



The

House Special

VOLUME XV

AUGUST 1995

NO. 8

MANAGEMENT REPORT

Don Fenton, General Manager

o BOARD HAPPENINGS

a. At the last Board of Directors Meeting on July 26, the following items were covered. A statement of services and policy covering IN-UNIT Services was approved. This agreement is now available for any owner who wishes to utilize IN-UNIT services and needs only to be signed once. It clearly states the do's and don'ts of the service.

b. A donation of \$1,500 to the McLean Hamlet Citizens Inc. legal fund for a suit brought against the Fairfax County Board of Supervisors challenging their actions in arbitrarily changing zoning was recommended by the Financial Management Committee and passed by the Board.

c. A request for engineering services, not to exceed \$750, for specifications for a brick wall from Build America to the Main Driveway Entrance was approved.

d. A motion for elevator cab renovation was tabled.

e. A letter from Culpepper Gardens thanking Skyline House for its donation of hallway lights was received. A special thanks to Dave Tilson, immediate Past President of the Board and the

House Staff in completing this tax deductible donation.

A special plea if there is anyone that is being disturbed by office/car/burglar alarms going off at different hours, especially in the early morning, please contact the Management Office. We would like dates, times, possible locations, etc. Any help you can give will be appreciated.

Some telephone company subscribers recently received a notice of an increase in monthly charges for insurance to repair lines within their unit. Please be advised that IN-UNIT maintenance can do this work. If you have any questions contact the office, it might save you some money.

It was also recognized that long time Co-Chair of the Recreation Committee will be leaving Skyline House shortly. The Board and Management and I'm sure all of us would like to thank Dave Harvey of 1605E for his long period of service on this committee as well as a past member of the Board.. Good Luck Dave & Nancy, see you in Florida...

o HEARING COMMITTEE

Well, the newly re-formed Hearing Subcommittee of the Covenants Committee recently held its first meeting in many years. Two cases involving noise were heard. In both cases substantial charges, (\$50.00 per incident were assessed. One case involved approximately 30



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

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Vice President	Dolores Littles
Treasurer	George Beams
Secretary	Helen Henderson
Director	Richard Noonan
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incidents, the other 9. Mr. William "Howie" McClennan is the Chair of this Subcommittee. Skyline House owners can volunteer to serve on this committee. Whenever a hearing is to be held 3 or 5 owners are required to serve as the hearing panel. **THEY NEED NOT BE MEMBERS OF THE COVENANTS COMMITTEE.** If you are a Skyline House Unit Owner and you wish to serve on this committee please contact Mr. Jack Herzig, 310W, Mr. William McClennan or myself. Each Hearing Panel is comprised of three or five Skyline House Owners who adjudicate (act as judges) violations of our By-Laws and Rules & Regulations and is selected from the members of the Hearing Subcommittee. This Panel has the right to assess charges to a maximum of \$50.00 per incident or \$10.00 per day on a continuing violation. These charges are considered to be "lienable". That is, if they are not paid, the unit title may be legally attached. Skyline House Unit Owners are held responsible for the acts of their guests, tenants, etc., as well as themselves.

○ REDECORATION

Wall paper, lights, painting has been installed in all of the West floors and carpeting is completed on floors 11, 17, 16, 15, 14 & 13. Final wallpapering is underway in the East as well as most of the lights. Wall painting has commenced. Mirrors and art work will be installed the week of August 7 th in the West and two weeks hence in the East Building. Carpeting will proceed immediately to the East as soon as the West is complete. Current target date for completion remains Labor day.

○ 401K Trustee Confirmation

As previously directed by the Board, Management has completed the transition to T. Rowe, Price of the 401K pension plan. Mr. Bisgyer, 408W, has consented to continue as a limited trustee of this plan. Management recommends that the Board confirm his selection. The Board agreed to his selection.

○ LANDSCAPING

So far, our Spring plantings of impatiens have survived the intense heat. At its last meeting the committee selected pansies as the main theme for the Fall planting. At that time the Fountain area will be redesigned. A new in-ground fountain pump has been installed and an underground water line is almost complete. Once again our Landscape Chair has donated some Lilies of the Valley which have been planted in various spots throughout the complex. Thanks Liza.... We will be looking for volunteers in the Fall to help with the plantings. And once again if anyone wants pansies in the Fall we will have them available for a nominal charge.

○ TRAFFIC

The latest radar survey of vehicle traffic indicates that the average speed in the garage is **SEVENTEEN** mph. The speed limit is 5 mph. Outside behind the West building coming out of the garage at a point just before the West Loading Dock the average speed was 26 mph, and that was in bad weather. Please take notice of the new sign on the inside of the garage entrance door, indicating that it is not an EXIT. Anyone exiting that door when it is in normal operation will be ticketed. The only time it may be used as an exit is when the door is opened and a Gate Guard is on duty directing traffic. It is very disconcerting to find a car coming out at you when you enter the garage. Now it is also illegal. On the exit side, IT IS **NOT NECESSARY** THAT **ONLY** ONE VEHICLE EXIT THE GARAGE FOR EACH CYCLE OF THE DOOR.

○ LATER ON

Regrading of the parking lot in front of the West Lobby etc. to eliminate ponding is scheduled for about August 2nd or 3rd. The lobby roof and exercise room replacement is scheduled to begin September 15th. We have been advised that the transplanting of one of our 30' Hornbeam trees cannot be accomplished until the weather is cooler. The bridge repair/recalculing is almost finished..

Skyline House Unit Owners Association, Inc.

In-Unit Maintenance Program

A. NAME

Services offered by the Association to unit owners shall be known collectively as the In-Unit Maintenance Program. Income and expenses relating to such shall be identified in the financial records and statements as pertaining to the In-Unit Maintenance Program.

B. ELIGIBILITY

A unit owner who is in good standing may request service. Non-owner residents desiring services may apply through the unit owner, managing agent or other authorized representative. (The billing name and mailing address must appear on the Service Agreement Form which will be mailed to each owner.) The unit owner shall be responsible for all charges. Fax authority will be accepted.

C. SERVICES OFFERED

Services offered as part of the In-Unit Maintenance Program include, but are not limited to, the following:

1. Repair and/or replacement of plumbing fixtures including faucets, washing machine hoses, etc.;
2. Preventive HVAC maintenance, air handling unit maintenance and repair, such as unclogging HVAC drain lines, coil cleaning, filter replacements, etc.;
3. Minor electrical services including light bulbs and florescent tube replacement, dimmer switches, and limited installation of ceiling fans and replacement of light fixtures to existing power sources;
4. Installation of non-electric or remote-controlled doorbell units;
5. Changing of locks or cylinders, including mail box locks;
6. Sink garbage disposal unit, repair or replacement;
7. Repair of commodes, including snaking of lines for blockage;
8. There is no charge for the following types of drain clogs/backups:
back to back kitchen sinks, back to back washer drains; HVAC main line drain. All other clogs or backups are considered

billable;

9. Screen removal and replacement for Spring and Fall window washing. (There is no charge for labor but screen clips are extra.) Balcony windows are excluded;

10. Screen repair and rebuilding;

11. Recommended annual water conservation inspections. (NO CHARGE);

12. Shower, bathtub and bathroom related caulking;

13. Replacement of bathroom and kitchen exhaust fan motors and blades;

14. Installation and repair of most major appliances;

15. Hot water heater replacement;

16. Heat pump (HVAC) replacement;

17. Smoke detector replacement;

18. Other service requests may be authorized.

Management will determine if a particular request falls within the guidelines of the program.

D. PAYMENT

Owners receiving services under this program will be billed within 72 hours following completion. Payment is due in full upon receipt of invoice. No employee may accept personal payment for services performed under this program. Residents with delinquent charges over thirty (30) days will be given written notice advising them of ineligibility to participate further in the In-Unit Maintenance Program until the balance is satisfied. Failure to satisfy outstanding charges will result in legal action by the Association. A 10% late fee will be assessed if invoice is not paid within 30 days from the date of invoice.

E. DELEGATION OF AUTHORITY TO GENERAL MANAGER

In order to effectively administer the In-Unit Maintenance Program, the Board of Directors hereby delegates the authority to the General Manager, or his designated representative, to conduct the Program. All requests for services under the In-Unit Maintenance Program must be made to the Maintenance Office. Records of all requests under the Program shall be maintained by Management and available for review by the Board of Directors.

F. USE OF ASSOCIATION EMPLOYEES

Association employees may only enter a unit to perform a service under this Program upon instruction from and direction of the Maintenance Office, and with a written work order in their

possession. No resident may make any direct request to an employee to perform services under this Program and all employees are directed to decline such requests. Any employee found to be in violation of this requirement is subject to immediate review and possible dismissal. If a resident has scheduled an appointment for service and cannot be home he/she must provide Management with an Admit Slip and a key. **UNDER NO CIRCUMSTANCES WILL THE EMERGENCY ACCESS KEY BE USED FOR THE PURPOSE OF IN-UNIT MAINTENANCE PROGRAM WORK.**

G. WORK PRIORITIES

Except in an emergency where life, limb of property is threatened, the routine work of the Association (which is for the benefit of all unit owners) shall take priority over an individual owner's request for service under the Program. Management shall schedule work to meet the needs of both the Association and the residents requesting service.

H. CHANGES IN THE IN-UNIT MAINTENANCE PROGRAM

The Board of Directors may change the fee schedule and add to, delete or otherwise change any of the services or procedures relative to the In-Unit Maintenance Program. Such changes shall be communicated to the owners as the Board shall determine. The Program is conducted as a convenience for the unit owners; it is not a requirement nor an obligation of Skyline House Unit Owners Association, Inc. The Board reserves the right to terminate the Program at any time upon notice to the unit owners.

I. FEE SCHEDULE

Labor charge: Minimum time charge per man hour: 1/4 hour or less, \$15.00. Each additional 1/4 hour: \$15.00

Parts and materials: cost (including tax, freight, etc.) plus 20% administrative overhead.

RECREATION COMMITTEE

Tony DiSalvo, Chair

The committee met on July 12 with all members present. Thank you all for your attendance.

There will be a covered dish dinner on Friday, September 22, West Party Room. Full details in the September Newsletter. As in the past, we will have a sign up sheet at the Front Desk in September.

The committee decided to return to their previous schedule of monthly meetings rather than every other month. The meetings are very short and non-members are invited to attend and join this committee.

For planning purposes - mark your calendar for our Annual Flea Market on November 6.

There will be a Recreation Committee meeting on Wednesday, August 9, West Card Room at 7:30 p.m. Please join us. Next meeting in September.

If you are a new resident and have not 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 beverage.

The next TGIF will be on Friday, August 4, West Part Room, 6:30 p.m. Why not join us!

We had three residents who had not previously attended the TGIF join us in July. Hope they will return. It would be great if we could just get a few people every month who have never attended a TGIF.

TGIF	Fri	Aug 4	WPR	6:30 pm
RecCom	Wed	Aug 9	WCR	7:30 pm
TGIF	Fri	Sep 8	EPR	6:30 pm
RecCom	Wed	Sep 13	ECR	7:30 pm

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Giant/Safeway Receipts

Over the past few years, **Andrew York** a resident and also a student at **Ellen Glasgow Middle School** has been collecting cash register receipts during the annual drives and is very proud of the results. The following is a letter recently received from Andrew in reference to the latest results.

"I am happy to tell you that my school was able to purchase another computer and 16 software programs through the Giant/Safeway receipt program. The extra computer is a great addition to our present supply and the 16 additional software programs will help all grades at Glasgow and in many different areas of school work.

"Could you please pass along my thanks for all the Giant and Safeway receipts I received from people at Skyline. It really helped my school as, this year, receipts overall were down. There are several students living in the building who go to Glasgow and the response we got from Skyline was really good!

Sincerely,
Andrew York
Unit 514W

**FINANCIAL MANAGEMENT
COMMITTEE**

Bill Miller, Chair

At the Financial Management Committee (FMC) meeting on July 20, 1995 a number of subjects were reviewed and some actions taken.

Mr. Gordon Frank briefed the members on his offer to develop a "Deviation From Expected" program for possible use by the committee during our review of management's proposed budget. A sample program will be developed to determine if such a program will be of assistance during the review and as a possible internal assist to management. The program would highlight abnormal cost deviations that might suggest a closer review of the proposed dollar requirement.

The committee approved a motion to recommend that the Board of Directors approve a donation of \$1,500.00 to the McLean Hamlet Citizens Association to assist in their lawsuit against the Fairfax County Counsel. The recommendation was based on a letter from the McLean group outlining their attempt to prevent the Counsel from taking actions without due process and disregarding the concerns and well-being of the county residents. Present actions taken by the Counsel could adversely affect Skyline House.

The 1996 budget review process was discussed by the members. General procedures were agreed on for the Budget Review Subcommittee and Management. The actual review by the subcommittee should begin by September. We anticipate final committee approval of the proposed budget during the month of October or early November.

The Committee concurred with the In-Unit Maintenance Program proposed by Management. A copy of the program is to be supplied each unit owner and resident.

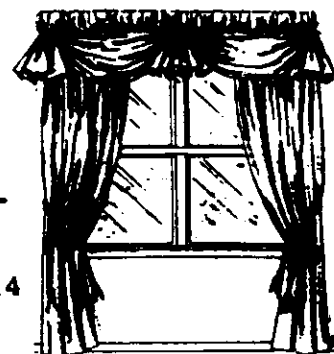
The General Manager briefed the committee members on the proposed brick wall to run along George Mason Drive from the fence separating our property from Build America to near our west driveway. The General Manager also briefed the Committee on the proposed interior redo of the elevators. Both items were discussed at the June Board meeting. PPOC and FMC were advised they would be requested to review both projects. We assume the request for review will be provided prior to our next meeting date, (September 21, 1995 in the West Party Room, 7:00 PM).

The Committee also approved management's recommendation to appoint Ed Bisgyer as the Association's 401K Retirement Plan Trustee. The Board has been advised.

Designer Window Treatments

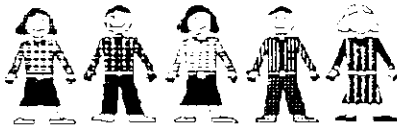
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THE GOOD NEIGHBOR GROUP

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



The volunteers for August are:

SKYLINE HOUSE GOOD NEIGHBORS

August 1995

Tosca Prather 379-7849
James Floodas 931-7568

The poster in the Main Lobby shows the pictures of the Good Neighbor men and women of the month from January through June of this year. These Good Neighbors have given assistance to residents of Skyline House who found themselves in need of such assistance at various times. These events include such things as picking up groceries and medication, transporting them to the doctor, and the like.

If you find yourself in need of temporary assistance due to illness, emergency or disability, call on your Good Neighbors, *they are there for you.*

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MANY THANKS

For many years, Ed Berman of Unit 1706E has gathered magazines at the front desk and delivered them to Arlington Hospital for the convenience and enjoyment of the patients. He has decided he can no longer comfortably do this and has given it up. We extend our thanks to him in appreciation of all the time he has spent in this laudable endeavor and wish him well.

The collection of magazines, which you have reason to dispose of, and delivery to hospitals for the use of patients is a worthwhile program and more ecologically sound than presenting them for recycling, however, assistance is required to head up such a program. If you feel that you can spare a few minutes here and there please contact your editor and perhaps we can reestablish the collection.

PHYSICAL PLANT & OPERATIONS COMMITTEE

Robert Lowry, Chair

A special meeting of the Committee was held on July 22. Its purpose was to give the members of the Committee and the Board of Directors a visual impression of the disposition of the Warranty claims the Association made against the developer. As you all know, we were unsuccessful in getting the claim work done and paid for. During our "field trip" Don Fenton pointed out corrective work that had been done on some of the items and additional work underway and proposed.

It is hopeful that this survey will highlight the urgency of doing long-neglected maintenance in the garage deck where we have numerous instances of exposed reinforcing bars and spalling concrete. Stay tuned for further developments.

COVENANTS COMMITTEE**Jack Herzig, Chair**

The Covenants Committee met on June 21, 1995 with nine members present as well as the Liaison Member of the Board of Directors, Ms. Gabrielle S. Mallon, and the General Manager Donald Fenton.

A report form has been developed by Mr. Fenton, at the request of the Committee, that will allow more timely and informative tracking of reported offenses through the Management process. While staff had remained aware of the status or registered complaints, the Committee members, meeting only every other month, felt that they were not able to be of as much assistance to Management as they could. This new form will be tried and evaluated but it appears that only minor adjustments may be needed to meet the objectives of the Committee.

The Committee has requested that funds be made available from our next year's annual budget to provide secretarial service. Since the decisions made by this Committee are of a binding and often legal nature, it is considered necessary that a complete record of our proceedings be maintained. It was noted that such services had been provided in the past. As the next budget is developed, we will be kept informed of the final decision of the Board of Directors.

David Kafka was elected Vice Chair of the Rules Council which has responsibility for developing the rules and regulations in response to changing situations within our condominium and to external developments affecting us. Members of the Rules Council were also named.

Howie McClennan assumed duties of Chairman of the Hearing Committee. This group is responsible for determining appropriate action against those residents who commit serious violations of or repeated disregard for our rules. Those persons have, thereby, shown their lack of regard for the rest of us as neighbors and/or our

property. It was noted that **any owner** can serve on the Hearing Committee. Those who are willing to assist in seeing that our interests are protected should contact Howie, Jack Herzig or Don Fenton.

General Manager Fenton then briefed the Committee on the case of a person who showed complete disregard for her own safety and that of several other residents by passing (yes, **passing!**) another car at the entrance to our garage and then speeding away, tires squealing. Pending her response at a meeting with Mr. Fenton, this case may soon have to appear before the Hearing Committee.

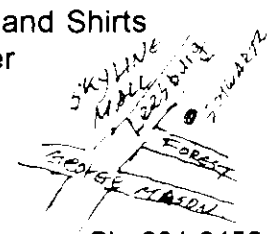
It has become evident to this Committee and the safety Committee that violations of safety practices by drivers in our garage is the number one priority for action. We have been fortunate that speeding in our garage and on the roads around our home has not yet caused any loss of life. We want to assist the Management Staff to attack the matter of problem drivers who endanger our and their own lives and property.

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Morgan & Cheves, Inc. has made the process of obtaining homeowners insurance fast and easy. In order to issue a policy, we will need the following information. Upon receipt of this information, our office will forward a binder which will provide confirmation that the homeowners coverage requested is in force. It then will take 2 to 3 weeks for a policy and billing to be received. The effective date of coverage cannot be back dated. If you have a questions, please don't hesitate to contact Lynda Crabill at (703)683-5880 and she can help you.

EFFECTIVE DATE OF COVERAGE DESIRED:

NAME:

ADDRESS:

PHONE NUMBER:

OCCUPATION:

MARITAL STATUS:

DATE OF BIRTH:

PERSONAL PROPERTY LIMIT:

Please return this completed form to:

MORGAN & CHEVES, INC.
110 S. UNION ST.
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IMPORTANT INSURANCE INFORMATION

The Skyline House Condominium Unit Owner Association's Master Property and Casualty Insurance program handled by Morgan & Cheves, Inc. affords the broadest coverage currently available for condominium associations. As residents you should be aware that the master insurance program does not satisfy all of your insurance needs. You should consider purchasing personal insurance to fully protect your interests.

Building coverage under the master policy is written on a single entity basis which means coverage does extend within individual units to fixtures, appliances, wallcoverings, floor coverings and cabinetry according to the original plans and specifications. Any individual unit improvements, betterments, additions or alterations made subsequent to conveyance from the developer are not covered by the master policy. For example, if kitchen appliances or bathroom fixtures have been upgraded in your unit, these improvements or betterments are not covered by the master policy. In addition to improvements, betterments, additions and alterations, the master policy does not provide coverage for your personal property or additional living expenses.

Building coverage under the master policy is subject to a \$1,000.00 all perils deductible. Accordingly, the master policy building coverage will respond to cover claims only when the damage caused by any one occurrence exceeds \$1,000.

Coverage is provided under the master policy to protect unit owners against liability claims arising out of your membership in the association. For example, if somebody slips and falls on the common elements such as the parking lot, the master policy will indemnify and defend all unit owners against a liability claim for bodily injury that might result. However, if anybody slips and falls, or otherwise sustains bodily injury within an individual unit, the master policy liability coverage will not respond. Should you inadvertently leave the water running in your kitchen sink allowing water to overflow, the master policy liability coverage will not protect you against the claim from the resident in the unit below for damage to their personal property or the expensive wallpaper they installed.

If you are a resident owner, you should purchase an individual homeowners policy (HO6). The HO6 policy can provide coverage for your personal property, unit improvements, betterments, additions and alterations, additional living expenses and personal liability. Coverage can be arranged under some HO6 policies to pay for damages to your unit over your personal policy deductible, usually \$100 or \$250, up to the \$1,000 master policy deductible. Unit owners should check with their HO6 policy agent or company to determine if the deductible difference is covered.

Non-resident unit owners may not need coverage for personal property; however, they do have all of the other insurable exposures of a resident owner. Additionally, non-resident owners have an exposure for loss of rental income which can be insured against. Renters should purchase an HO4 policy to provide coverage for personal property, additional living expenses, and personal liability. These specialized policies can be obtained through Morgan & Cheves, Inc. or most any other independent insurance agent.

To complete your insurance coverage, owners and renters need to purchase a personal insurance policy. A qualified insurance agent can specifically design your personal policy coverage to fit your individual needs and properly compliment the master policy coverage.