



The

House Special

VOLUME XV

APRIL 1995

NO. 4

THANK YOU!

Gordon Frank, President

During the annual meeting on March 28, 1995, those present acknowledged seven years of dedication and hard work by Dave Tilson, the outgoing President of the Skyline House Unit Owners' Association. Dave received a sculpture with an inscribed plaque and a well-deserved standing ovation. On behalf of all of the members of the Association (whether present or not on March 28), I would like to add our thanks for Dave's exemplary service to the Association. (The Association has been in existence for fifteen years. Dave has been its leader for almost half that time. That record is unlikely to be challenged in the foreseeable future!) It is my personal hope that after a short rest from his seven years of arduous labor on our behalf, Dave will again volunteer to assist the Association in some capacity.

Also acknowledged for their service were outgoing Board members, Sam Blumberg, Mike Moore and Ron Mullvain. On behalf of the entire Association, thank you too for serving so capably.

Finally, thanks to all of the other Board candidates--those who won and those who did not. Your eagerness to serve is an example to all.

I hope the coming months will see a resurgence in the willingness of Skyline House unit owners to participate by becoming active in the committees, attending the community activities and recreational events that the committees sponsor, and perhaps even becoming candidates for the Board in a future election!

FORMER PRESIDENT'S REPORT

David Tilson

My term as member of the Board of Directors and President of the Association concluded at the end of the Annual Meeting of the unit owners on March 28, 1995. This is my final report as president. It summarizes the main topics discussed and/or acted on by the Board at its March 22 meeting and also covers the highlights of the March 28 Annual Meeting.

March 22 Board Meeting:

Financial Management

The audit report was generally favorable about the Association's finances, including the amounts in the reserve funds and the gradual growth of our working capital fund. It did recommend some specific steps to strengthen our accounting and related procedures. The Board decided to have thorough audits on a semi-annual basis to be sure that the problems identified in the recent annual audit -- which was, at our request, especially thorough -- are being dealt with as recommended. In general, the Association is in very good financial health, and at the end of the first quarter in the new fiscal year we were slightly ahead of the budget; i.e., we were in the black.

Redecoration

The lighting displayed on the 11th and 12th floors of the West Building produced about two dozen or so written reactions. A majority clearly favored the display on the 12th floor, which substituted slightly

(Continued on page 2)



The

House Special

Editor: Law Henderson

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

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preceding issue date

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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	Gordon Frank
Vice President	Dolores Littles
Treasurer	George Beams
Secretary	Helen Henderson
Director	Richard Noonan
Director	Barbara Michelman
Director	Gabrielle Mallon

(Continued from page 1)

larger versions of the flush fixtures in front of the elevators rather than the hanging fixtures recommended by the interior designer which were displayed on the 11th floor. The Board authorized Management to install fixtures on all the floors identical to those installed on the 12th floor.

A comprehensive landscape plan has been prepared by the professional landscape architect retained. This plan has been approved by the landscape committee and is now being implemented with the help of a well-qualified professional gardener who has been retained on a part-time basis. The plan will take a few years to be fully implemented. The work will proceed this year with funds limited to that within the already-approved budget.

Facilities

The repairs to the pool deck will be started shortly and will be completed prior to the scheduled opening of the pool on the Memorial Day weekend. A relatively new type of surfacing material will be used that should protect the concrete from deteriorating. The long delay in proceeding with this work is attributable to the time needed to determine the most cost-effective way to do the job. The Board approved proceeding with this job at a cost of \$65,000.

Two other projects were approved: (1) a brick wall on the west side of the exit to George Mason Drive, that would, in effect, be a continuation of the brick wall along the front of our property. This would eliminate the opportunity for pedestrians headed for the BuildAmerica shopping center to take short cuts through the lawn; and (2) a metal bar fence on top of the existing rick wall that would add 18 -24 inches to its height to discourage people from taking shortcuts to the street by vaulting over the existing wall.

Annual Meeting

The new Board members elected at the Annual Meeting of the Association were: Gordon Frank, Helen Henderson, Dick Noonan, and Gabrielle Mallon. They join Dolores Littles, George Beams, and Barbara Michelman whose terms have not expired. After the conclusion of the Annual Meeting, the Board met and elected the following officers:

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(Continued from page 2)

President: Gordon Frank
Vice-Pres.: Dolores Littles
Treasurer: George Beams
Secretary: Helen Henderson

This is an able slate of experienced officers. Both Gordon Frank and Helen Henderson have had previous service as Board members. All of us appreciate the commitment to service that election to the board implies. I hope all unit owners will accord them the respect and support they need to be effective in their roles.

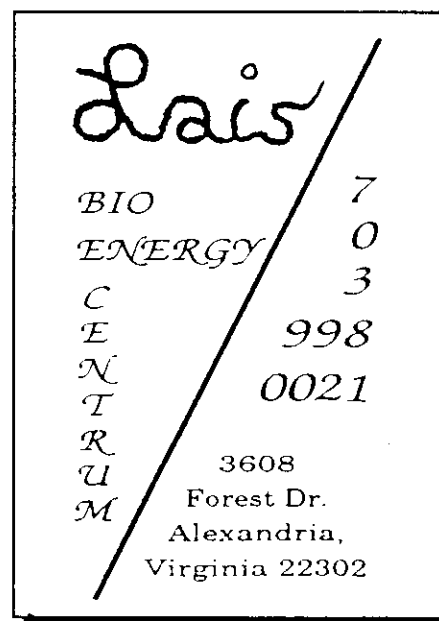
In my report to the unit owners, I reviewed the highlights of our experience over the past seven years I have served on the Board (4½ as president). We have traveled a long and sometimes bumpy road in moving from contract management under the Smith company to the excellent management we now have. All in all, we are in very good shape.

The retiring Board members -- Sam Blumberg, who served almost five years, and Mike Moore, who served three, and I were given very handsome gifts thanking us for our service. I was surprised and delighted by the beauty of my gift.

We also had an opportunity to recognize all members of our staff who keep our buildings and grounds clean, provide excellent service at the desk and in the office, maintain our buildings and equipment, and provide prompt, competent and reasonably-priced in-unit maintenance. Adua Stranere and Betty McLaurin, both of whom have worked here for 15 years, were singled out for special recognition this year.

Finally, it is important to recognize the key role of unit owners who serve on the committees whose functioning is so vital in our governance arrangements. Some of our committees are badly in need of support; especially the Community Relations and Covenants Committees. One of the central tasks of the Board will be to strengthen the functioning of all the standing committees by recruiting more unit owners to serve on them. These are important roles that must be filled effectively to assure the continuing high quality of life in our community.

I thank all of you for giving me this opportunity to serve you and wish the new Board the very best.



Masud Ansari, Ph.D., President

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MANAGEMENT REPORT**Don Fenton, General Manager****BOARD HAPPENINGS**

At the March Board meeting several items were approved by the Board. Starting within two weeks, major repairs and renovations to the concrete area within the swimming pool fence and the adjacent walkways will be accomplished. All renovations are expected to be completed before pool inspection time and no delay in opening of the pool on the Memorial Day weekend is expected. A 24" picket style, two rail, metal fence was approved for installation atop the existing brick wall running from the bus stop (Administration building) westward for about 185' to a point across from the West Lobby.

The Board also approved a recommendation by the Financial Management Committee to increase the fee for purchase of extra Common Area access keys from \$25.00 to \$125.00 each for those keys in excess of the number of keys to which they are entitled according to the legal number of occupants; (for example, a unit with a maximum occupancy of 4 would be entitled to 4 keys at no charge, and \$25.00 for the next two for a total of six). We have several units which have exhausted entitlement to keys in less than one year. Most seem to be former residents who have left without relinquishing their keys. This, of course, explains why we end up with many extra unauthorized keys in circulation. The fee for replacement of broken keys will remain unchanged as long as the portion of the broken key containing the serial number is presented.

At the January Board meeting approval was given for management to upgrade six storage bins as soon as possible. They have arrived and will be assembled shortly.

RULE REMINDERS**RULE 2 OCCUPANCY****A. Occupancy Limits**

No owner shall allow occupancy by more than FOUR residents in a three bedroom unit, or two bedroom and den unit, THREE residents in a two bedroom unit or a one bedroom and a den unit, or TWO residents

in a one bedroom unit. However, no owner who complied with this restriction at the time of acquisition of the unit shall be required to move by reason of over-occupancy of the unit by a child or children born to or adopted by the owner after occupancy commences.

B. Visitors

Anyone who resides, dwells, lodges or stays within Skyline House Condominium for more than sixty (60) days in any one year, (which days need not be consecutive) is considered a "resident" for purposes of the occupancy limitations of the By-Laws and Rules and Regulations. Any guest for more than sixty (60) days who causes a unit to be over-occupied, as defined in the Fairfax County Zoning Ordinance, Section 2-502, and/or in the By-Laws in Article X, Section 3 (1), shall be considered a "guest" and not a resident only if approved, in writing, by the Board of Directors on a case-by-case basis for good cause shown.

RULE 18 PARKING / VEHICULAR RESPONSIBILITIES**A. Fire Lanes**

Parking or standing in posted Fire Lanes is prohibited. Vehicles in violation are subject to being towed without warning at the owner's risk and expense.

B. Handicapped Parking

Handicapped Guest Parking spaces are limited to vehicles displaying a valid handicapped permit, decal, license plate or a Disabled Veterans plate. Vehicles without the proper identification are subject to being towed without warning at the owner's risk and expense.

C. Guest Parking

1. Visitors leaving their vehicles in Guest Parking spaces must register them at the Reception Desk. Vehicles not so registered are subject to being towed without warning at the owner's risk and expense.

2. No vehicles owned by Residents shall be parked in Guest Parking spaces for more than one hour. Vehicles in violation are subject to being towed without warning at the owner's risk and expense.

The HOUSE SPECIAL

(Security has reported an increase in Resident parking in guest areas in excess of the allowed time....We don't have enough parking spaces for our guests ... please be considerate.)

3. A maximum of ten (10) minutes parking is permitted on those sides of the hexagon not identified as "Fire Lane".

o Upcoming Events

On Thursday, April 6, 1995, at 7:30 pm in the WEST PARTY ROOM our own Skyline House Resident representative of the Fairfax Police Department will be here to give a briefing on the status of community crime in the Baileys Crossroads Area. Officer P. J. Taylor and his partner will present suggestions for enhancing our personal security. I think you will find their talk very interesting..... A question and answer session will follow.

Refreshments will be served and all residents are invited especially those who are members or would like to become members of our Neighborhood Watch should plan to attend.

LETS HAVE A GOOD SHOWING --- IT'S FOR THE BENEFIT OF ALL.

"MAINTENANCE LOG"

The Maintenance Log is available to unit residents and/or owners 24 hours per day. It can be obtained by asking Front Desk personnel. The log's purpose is for the listing of any real or perceived observation of malfunctioning equipment, hazardous conditions, etc., of a specific nature. Required information includes the date and time of the report, reporter's unit number, a brief description of the problem, the problem locale and Action Taken. It is important for us to know who is reporting the problem as many times we need to query further in order to obtain more specific information. The Action Taken column is for office use only and is normally used for the assigned work order number. A copy of the Maintenance Log as well as a copy of the work ordered and work accomplished is supplied to the Physical Plant and Operating Committee (PPOC) at each meeting for their review. Please remember all work orders whether generated from the desk log, maintenance log, walk-in, in-unit requests, employees, or management inspections are entered into the work order system. At the present time we

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have established a data base in excess of 13,000 work orders. It is important that items entered into this log are Common Area Maintenance Problems ONLY!!!! Use of this log is one way that residents can greatly assist us in swiftly correcting existing problems as well as eliminate larger ones when caught early.

In the next issue the **RESIDENT ACTION FORM** will be discussed.

HOME OCCUPATIONS

The Management Office will have available shortly, the latest Zoning information on allowable Home Occupations. Among the restrictions, NO INVENTORY, NOR SAMPLES, no manufacturing equipment, etc., may kept in the unit and NO CLIENTS or EMPLOYEES allowed. This means that packages addressed to Companies may not be accepted at the condominium offices. All businesses must be licensed by the County. Please contact your attorney and/or the Fairfax County Zoning Administrator for information.

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Financial Management Committee

Bill Miller, Chair

At our meeting on March 16, 1995, Juanita Mayer, who had completed the requirements for membership, was welcomed to the committee as a full voting member. We look forward to her input to assist in carrying out the committee's oversight of the Association's financial matters.

Gordon Frank has volunteered to provide the committee with a report that may assist in our budget reviews. The committee members were responsive to the offer and Gordon had been informed of their decision.

A proposed in-unit maintenance procedure by Management was reviewed by the committee. Changes were recommended in several areas. With the concurrence of Management, Mr. Bisgyer of our committee will provide the members with the revised document. After receiving Management concurrence, the committee will forward the revised procedure to the Board of Directors for their review and approval by resolution.

The committee was briefed on the loss or permanent distribution of common area keys to non-residents. The committee members are concerned that the lost or non-returned keys may become available to non-residents who have no legitimate reason to have access to our condominium. To assist in controlling this loss of common area keys or distribution to non-residents, the committee voted to increase the cost of the purchase of additional keys. Keys are distributed according to unit size, (2 to 4 keys). The first two keys purchased after the original distribution by unit size will cost \$25.00 per key. The purchase of additional keys would be charged at \$125.00 per key. The cost of replacement keys when the broken key, with serial number intact, is returned will remain at \$6.25 per key. The recommended cost increase for common area keys was approved by the Board at the March 22, 1995 meeting.

The next meeting of the FMC will be held in the West Card Room on May 18, 1995 at 7:00 PM. Residents are welcome and encouraged to attend the meeting.



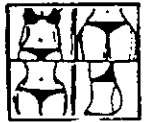
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THE GOOD NEIGHBOR GROUP

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

The volunteer GOOD NEIGHBORS for April are:

SKYLINE HOUSE GOOD NEIGHBORS

April 1995

Lou Burkot 845-7724
 Dorothy Sills 998-4045

You are invited to stop at our April 6th *Good Neighbor* table in the front Lobby to chat with the Good Neighbor Volunteers about the services we offer to residents. Ask us questions, pick up a brochure, and get acquainted.

We will be there from 5:00 to 7:00 o'clock.

KUDOS TO DAVID TILSON

This is to express appreciation of the dedicated service that David Tilson has given to Skyline House residents during his seven years on our Board of Directors.

He leaves the Board Presidency this month after many accomplishments: efficient modern management, excellent security, attractive decor, well-maintained buildings and grounds, recreation activities, even a "good neighbor" program, and much more.

These things don't just happen - they result from the leadership of one with experience and expertise, who spent many volunteer hours toward producing the resident-friendly environment on our superior residence.

Thank you, David, for your labors and care.

Irene H. Wolgamot
 T 14E

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RECREATION COMMITTEE**Tony DiSalvo, Chair**

The committee met on Wednesday, March 8 to review plans for the Atlantic City Casino trip.

ATLANTIC CITY. A trip to Atlantic City is scheduled for Thursday, May 11. Mark your calendar. The cost is \$25.00 per person (no minors allowed). We will be going to the Resorts International Casino. Upon our arrival, the Casino will rebate you \$11.00. Make your reservation now. Reservations are on a "first come, first served" basis until all seats are sold. The motorcoach is an air conditioned bus with lavatory. See the flyer elsewhere in this newsletter.

I would like to report that Dave Harvey, Co-Chair of the Recreation Committee has resigned. Dave is preparing to move to Florida within the next few months. The committee would like to thank Dave for his assistance.

If you are a new resident and have not yet attended the monthly TGIF, make this your first and meet your neighbors. YOU are more than welcome and to make it easier, you are requested not to bring a plate of *hors d'oeuvres*, just your own liquid refreshment.

The next TGIF will be on Friday, April 7 in the West Party Room at 6:30 P.M.

There will be no committee meeting in April. The next will be on Wednesday, May 10 at 7:30 P.M. in the West Card Room.

FUTURE ACTIVITIES

TGIF	Fri. Apr 7	WPR 6:30 p.m.
Rec Comm	Wed. May 10	WCR 7:30 p.m.
TGIF	Fri. May 5	EPR 6:30 p.m.
Atlantic City	Thurs. May 10	

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And, speaking of our condo, why don't "they" do something about the guy who keeps his limo at the entrance to the West building thereby making it difficult for us to get in and out?

Why don't "they" do something about those who put all kinds of junk on the shelves in the service area that are for newspapers only? And those who leave pizza containers and other garbage on the floor of our trash rooms instead of putting them in the trash chute? And how about those who toss cigarettes off balconies!

Why don't "they" do something about the people who give parties and let their guests drag race around the area at 2 A.M.? And how about those who stain our rugs with grease from the food they drip on our carpets instead of using the service entrance and service elevator to and from the party rooms?

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And, how about that bunch that make their TV sound like the end of the 1812 Overture - and the guy who parks his car for hours at the entrance to our service area so we have to lug our groceries around his mobile (?) obstacle?

WELL - YA KNOW WHAT? If we enforced our hates rules and regulations, the place would be a lot easier to live in because each of those grips would be eliminated. YA KNOW WHAT ELSE? It's only a few ignorant or uncaring persons who need to be reminded of or remanded for their acts.

AND YA KNOW WHAT ELSE? You can do something about it other than gripe. You can spend a few hours every month or so and channel your advice and observations as a member of the newly-forming Covenants Committee. That group is a formal part of the structure of our condo organization designed to deal with our own practices. Maybe we can't change the speed limit. But, working together we can improve part of the quality of our lives here at Skyline.

So, if you really want to do something, leave your name, phone and unit number at the front desk for me, **Jack Herzig**, 310-W. Let's get started!

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SECURITY, FIRE & SAFETY COMMITTEE

Millie Foley, Chair

The Security Committee met on March 9 with ten members/visitors present.

Incidents occurring at Skyline House during January and February were discussed.

Here are a few safety tips for your home:

(1) Never automatically open your front door. Check the identification of visitors first.

(2) For persons residing on the lower floors, use dead bolts on all exterior doors and keep them locked.

(3) If you live alone, do not advertise it. Use only your first name initial in phone books and directories, etc.

With summer approaching, watch for some safety tips in the June issue of *the House Special* concerning travel.

The next meeting of this committee will be on Thursday, May 11th at 7:30 PM. Please check the Bulletin Board or Channel 12 on TV for location.

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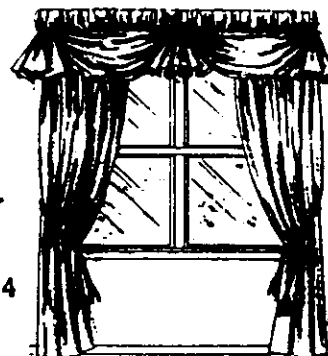
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PHYSICAL PLANT & OPERATIONS COMMITTEE

Gordon Frank, Acting Chair

As a first order of business, the committee expressed its hope that long-time member and Skyline activist, Julia Le Bert-Francis, would recover quickly from an illness that required emergency hospitalization at the Alexandria Hospital. The Chair also acknowledged the absence of Millie Foley due to illness and, on behalf of the entire committee, expressed a wish for her speedy return to good health.

The committee welcomed back Ken Grant who has been traveling extensively. When it became known that Jean Orben, the acting recorder for the March meeting, would be unable to attend, Ken offered to be the March recorder. Jean has been scheduled as the recorder for May 4, 1995 meeting in the West Card Room at 8:00 PM.

The Chair also welcomed Bob Lowry. Bob has long been active in Skyline House construction and warranty issues. His continued participation on the committee would be most welcome.

The committee reviewed the Maintenance Log actions and expressed its pleasure at the way the process has been working. Skyline House residents and owners are encouraged to enter into the Maintenance Log any common area maintenance or repair needs. Items entered into the Maintenance Log, such as dirty walls or floors, burned out bulbs, doors that don't close, will be attended to by the maintenance staff as soon as possible.

The General Manager reported continuing progress on several items. The fence between Skyline House and BuildAmerica has been installed. Waterproofing of the garage is continuing. Painting will follow as soon as the waterproofing is finished and the weather permits painting. Tower exterior maintenance plans are being completed. The East building to garage bridge resurfacing will be completed shortly with some possible adjustment to the final floor color. The bridge roof joints will also be recaulked when the weather warms. The treadmill in the exercise room is operating again, but may have to be replaced later with a sturdier model. Because it is not possible to repair continuing leaks in the exercise room roof, the roof will be replaced this year. The lane markings at

the exit from Skyline House to S. George Mason Drive will be changed. The General Manager also reported that The Weather Channel cannot be added to the in-house television service because Washington Cable does not have the right to rebroadcast it here. The General Manager is continuing his evaluation of the puddling of the recently resealed/resurfaced parking and driveway areas and will report his findings at the next committee meeting.

Bob Lowry, Henry Holt and the Chair agreed to act as a subcommittee to evaluate the General Manager's recommendation that a contract for the repair of the pool deck be awarded to Structa-Bond of Maryland, Ltd. The subcommittee will visit sites of similar work previously done by Structa-Bond. The contract needs to be awarded so that repairs can be completed in time for the scheduled opening of the pool on Memorial Day weekend.

The committee supported the General Manager's recommendation to install a wrought iron fence on the top of the wall in front of the West Building. The fence would run from the bus stop westward to the transformer nest. It would be as tall as the wall would support but no higher than 36 inches. The purpose of the fence is to discourage people from destroying the shrubbery beds by taking a "short cut" over the wall through the beds.

After considerable research, the General Manager has been unable to unearth a suitable temporary means whereby unit owners could improve the safety of their Skyline House balconies for small children. He recommended that additional bars be installed on one of the Association-owned units to test the feasibility of reducing the spacing of the existing railing. While the committee supported this recommendation, it also requested that research be continued to find other suitable temporary and permanent solutions.

At a future date, the committee expects to review the General Manager's effort to improve the signal quality of the television service currently purchased by Skyline House for its residents from Washington Cable.

Committee meetings are open to all. Every resident is cordially invited to attend. We meet the first Thursday after the first Wednesday of each odd numbered month. Hope to see you there!