



The

House Special

VOLUME XIV

APRIL 1994

NO. 4

THE PRESIDENT'S REPORT

David Tilson, President

Annual Meeting

Although the election for the three vacancies on the Board of Directors was uncontested, there was a reasonably good turnout for the Annual Meeting of the Skyline House Unit Owners Association. About 35% of unit owners cast ballots (some of which were by proxy) to elect the three new directors: George Beams, Ron Mullvain, and Barbara Michelman.

New Board

The new Board (the 14th Board of the Skyline House Unit Owners' Assoc., Inc.) had a special organizational meeting immediately after the Annual Meeting adjourned on March 29. The purpose was to elect officers, make liaison assignments, and decide on meeting dates. The following officers were elected:

David Tilson, President
Dolores Littles, Vice Pres.
George Beams, Treasurer
Ron Mullvain, Secretary

It was agreed that the regular meeting dates would be scheduled for the fourth Wednesday every other month, with the next meeting to take place on April 27. If additional meetings are needed they will be scheduled as

special meetings.

The following liaison assignments were made:

PPOC -- Barbara Michelman
Security -- Sam Blumberg
Financial Mgt. -- George Beams
Covenants -- Dolores Littles
Commun. Relations--R. Mullvain
Recreation -- Mike Moore

State of the Condominium

In my Annual Report to the unit owners, I noted the the Association is well-managed and its financial status is healthy. In the opinion of our auditors -- after reviewing a special study of our reserve funds last fall that was done by an engineering firm specializing in such studies -- we have adequate reserves to cover anticipated expenses and our method for calculating and budgeting the amount of our annual contributions to the reserve funds is sound.

We are in process of decorating the party rooms and penthouse corridors in both buildings and will redecorate the residential corridors in both buildings within the next year. Two *ad hoc* decorating committees, ably chaired by Carroll Thompson and Roy Cahoon, respectively, have been responsible for making the esthetic decisions with the help of a professional interior designer.

We are in process of purchasing the



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.

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	David Tilson
Vice President	Dolores Littles
Treasurer	George Beams
Secretary	Ron Mullvain
Director	Barbara Michelman
Director	Sam Blumberg
Director	Michael L. Moore

commercial unit, C2W, as a permanent addition to our office space.

During the past year the following additional accomplishments are worth noting: the exercise room has been refurbished and re-equipped; the roofs on both east and west buildings have been replaced; the balcony repairs have been completed and most of the balconies have been repainted (the balance will be completed this spring); we have added 24 channels of cable TV as a basic amenity available to all unit owners through the antenna outlets in their units; the completion of the Community College's parking structure and the erection of a fence has eliminated the problem of systematic trespassing through our property; under the outstanding leadership of Irene Wolgamot and Geraldine Naveau, the Good Neighbors Group has been functioning effectively for over 6 months. The Good Neighbors Group is an effort to overcome the lack of neighborliness that is normal in apartment buildings. It is off to an excellent start.

In the past year we have completed our transition from external contract management by completing the installation of the remaining modules of our in-house computerized accounting system and the installation of a local area network for our computer system. This gives us prompt and reliable access to our financial data and other data bases needed for efficient management.

We live in clean, comfortable, secure, well-maintained buildings, with excellent desk service and efficient, moderately-priced in-unit maintenance service. They are testimonials to the excellence of our management and to the dedication and skills of our employees.

We have had outstanding leadership from our General Manager, Don Fenton. His exceptional grasp of the technical issues associated with our buildings and installed equipment have led to the identification and systematic repair of many previously-neglected problems and to many other initiatives that have saved us considerable amounts of money. His knowledge of computers and of modern accounting methods led to the

modernization of our office systems.

Don Perper, the Deputy General Manager, is able and energetic and has strong management skills. Kathleen Bailey, our accountant, holds a key job in which she has performed skillfully and conscientiously. Marjorie Ataya, our administrative assistant, assists unit owners and tenants in move-ins, move-outs, scheduling in-unit maintenance, and many other administrative functions. Her knowledge and skills assure good service to Skyline House residents.

We have an outstanding engineering staff made up of Greg Grimm, chief engineer, Ismail Mohammad, engineer, and Orlando Corado, who assists primarily with in-unit maintenance. Greg is unusual in the breadth and depth of his knowledge of the installed equipment in our buildings, as well as his knowledge of computer hardware and software and the telephone systems. Greg was formally recognized by the Board at the annual meeting for his outstanding work. He was given a plaque and a cash bonus.

The desk staff provide important services to all residents. They are a key factor in our security system and perform numerous other services for residents and their guests. We have three excellent fulltime desk clerks in Adua Stranere, Bernard Bryant, and Charles Gillespie. Our hardworking custodial staff is ably supervised by Betty McClaren and Gerardo Carranzo. The cleanliness of our buildings and grounds is due in no small measure to their conscientious and effective leadership.

Finally, the importance of maintaining high quality volunteer leadership cannot be overstated. We are a self-governing community. The insights, skills, and judgement of the elected Board members, as well as the quality of the chairs and membership of the key committees, are, in the long run, the key to maintaining the quality of the management and the staff at Skyline House, which, in turn, will determine the quality of life and the value of our property at Skyline House.

Volunteer Recognition Night

The importance of participation by unit owners in the governance of Skyline House will be emphasized at a special reception and buffet dinner on Thursday, April 21, starting at 6:30pm in the West Party Room. Special awards will be made to all those who have participated actively in our governance structure. An invitation has been mailed to all unit owners together with a listing of awardees and even after an exhaustive search it appears that additional names will be added. Since the buffet dinner is being catered, we do require a response from all those who plan to attend so we will know how many dinners to order.

I look forward to seeing you then!

MANAGEMENT REPORT

Don Fenton, General Manager

o HOT WATER HEATERS / HEAT PUMPS

Most of the hot water heaters and heat pumps at Skyline House are about 15 or 16 years old. Many are failing and of course new technology has lowered operating cost and increased efficiency. Your In-Unit maintenance staff can replace either of these units at reasonable cost. Hot water heaters, for example, are generally replaced within twenty-fours and we recommend that when you do replace one you have us install one of greater capacity. Heat pumps take a little longer to obtain but once again we recommend to increase the capacity. Please contact Greg Grimm, Chief Engineer, for cost and details.

Seasonal Tips: 1) in order to maintain the efficiency of your hot water heater it's a good idea to drain the bottom of the heater of all sediment about every three or four months; 2) it's time to think about having your heat pump serviced for the coming hot weather including cleaning the condensate drain.

Your in-unit maintenance staff can assist you if you would rather not do the job yourself.

o **REDECORATION**

By the time you read this workmen should be installing wallpaper in both penthouse galleries and party rooms. The floors are being refinished, furniture removed for refurbishing and carpeting installed. The West penthouse is scheduled to be started first but work will be going on in both areas at various times. Because of the nature of the work some items, such as wallpaper and carpeting may be being installed at night and on weekends. All materials will be delivered to the site during daylight weekday hours. We would ask that if you visit these areas you exercise extreme caution for the time being. Thanks for your cooperation.

o **RESIDENT SECURITY REQUIREMENTS**

Now that the new common area keys have been distributed to all unit residents over the age of 18 we expect a reduction in the number of "sign-ins" without keys. If, however, you do not have your key, the procedure that must be followed in order to gain entrance is as follows:

1. Your name must be listed as an occupant for the unit named;
2. You may be asked to provide a picture ID to verify your identity. Remember all desk personnel may not know you well enough to know your name AND unit number even though you may have lived here since the beginning;
3. You must sign in the special log.

At times we have a problem with residents being "beeped in" by the desk person who logically and out of courtesy assumes that someone at that door must be a visitor. It is also difficult for the desk person to see a face because of the lighting at night or the afternoon sun providing just an outline. People using the right hand door{as you look toward the desk} will be beeped in and it is assumed that they are visitors or residents without

keys. IF YOU USE THE LEFT HAND ENTRANCE, WHERE YOU MUST USE A KEY, YOU BYPASS SECURITY PROCEDURES. IF YOU USE THE RIGHT AND ARE BEEPED IN - YOU MUST GO THROUGH SECURITY - BY THE WAY, SHOWING YOUR KEY AFTER THE FACT IS NOT COMPLYING WITH SECURITY.

THIS PROCEDURE IS FOR THE PROTECTION OF RESIDENTS OF SKYLINE HOUSE, NOT FOR HARASSMENT.

o **DUES & DUE DATES**

Skyline House monthly assessment payments are due the **1st** of every month at our lockbox at the Horizon Bank in Merrifield. There is a grace period of ten days before the late charge is applied. Skyline House is NOT responsible for late delivery by the Post Office or any other agency. It is the unit owner's responsibility to forward their payments so that they arrive at the lockbox before the expiration of this period.

Remember our dues are due on the **1st** of the month not the 10th of the month.

o **"NOT MY MAIL"**

We have been finding a lot of mail in both mail lobbies that has been either delivered to the wrong box or addressed to the wrong unit number. Instead of bringing the mail to the front desk for redistribution most of this mail has been tossed on the mail lobby table, wedged into the proper mail box edge or simply thrown away. A few good souls have taken their time to personally deliver that mail to the proper unit. **PLEASE, IF YOU FIND MAIL IN YOUR BOX THAT ISN'T YOURS BRING IT TO THE FRONT DESK.** This appears to be an increasing problem and management will find an alternative way to handle this mail, but for now please bring it to the front desk. Who knows, when your check for **\$50,000** is delivered to the wrong person, you still might get it - one good turn deserves and sometimes evens gets another.

FINANCIAL MANAGEMENT COMMITTEE

Bill Miller, Chair

o The Committee, along with Management, reviewed the fees charged for moving in and out of Skyline House. The members' objective is to develop equitable and reasonable fees to charge for different categories. We hope to have a recommendation for Board approval prior to our next meeting.

o The Financial Management Committee (FMC) is not only an oversight committee on all Skyline House Association financial matters but also a representative of all Skyline House unit owners. It is your condo fee dollars that are spent for the upkeep, administrative costs and quality of Skyline House. Your concerns, suggestions, complaints and recommendations are important to insure and maintain the quality residence we now enjoy and which our owners deserve.


o The Financial Management Committee members encourage all unit owners submit their comments and requests on financial matters to the Committee for review and action. The Committee prefers a written request with the individual owner attending the FMC meeting at which the subject will be discussed. This will provide the owner the opportunity to support his or her position and insure the Committee has all available information necessary for discussion. This does not preclude a unit owner from personally attending a FMC meeting and presenting their position in person. Sufficient advance notification should be given to insure a successful discussion and conclusion.

o For those owners who feel they are not satisfied with financial operation of the Association or disapprove how our money is spent, join the Committee. By doing so you will be instrumental in formulating the committee recommendations and advice to the Board of Directors and Management. In addition, you will be involved in determining what our yearly condo fees are to be and how those fees will be spent.


o Owners who desire to submit a request to

the FMC or have interest in becoming committee members, place a note in Box 1214W at the front desk. You might prefer to attend our next meeting on May 19, 1994 at 7:00 pm in the East Card Room to see first hand how we operate.

o As Peter Jennings would say, "IT'S YOUR MONEY".



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1993 Price List

Below are prices of the most frequently requested treatments
Please call for an estimate of any item not listed here.

Draperies and Curtains (lining included)

Pinch-pleated Drapes	\$50 per width
Gathered Curtains	\$40 per width
Tie-backs	\$20 per pair, \$30 trim
Tab Top	\$30 per width

SHADES

Roman, Hobbled & Cloud	\$10 per sq.ft.
Balloon	\$10 per sq.ft.
Roller	\$40 per shade

Average 42"x68" window is \$200.00

Valances (lining included)

Pinch-pleated	\$90
Gathered, top/bottom	\$70
Box-pleated	\$100
Swags & Jabot	\$200 per set
Cornices	\$200

Prices based on an average 41" window width

Dustruffles (lined, gathered, pleated)

Single	\$100
Double/Queen	\$120
King	\$140

Duvet

Single	\$90
Double/Queen	\$110
King	\$120

Miscellaneous

Table	\$90	Slipcovers	
Shower Curtain	\$65	Arm chair	\$300
Toss Pillow	\$50	Sofa	\$400/\$500

Retail Furniture less 10 to 20 percent.
Appointments day and evening.

PHYSICAL PLANT & OPERATIONS COMMITTEE

Ed Ing, Chair

○ At its regular meeting on March 3, 1994, the Physical Plant and Operations Committee reviewed the status of on-going projects, including the following items.

○ The general manager hopes to receive bids soon for repair of the swimming pool deck so that the repairs can be finished before the pool season begins; he also is expecting to receive bids for a chain link fence along the Build America boundary. The committee will review the proposals as soon as they are received to formulate a recommendation for the board.

○ The general manager reported that the winter weather had taken a toll on the condominium's trees and shrubs. Some of the dead trees had been planted last fall and were under warranty; these will be replaced at no cost to the condominium. But the condominium must undertake additional work to get the grounds in shape for the spring. In addition, the general manager said that the trash and undergrowth along the college boundary will be cleaned up, and the fountain will be repaired as soon as the warm weather comes.

○ Preliminary inspection work will begin in April to re-surface the condominium driveway and asphalt parking areas. The painting of the balcony railings and metal panels will also resume in the spring.



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THE GOOD NEIGHBOR GROUP



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

o The volunteer Good Neighbors for April are:

SKYLINE HOUSE GOOD NEIGHBORS

April 1994

Stephney Keyser 671-8545
Martha Beams 578-9507

o To publicize the Good Neighbors program, tables have been manned by the two Good Neighbors of the Month - in February and March. Both tables were in the front lobby and some of the residents stopped by between 5 and 7 o'clock to talk about Good Neighbors.

o The new brochure was available for pick-up and questions were answered about the program. There were refreshments as well.

o Some recent examples of Good Neighbor services include:

Helping a resident get a prescription by phone on a day of icy streets.

Going to the store for a resident with the flu for cough medicine and yogurt.

Visiting a resident who was recently bereaved offering help, if needed.

Going to the store to get medication needed by a resident too ill to go.

o All Skyline residents may use the help of Good Neighbor volunteers when needed due to illness, disability or emergency. We invite you to stop by our monthly Good Neighbor Table.

**SECURITY, FIRE & SAFETY
COMMITTEE**

Millie Foley, Chair

o The Security Committee met on March 10 with 8 members/visitors in attendance. Discussion centered around re-keying and lighting in the garage.

o Our next scheduled meeting will be the second Thursday in May (May 12) in the West Card Room. All residents are invited to attend this and all our meetings.

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RECREATION COMMITTEE

Tony Di Salvo & Dave Harvey, Co-Chairs

○ The committee met on March 9 with seven people present including the co-chair. It was good to have two of our members return who had been out of town.

○ We extend our thanks to Liza Ruiz and Sophie Anderson, Co-chairs of the Covered Dish Party, which was held on March 17, for making it a great success. Without them there would have been no covered dish. Carroll Thompson, as usual, did an outstanding job of decorating the room with an Irish motif. He was ably assisted by Maria Boykin, Sophie and Liza. We had 45 residents and guests in attendance which contributed to the success of the party.

○ 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.

○ Aerobics. Yes, we will have aerobics. Please be patient. I understand that Linda has contacted all who have shown an interest and have registered. Keep your eye on the bulletin board during the first week of April for an update. Any questions, please call Linda 998-7519.

○ An Atlantic City trip is planned for May 19. Watch the bulletin board for details. At that time registration forms will be available at the front desk.

FUTURE ACTIVITIES:

TGIF	Fri Apr 8	WPR 6:30 pm
Rec Com Mtg	Wed Apr 13	WCR 6:30 pm
TGIF	Fri May 6	EPR 6:30 pm

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- * 2BR, 2Baths. Lowest priced 2BR/2BA unit in Skyline House.
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