



The

House Special

VOLUME XVIII

APRIL 1998

NO. 4

Skyline House Unit
Owners Association

Board of Directors

President:

Michael L. Moore

Vice-President:

Kevin Fahey

Treasurer:

Wayne Krumwiede

Secretary:

Virginia Poindexter

Director:

Barbara Michelman

Director:

Charley Roberts

Director:

Bob Busby

**The HOUSE SPECIAL
EDITOR:**

Law Henderson

FROM THE PRESIDENT

Michael L. Moore

Election night on March 31, 1997 was an outstanding success. A quorum was reached early in the proceedings and the annual meeting and election were underway. More details can be found in this issue under the Covenant Committee's Report. The charters for the established Skyline House committees were made available to all in attendance at our annual meeting night. All residents who did not get a copy are urged to obtain one from management and make a choice of the committee, or committees, on which they would like to serve. The value and attractiveness of our home depends upon all of us.

During the organization session of the new 18th Board of Directors which followed that night's election, the Board members appointed me as president, Mr. Charley Roberts as Vice President, Ms. Virginia Poindexter as Secretary and Mr. Wayne Krumwiede as the Treasurer. Also, the standing committees, to which each Board member would serve as the Board Liaison, were determined. The reaffirming and/or change to the established Skyline House committee chairmanships were discussed and formulated.

Every "Litter" bit hurts. Of recent months it has become apparent that there is an increasing amount of litter in the hallways, garage and elevators. Much of this occurs due to the lack of discipline among those who use our party rooms and their guests. It also occurs due to the carelessness of both adults and children residents. I ask all of you to do whatever you can to stop this litter from occurring. Our housekeeping staff cannot clean up behind you 24 hours a day.

The abuse of Elevators. It has been frequently observed that children residents here at Skyline House are misusing our elevators and making our lives difficult by unsupervised pranksters. When the children are going to or from school, they not only hold the elevator doors open an excessive amount of time but also push many (if not all) of the buttons as they get off at their floor. As a result the elevators stop at each floor whether or not anyone is on the elevator or wants to get on. The

favorite trick is to push all of the buttons when they get off at the lobby level. Then, someone else (including a handicapped person) gets on the elevator and must stand patiently while the elevator stops unnecessarily at each floor. It is noticed that children going to school in the morning are supervised all the way to the school bus pickup point. However, in the afternoons, such supervision is clearly absent. All of our residents are asked to please **advise and supervise your children** so as to stop children elevator pranksters and retain the luxury concept of our home at Skyline House.

Applications for the Deputy General Manager position have arrived and are being considered by both the General Manager and the Board of Directors. Out of a total of 22 applications received, only 3 applicants have been determined to be qualified for the position. Two must drive here from out of State for the interview. Many of the 22 applicants refused to live on the premises. It is our desire to hire the most qualified person of the 3 applicants. The results of this effort will be posted for all to see.

Annual Meeting

On March 31 the Association held its Annual Meeting, the purpose of which was the report of the President and committee chairs and the election of officers for the Eighteenth Board of Directors.

The result of the election is as follows:
Virginia Poindexter with 21.914 and Kevin Fahey with 21.764 will each serve for three years, Robert Busby with 21.680 will serve for one year. Richard Riether had 17.103.

An organization meeting of the new Board chose the position assignments as follows:

Michael Moore - President
Kevin Fahey - Vice President
Virginia Poindexter - Secretary
Wayne Krumwiede - Treasurer

Barbara Michelman, Charley Roberts and Bob Busby are Directors.

The committee liaisons will be:

Wayne Krumwiede - FMC
Barbara Michelman - PPOC
Bob Busby - Recreation
Charley Roberts - Security
Virginia Poindexter - Covenants
Kevin Fahey - Community Relations

Several awards were presented during the meeting. Irene Wolgamot and Geraldine Naveau each received a plaque for founding and maintaining the Good Neighbors Group which did an outstanding job in helping residents of Skyline House who unexpectedly found themselves in need of assistance.

Dolores Littles was presented a piece of Waterford crystal for her years on the Board of Directors and Helen Henderson a Dept. 56 collectible for her six and a half years on the Board. Bill Miller was presented with a plaque for his many years of service as Chairman of the Financial Management Committee and Howie McClennan received one for many years of service in many capacities. Law Henderson received a set of three books having to do with the Civil War for his seven years as Editor of *the House Special*.

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LIBRARY UPDATE

From Barbara Michelman

On January 28, the Board of Directors approved the establishment of a community lending library in the East Card Room. Also approved was the expenditure of \$500 from the working capital for the basic furnishings needed.

It has taken one month and a half to find and take delivery of bookcases in our price range that will blend in with the current decor of the Card Room and thus continue to keep it appealing and appropriate for use by the committees and other meetings.

The secure installation of the bookcases has been completed and thanks to generous and thoughtful donors, your books are beginning to accumulate. Skyline Towers Lending Library had some duplicate current books which they have given us. Thanks to Betty Manton who introduced us to Marge Davi and her experienced and most helpful volunteers.

The plan is to start slowly, by opening one night a week from 7 pm to 8:30 pm. After the new Board has decided on its meeting date, we shall select a week night that will not conflict with the Board or Committee schedules.

Presently our books are being stamped, categorized, and marked for easy selection. In the meantime, thanks to all unit owners who have made a verbal commitment to man the library once or twice a month. We look forward to establishing a permanent committee soon.

We continue to need fairly current fiction and non-fiction hardcover or

paperback books.

Please deliver your contributions to the lobby or leave a message at the desk if you need a pick up at your unit. **Look for a mid- to late- April opening of the Skyline House Lending Library.**



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 - ~ Lesson \$65.00
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COVENANTS COMMITTEE

David Kafka, Chair

At our most recent bi-monthly meeting, it was decided to share with the Skyline House Community a compilation of the complaints of the rule-infractions submitted by residents to management. These, in turn, are given to the committee which tracks the disposition of the alleged offenses and stays alert to the possible need for stronger or additional rules should a pattern of violations and subsequent problems emerge. It was felt there was need for the general populace to be more aware that: 1) there IS a procedure for reporting infractions: by filling in a form available at the Front Desk or by reporting directly to the Management Office. 2) which are the most flaunted rules and 3) the reasons why particular rules are deemed necessary by this committee.

During January/February there were:

a) three complaints about trash being left on the floors of disposal rooms. It should be obvious why this is a "NO-No"; it is an unsanitary practice.

b) two complaints about balconies being used for storage. "Stuff" seems to proliferate. Start with a bicycle or a few cartons and the tendency is for a storage place to become a dumping ground in very short order. If this were permitted, soon the condominium would present a picture more of a tenement than the luxury condominium we want it to be.

c) one complaint about children playing in the halls and damaging the walls. Each resident should be continually aware that care must be taken of the common areas of our home. This also includes taking responsibility for the actions of our children and our guests.

d) three complaints about loud noise. Loud noise is often a question of what is loud noise to one is not necessarily considered so by another.

However, in view of the fact that there may be some difference of opinion about decibel levels, it is only polite to consider the impact of noise on one's neighbors...particularly in the late evening and early morning hours.

e) one complaint about strong cooking odors. The same argument can be made as in d) namely, there is a difference of opinion as to what constitutes an offensive odor. We must put out of our minds the Pillsbury slogan, "Nothin' says lovin' like something from the oven" and make sure that the kitchen fan is engaged whenever cooking.

f) one complaint about an oil leak on the floor of resident's parking space. An untreated oil patch seeping into the concrete damages the integrity of the floor. Request help from the Management staff for material to help soak up the oil and have the car leak attended to.

g) **THIRTEEN** complaints about discourtesy and/or dangerous driving in the garage. The majority of these complaints targeted tailgating at the garage entrance. There are security and safety considerations for this rule. To countenance this as accepted practice is to allow for the possibility of unauthorized persons entering a supposedly secure garage. Also, two cars entering on one opening of the door ignores the possibility of damage to the second car should the first car have to stop suddenly for a pedestrian or for time for the eyes to adjust to the gloom of D-level. It is just safer all around to be patient and for each driver to wait his/her turn to activate the garage door. Once inside, the safety of the occupants of the car and any pedestrians hoping to reach their units without mishap will be greatly enhanced by driving at a slow speed with the headlights on.

The Committee hopes that in disseminating this information in the newsletter, it will increase awareness of the rules and regulations which were formulated for the well-being of all Skyline House residents. Let us know what you think.

A MANAGEMENT MOMENT...**by Donald Perper, General Manager**

Spring is finally here...wait a minute, did we ever have winter? Well no matter, the flowers are blooming, the birds are singing and the garage is still under repair. But take heart, now halfway through the project the west garage is complete and work on the east side should start within another week. Again management and the board thank you for your patience and understanding.

Starting in the month of April, Skyline House will be conducting a follow-up balcony study to the repairs that were performed almost seven years ago. This study will be conducted by Michael Wardman who also participated in the original planning of the garage deck repairs. To save the association some \$30,000, the inspection will be conducted by accessing the balconies from inside the units. Management will notify residents accordingly as to what day the balconies appurtenant to their units shall be inspected. Approximately fifteen balconies are planned for inspection per day. Over the past months, management has been made aware of concerns regarding a number of the balcony decks and has advised the Board accordingly. This new study will allow us to identify and quantify the current issues as well as plan for needed repairs.

Management wishes to thank Betty Weber who served as the chairperson of the election as well as all of the volunteers who so graciously devoted their time to the annual meeting and election. A very special thanks to Arlene Burbank who helped again to get the election ball rolling.

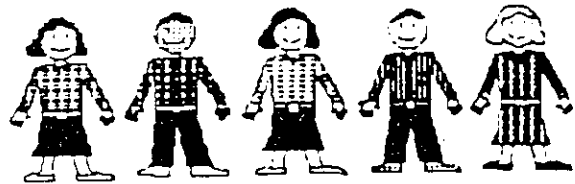
Management appreciates your participation in the maintenance log program. We need your eyes in helping us to keep the building in tip top shape. Please, however, use the log for its intended purpose and that is common area maintenance related items. If you have reported a concern and it has not been corrected within a reasonable

period of time, please call the office before re-entering the same problem in the log book. There is an explanation as to why there has been no resolution. One last BIG REQUEST, **PLEASE WRITE CLEARLY AND LEGIBLY**. If we cannot read it, we cannot fix it.

All residents who park at Skyline House must have obtained new decals for their vehicles. Starting April 1, security will begin issuing citations to any vehicle found not having a current decal. You may obtain new decals at the front desk.

THE GOOD NEIGHBOR GROUP

Co-Chairs: Joan Collins 998-0788
Toska Prather 379-7849



Skyline House Good Neighbors
April 1998

Dorothy Sills 998-4045
 Fran Stamm 998-8221

Good Neighbors are available for helping those who need help at some time. Call the Good Neighbors of the month if need arises.

Do you want to be an angel?
 Join the Good Neighbors Group.
 Call one of the Co-Chairs to join.
 We always need more participants in our group.

FINANCIAL MANAGEMENT COMMITTEE

Bill Miller, Acting Co-Chair

Annual Report

Financial Management Committee (FMC)
March 31, 1998

The FMC operates under a Board of Directors-approved charter. The present charter charges the FMC with oversight of all Association financial matters.

Eleven active members make up the present committee; Sophie Anderson, George Beams, Ed Bisgyer, Helen Kumor, Grace Krumwiede, Bill Miller, Juanita Mayer, Jack Prather, Fran Price, Liza Ruiz and Chuck Ruby.

The FMC is a very active committee. It undertakes a number of major projects throughout the year. A major activity is the review of Management's yearly proposed budget. This review is conducted during several meetings of a Budget Subcommittee. Each line item of the budget is separately reviewed. During this process, the reserves are also reassessed and then included in the annual budget.

The Subcommittee's recommendation is forwarded to the full committee for review along with the Association Treasurer, General Manager and Association Accountant. The FMC recommendation is then forwarded to the Board for their consideration. This process begins at the June FMC meeting with the appointment of the subcommittee and concludes with approval by the Board of Directors sometime during the month of November.

Another very important project is a monthly review of the Association's financial invoices and expenditures vs the monthly check register and general journal. This helps provide the committee with financial oversight of the Association's financial matters. This review is

conducted by a Financial Document Review Subcommittee consisting of five members.

At each monthly meeting the committee reviews the reserve schedule, financial statement and status of the in-unit maintenance program. Also considered at each monthly meeting are the Association's financial requirements, maintenance contracts, recurring contracts, new capital expenditures recommended by the Board of Directors or Management, as well as from other committees.

The committee also participates in the review of the annual draft audit from our independent auditor, Goldklang, Cavanaugh and Associates. We also receive requests from the Board, Management and other committees to perform research and review of new financial requirements and projects.

At the present time, the FMC is reorganizing as it is seeking a new chairperson. At a meeting in February 1998 the committee voted to table the selection process until after the Association's Annual Meeting. Ed Bisgyer and Bill Miller agreed to act as temporary co-chairs until a new chairperson is selected at a meeting in April 1998.

The Financial Management Committee and Physical Plant and Operations Committee (PPOC) work closely together, as the oversight responsibilities of each committee have a significant impact on most Association projects and actions. This is especially true during the annual review of the reserves and on such projects as the garage repairs. The two committees have several joint meetings throughout the year. Most Ad-Hoc or special committees appointed by the Board include representation from both the FMC and PPOC.

The FMC desires to recommend one other item to the Board of Directors. As communication among the Board of Directors, Management, the standing committee and unit owners is of primary importance in the operation of our type management, the FMC recommends that a copy

of the monthly minutes of the FMC be placed in the administrative office available for unit owners to review. The committee hopes this action will assist unit owners in obtaining a better understanding of the financial operation and status of the Association.

The FMC chair and committee members, as well as Board members, have received inquiries as to the availability of the Association financial records for review by unit owners. This does not apply to residents leasing units in the condo. I suggest that unit owners who have made such inquiries, refer to the Association's By-Laws, Article XIV, Financial Management, contained in the Skyline House Condominium Documents, second printing, which is dated August 1979.

RECREATION COMMITTEE

Tony DiSalvo, Chair

The committee did not meet in March. The next meeting is scheduled for Wednesday, April 8, at 7:30 pm in the East Card Room. All are invited.

The March TGIF was not as well attended as usual but I understand that a good number of our regulars were out of town. Hope to see you all on April 3.

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 refreshment.

TGIF	Fri	Apr 3	WPR	6:30 pm
RecCom				
Meeting	Wed	Apr 8	EPR	7:30 pm
TGIF	Fri	May 1	EPR	6:30 pm

LETTERS

Mr. Michael Moore
President
Board of Directors
Skyline House

Dear Mr. Moore:

It is with disappointment that I submit my resignation from the position as Chairman of the Community Relations Committee. I was very excited about the potential of such a committee since had both professional and family background to support such activities. Surprisingly, it appears that very few of the residents of Skyline House have any interest in external civic and community affairs and, despite my personal interest, one person does not make a committee.

Please accept my appreciation for your efforts and the efforts of board members to support me. In the future, if any information comes to my attention which I believe would be of interest to Skyline residents, I will certainly pass it along.

Sincerely yours

Helen Sarbanes Drivas

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PHYSICAL PLANT AND OPERATIONS COMMITTEE

Ken Grant, Co-Chair

In addition to considering and making recommendations to the Board regarding contracts, recently the committee has had interesting discussions on other matters. These have been preliminary explorations and, as more data becomes available, the committee will revisit the issues.

A discussion of possible schemes for rehabilitation of the fountain highlighted concerns that, as history indicates, this is not a favorable locale for survival of plants; that water costs are excessive without recycling; and that addition of a saucer smaller than the octagon area may not be adequate. Suggestions were made ranging from return to the original brickwork, replacement with a sculpture, a fountain without plants, to leaving it dry. While the original survey resulted in a majority in favor of the fountain, opinions are changing and it was felt that prior to a change a further survey would be advisable.

Seven years ago, based on the technical information available at that time, the Board adopted a policy on balcony coverings permitting tiles. This year the committee was given new information outlining problems connected with tiles. Noting that many owners have already invested in tiling their balconies the committee felt that other expert opinions should be considered before making any recommendation to the Board. Management offered to seek such opinions.

Concerns were expressed at the dirty and worn appearance of the lobby furniture and the committee was informed that professional cleaning was scheduled, but that the upholstery might not survive this treatment. Opinions were then expressed that furniture with such fragile covering is not suitable for a public place with the use it currently receives, particularly when the children return from school.

Information on the cost to rehabilitate the lighted sign at our pedestrian entrance shocked the committee and resulted in a lively and constructive discussion. The sign has been subject to abuse by those waiting in the bus stop area as well as to vandalism. Other styles of less vulnerable signs were suggested and the need for some lighting on the steps confirmed.

Come to the monthly meetings to hear and participate in spirited discussion on these and future issues to be considered by this committee.

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SECURITY, FIRE & SAFETY COMMITTEE

Chair: Ann Mehrten

The Security, Fire & Safety Committee convened at 7:30 p.m. March 12 in the West Card Room. There were five members/visitors present.

The incident reports for January and February were presented.

Topics for discussion included unauthorized distribution of flyers in the buildings, the procedure for dealing with piled-up newspapers outside a resident's door, radio communication in the complex, garage security in particular and security in general. The fire alarm system will be given a final test the week of March 16 as we have now implemented all Fairfax County requirements to it.

The committee took a "field trip" beginning at the P2 West door leading to the garage then going to the cement stairs there which end at the lower "D" West level. A resident had reported his concern about the safety of these stairs and they did appear to the committee to be narrow and steep. There was general agreement to relay this information to PPOC for their consideration.

REMINDER: Constant horn honking is legally considered a public nuisance - please be considerate of your neighbors. Also, it is against our regulations to toss anything (including keys!) out of a window or from a balcony. We have had cigarettes, for example, cause fires from this practice.

The next meeting will take place Thursday, May 14 at 7:30 p.m. in the West Card Room. All are welcome to attend.



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Annual Report of the Covenants Committee

David Kafka, Chair

March 31, 1998

The charter of the covenants committee is as follows:

1. The committee has the responsibility to formulate and maintain the regulations established by the Board of Directors for the day to day operation of Skyline House and to monitor compliance by unit owners and renters.
2. Review and recommend revision of the rules and regulations to the Board.
3. Establish a procedure for the enforcement of the rules and regulations.
4. Establish hearing procedures and conduct hearings to levy assessments and/or institute sanctions when deemed necessary.
5. Establish procedures for the nomination of candidates for the Board of Directors, conduct the election, tabulate the votes and certify the outcome.

This past year the committee has been very active on each of these charges.

In May 1997 we finished a detailed updating of the Rules and Regulation of Skyline House. This project took 8 months to complete and every person, group and committee in the community was encouraged to participate and provide input into the process.

Because there were no definitive guidelines to follow when working on the Rules and Regulation update, the committee took on the task of establishing procedures for updating the Rules and Regulations in the future.

These were approved by the Board in July 1997.

We have revamped the way the Hearings Subcommittee conducts their hearings to ensure that the members of the hearing board are totally aware of the case before the hearing takes place.

Finally, this committee is responsible for conducting the election of the Board of Directors. I want to publicly thank Betty Webber for stepping forward and assuming the role of General Chairwoman. Everything has proceeding like clockwork. She assembled a large group of residents to help with all the chores and she has earned my eternal thanks for taking the job and performing so magnificently.

And many thanks to my committee members for their interest and input and keeping focused on the bottom line which is to make life at Skyline House a pleasant, peaceful and enjoyable experience.



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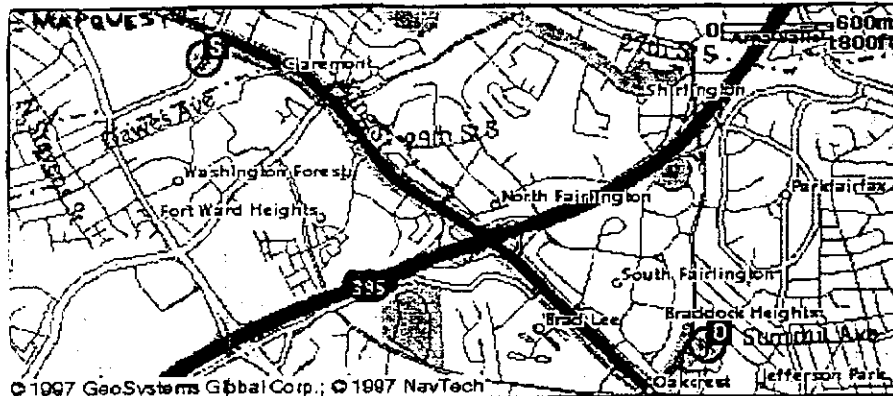
In this new service we will feature a different restaurant each month to place these establishments before our readers. This month we feature **RAMPARTS** and in succeeding months others. If you have a favorite restaurant, please let us know so that may be featured for your enjoyment.

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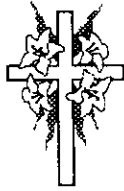
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4: LEESBURG PIKE/VA-7 E becomes KING ST/VA-7 E.	1.7 miles (2.9 km)
5: Turn LEFT onto N QUAKER LN.	0.2 miles (0.3 km)
6: Turn RIGHT onto FERN ST.	0.1 miles (0.2 km)
Total Distance:	2.6 miles (4.4 km)
Estimated Time:	6 minutes

SKYLINE HOUSE

APRIL 1998

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