburg, Chair

o Our meeting was cancelled because of conflict with the Board of Directors meeting. There will be no meeting until after the Annual Meeting, then we will meet on the second Monday every other month.

o Please do not forget to come to the Annual Meeting on March 29, 1994.

o If you want to have your voice heard, run for the Board of Directors. The deadline for filing is February 18, 1994. Pick up your application at the Reception Desk.

NOTICE

1994 ELECTION

BOARD OF DIRECTORS

ON TUESDAY MARCH 29, 1994 AN ELECTION WILL BE HELD TO ELECT THREE UNIT OWNERS FOR THREE YEAR TERMS AS MEMBERS OF THE BOARD OF DIRECTORS OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC.

UNDER OUR BY-LAWS THE BOARD OF DIRECTORS IS RESPONSIBLE FOR ADMINISTRATION OF THE AFFAIRS OF OUR ASSOCIATION AND CONDOMINIUM. IT IS THE RESPONSIBILITY OF EACH OWNER TO CAREFULLY CONSIDER WHO SHOULD BE, AND ELECT, THE MEMBERS OF THIS BODY. THIS IS YOUR OPPORTUNITY TO VOLUNTEER (APPLICATIONS ARE AVAILABLE AT THE FRONT DESK) OR TO URGE A NEIGHBOR TO UNDERTAKE THIS MOST IMPORTANT SERVICE TO OUR COMMUNITY.

**F. BLUMBERG,
CHAIR, COVENANTS COMMITTEE**

SKYLINE HOUSE UNIT OWNERS' ASSOCIATION, INC.