



The House Special

JULY 1998
VOLUME 18, NUMBER 7

FROM THE BOARD OF DIRECTORS



The Board of Directors approved the following significant motions on garage repair issues at a special meeting of the Eighteenth Board of Directors on June 24, 1998:

Thomas Downey, LTD, our engineer consultant discovered post-tensioned cables damage within the garage beam structure. Mr. Downey recommended, and the Board approved, that the Association obtain cost estimates to repair the garage from SPS for performing exploratory openings in all of the beams located on the "A" and "D" levels as well as random exploratory openings (not to exceed six per level) on the "B" and "C" levels.

In order to repair the known beams it is recommended that these repairs be made using an external post-tensioned system design.

FROM THE PRESIDENT



As most residents know by now, for health reasons, Michael Moore resigned from The Board of Directors on 10 June 1998. I would like to take this opportunity to express my personal appreciation of Michael's fine service to our Association. His leadership, dedication, and large reservoir of common sense have been an inspiration to me since I first began service on the Board of Directors. The Association owes Michael a debt of gratitude. We hope that he will continue to be involved in the affairs of Skyline House.

David Mayrose was selected to fill the vacancy occasioned by Michael Moore's departure, and his appointment was approved by the Board of Directors in an executive session on June 12, 1998. I welcome David to the Board of Directors and I, along with the other Board members, greatly appreciate David's willingness to serve.

As Vice-President before Michael's departure I assumed the position of President. This was confirmed in the same executive session.

I am looking forward to serving the community and I welcome any suggestions that

FROM THE PRESIDENT CONT'D

resident owners as well as other residents may have to improve our community.

As those who attended the Special Board Meeting held on June 24, 1998 well know, we will be facing some very serious decisions over the next year involving the garage repairs. I, along with my fellow board members, assure you that we will do our best to make sure that the membership is kept abreast of developments.

We have a wonderful community with a large number of people who are willing to pitch in and do their share to keep it that way. However, we need more people who are willing to contribute. Any suggestions that you may have are welcome and may be communicated to the Board by simply leaving a note in my box.

I look forward to an exciting period in the life of the Association and hope that we can increase the participation of the unit owners.

Have a wonderful summer!

Sincerely,

A. Kevin Fahey

EDITOR'S CONTRIBUTION



Directors/Committees & Board Meetings Roles and Relationships

Directors - The directors are responsible to the membership and normally are members of the Association.

The Board of Directors is responsible for the establishment of policies governing the operations of the Association, for the administration of the project, and for the appointment of the officers who will be responsible for the day-to-day operations of the Association. Directors may delegate their

responsibilities, but there are limits on the extent to which such responsibilities can be delegated.

Committees - Committees may be appointed by the Board of Directors to perform a variety of tasks for the Board. The appointment of a committee should be made by the Board based on a resolution, which contains a full description of the authority delegated by the Board to the committee. Normally committees do not make policy decisions and do not take action, but act as fact-finding or information-gathering agencies, and make recommendations to the Board of Directors.

Board Meetings - Board meetings must be open to members of the Association, although members who are not on the Board do not have a right to participate in the discussion unless expressly permitted by vote of a majority of a quorum of the Board. An association is free to adopt its own rules in this regard, and may, as a policy, permit members to participate freely in discussions at Board meetings. The tendency is for board meetings to take much more time than they should, which may discourage busy persons from serving on boards. It is important that the chairperson of the meeting maintain control over the proceedings to keep them moving. Allowing nonboard members to participate in and interrupt the proceedings will certainly not help the chairperson of the meeting keep the meeting short. The President must be efficient, fair and decisive in running the meeting. It is up to the chairperson to adhere to the agenda, to stop people from discussing extraneous issues, to make sure that all points of view are heard, and to guide the Board in the direction of completing the business at hand.

The above information was taken from the *Homeowners Associations Red Book - A How-to Guide for Leadership and Effective Participation* by John Paul Hanna, published by Hanna Press, 1988.

A MANAGEMENT MOMENT...

By Donald Perper, PCAM
Heads Up!!!



We have been experiencing an increased frequency in objects being tossed from balconies. The most serious of these incidents has occurred around the

West Loading Dock where several residents have witnessed objects such as rocks or cans being dropped from balconies onto their automobiles. Luckily no personal injury has resulted.

We cannot solve these problems without your participation. What can you do to help the association catch these folks? The first thing you must always do in these situations is **CALL THE POLICE BY DIALING 911**. Because it is a dangerous felony offense to throw anything off of a balcony, the police are very interested in catching those involved in such a crime.

After notifying the police, please advise the Front Desk of the incident so that we may



assist the police in whatever way possible.

Bathroom Mirrors

In February I reported to you that due to the failure of the original double-stick tape used to fasten the mirrors to the bathroom walls, the mirrors were no longer adhering to the walls and were falling down and shattering. This is a real safety issue and should be taken seriously.

If after checking you discover that your mirror or medicine cabinet is loose and would like to have it repaired, please contact the Resident Services Office to schedule an appointment.

Bicycles in the Building

When transporting your bicycle to and from your unit please remember to use the freight elevators. In addition, there is absolutely no riding of bicycles in the corridors or the lobby areas. Your cooperation is greatly appreciated!

Balcony Inspections

Over the next few weeks, management will be contacting unit owners to arrange inspections of the limited common area balcony slabs and terraces appurtenant to the individual units. The Association has contracted with the engineering firm of Wardman Companies to perform the inspections. As part of the Association's requirement to maintain the limited common elements it very important that the inspections occur.

We appreciate your cooperation in advance.

Maintenance Log

Management appreciates your participation in the maintenance log program. We need your eyes in helping us to keep the building in tiptop 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 making re-entering the same problem in the logbook. 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.

DID YOU KNOW THAT...?

By Greg Grimm

PHEW-WEE! At times you may smell cooking odors or other offensive odors in a corridor. There are several different factors that may cause these odors to reach the corridors. Here's what you can do to help eliminate odors you may generate in your home:

- When cooking use your range exhaust fan. If your exhaust fan seems ineffective, the vent on the exterior wall may need cleaning. Contact Tania in the office if you think the exhaust vent isn't functioning properly.

- When cooking, burning incense, etc., keep your windows closed, especially on a windy day. The building is pressurized by the corridor air handling units and this pressurization creates a very slight positive airflow under and around your unit entrance door. This positive air pressure assists in venting your home to the outside as our building was designed to do. If your windows are open, the pressurization will be defeated and the air will flow from your home into the corridor by way of under and around your door.

Blowing Bubbles Is One Thing, BUT...

Almost all washing machine detergents are now super concentrated, or labeled ultra. These detergents are highly concentrated and require only a very small amount to wash your clothes. When too much detergent is used it almost always causes sudsing on the lower floors. When the sudsing backs up into the kitchen sinks and into other drains in the homes, it becomes an expense that all of us incur either directly or indirectly. In severe cases suds will sometimes overflow from the sink onto the floor.

Please help us eliminate this problem by doing the following:

- If you have a front-loading washing machine, you should NEVER see suds any higher than the very bottom of the glass in the door. When your washer does a final rinse you should not see any suds at all on the door seal or at the bottom of the glass.

On top-loading machines it is a little harder to tell when you have used too much soap. When using ultra detergents (super concentrated), use about 1/3 of the recommended amount. During the wash if you raise the lid to your washer, you should see very little suds floating on top of the water.

With either type of washing machine, remember, if you are using too much soap it is very likely that someone on the bottom floor will probably experience some sudsing in their home drains.

There are two low sudsing detergents recommended by Consumer Reports magazine; they are Tide HE and Wisk HE. The Wisk HE produces much less suds than the Tide HE. If you cannot find these products locally, the Wisk can be ordered by mail at 800 335-9475.

NEW FACES

By Al Smith, AMS®

Starting on July 1st we will be seeing some new faces around the community. The Argenbright Security is being replaced by Guardsmark as the guard service contractor.

A very detailed process was conducted by the Board of Directors. The Security/Safety and Fire Committee, working with management, developed a request for proposals which described to prospective bidders the scope of services that the Association wanted from a guard service company. Several companies responded. The bids were compared, their

NEW FACES, Continued

references checked by the SSFC members and a recommendation was sent to the Board for final action in the May Board meeting. The Board heard the committees' recommendations and after deliberation chose Guardsmark over the other bidders.

Guardsmark comes to Skyline House very aware of their important role in helping to enhance our quality of life. One of the many tasks which their employees are entrusted with will be the job of enforcing the parking restrictions. Guardsmark has been informed that the efficient enforcement of parking restrictions is a priority task for their personnel during this period of garage repairs and heavy loading dock use.

Since Guardsmark will be doing their job, the unpleasant reality is that cars may end up being towed. Therefore, it would be wise for all of us to have a quick review of the parking restrictions:

- If your car is not showing a current Skyline House decal we cannot tell who owns it.
- Never park in a fire lane.
- Do not park more than 30 minutes in the loading dock area.
- "Guest Parking" is not available on Skyline House property.
- "10 minute parking" means 10 minute parking.

Guardsmark wants to get off to a helpful start with our community and would prefer not to spend a lot of time towing cars. Please show respect to your neighbors and prevent your car from being towed by following the parking restrictions.

RECREATION COMMITTEE (RC)

Tony DiSalvo, Chair

The Committee met in June. Several items were under discussion, the primary one was a covered dish dinner. The date selected was Friday, August 14th, West Party Room, at 6:30 PM. Liza Ruiz and Sophia Anderson will host this function. Full particulars will be posted in the August Newsletter as well as on the bulletin board. No reservations are required, but you are asked to sign the sign-up sheet located at the front desk.

Next Committee meeting will be August 12th, West Card Room, 7:30 PM.

The June TGIF was well attended. Many of the folks who have been out of town were there.

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 is scheduled for July 10, East Party Room, 6:30 PM. Please note the date change from the first Friday to the second Friday because of the July 4th holiday.

Magazines

Keep the magazines coming to the front desk so they can be donated to the organizations that need them.

GOOD NEIGHBORS COMMITTEE (GNC)

Good Neighbors are available for temporary help, because of illness or emergency. Call the Good Neighbors of the month if need arises. Call one of the **Co-Chairs (Joan Collins at 998-0788 or Toska Prather at 379-7849)** if you wish to join the Good Neighbors.

GOOD NEIGHBORS, Continued

No one can help everyone, but everyone can help someone

The Good Neighbors for July 1998 are:

Bernice Doster 820-2691
Sher Cuzzivoglio 379-1395

COVENANTS COMMITTEE (CC)

David Kafka, Chair

Several weeks ago a notice was posted on Skyline House bulletin boards requesting comments from all residents on a proposed new rule to be added to the "Rules and Regulations" of Skyline House Unit Owner's Association, Inc. The draft rule reads as follows:

Appropriate swimming attire shall be worn in the pool, "appropriate" to be defined as conforming to local community standards. Since publication of the above notice the Covenants Committee has received 15 written comments and numerous verbal communications. The general view expressed in the majority of these comments was that the draft rule was not specific enough; it did not contain sufficient detail. As a result, a further revision has been prepared in an attempt to address these comments. The revised draft reads as follows:

Appropriate swimming attire shall be worn in the pool. Appropriate is defined as the usual or customary one-piece or two-piece bathing suits that conform to local community standards; cut-off denims and dungarees or other attire considered to be street clothes are prohibited. To avoid further delays on this matter we are delivering directly to each member of the covenants committee a copy of this information containing the revised rule. In order to meet the deadline to put a notice into the July issue of the House Special showing the new draft

language we are asking that you call David Kafka, Chair, at 820-0195 or Harry Mussman, Vice-Chair, at 820-8454 if you have any comments; we will assume you concur with the revised draft if we do not hear from you. At the time of the printing of the newsletter no further information was received on the outcome of the rule change.

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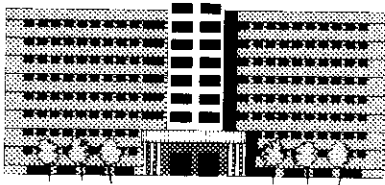
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PHYSICAL PLANT & OPNS (PPOC)

Bob Lowery - Co-Chair
Ken Grant - Co-Chair



Reported by Bob Busby

The June meeting of the PPOC was held in the West Card Room at 7:30 PM on 3 June 1998. The meeting was comprised of 19 visitors and committee members, two board members, and two members of management. The exchange of information was as good as it gets for a committee meeting.

Chairman's Report - Bob Lowry chaired the meeting. Bob mentioned he and Ken Grant would not be present after the July meeting for about six months. Bob again mentioned there was a need for a volunteer to come forward to take over the PPOC chair. For the moment Mr. Ross MacAskill will sit in for the two vacationing co-chairs as he did last year. Ross was not present at the meeting so this may be a surprise for him.

Manager's Report - Don Perper made a few comments on the on-going garage repairs as well as problems with the repair of damage to wallpaper adjacent to the elevators. Don mentioned the wallpaper is damaged accidentally as well as on purpose by unknown individual(s). Management waits until numerous repairs to the wallpaper are needed because of the cost of the repair. The firm that replaces the wallpaper sections has charged as much as \$1200.00 to remove and replace the damaged sections of wallpaper in both buildings. The current stock of wallpaper is running out and replacing the wallpaper will cost \$6000.00. This expense will be for a minimum run of 500 rolls of the type paper currently on the walls. The replacement paper may be of a

heavier stock if needed. Some comments were made from the audience regarding the use of wallpaper verses paint. No changes can be made to the type of media being used with exception of thickness without approval from the unit owners. This approval would be needed since the wallpaper was part of a renovation that required unit owner authorization. The committee decided this area needed to be looked at in more detail and discussed with the FMC regarding the expenditure of funds. The subject was tabled until the August meeting.

Garage Plaza Working Group - Bob Lowery discussed the previously talked about garage plaza-working group. This would be a working group comprised of unit owners who will decide what is to be done with the area currently in disrepair on the east garage roof (the area behind the swimming pool). Bob asked that working group members (not selected yet) and unit owners provide ideas on what to do about the current damage to the east roof, cost of repair to the east roof, proposed use of the east roof, and cost of any redesign to the east roof. Discussion from the audience indicated the east roof area does have damage to the walkway and there is standing water in some areas. The area is dangerous if individuals are not watching where they walk. The dangers consist of slipping and tripping due to the uneven pavement and standing water. Suggestions were made to have maintenance personnel clean (sweep dirt, gravel, remove fallen branches, and standing water) the area up daily.

Property Inspections - The next PPOC walking committee will check the area out on its walk around at 2 PM on 14 July 1998.

House Special - Bob Lowry asked if there were any volunteers to provide an article on the actions, which took place at the meeting. Ms. Orben Indicated she would again provide something for the newsletter.

PPOC, Continued

Maintenance Log - There were only about 35 maintenance reports of which only five are still outstanding. Unit owners are using the maintenance log, but the maintenance hotline is not being used. Note: A check for the maintenance hot line number failed to locate it on the Skyline House TV channel. A call to the front desk determined unit owners had to call the front desk to be connected to the hot line number (368). A unit owner cannot dial the number direct.

New Business - The topic of the verbiage pertaining to the swimming pool rules was brought up. After much discussion the committee decided to return the proposed change to the rule (regarding bathing attire) to the CC for further review and action.

Our manager, Don Perper, mentioned the air-conditioner in the exercise room was no longer working. The unit was the original unit and was not repairable. Management has closed the exercise room until the air conditioning unit can be replaced. PPOC was asked to accept two bids for consideration (\$4600.00 and \$6200.00) instead of three bids. Management was advised three bids would be needed and more detail required before PPOC would review the request and make a recommendation. Bob Lowery suggested management request a combined meeting of FMC and PPOC in order to get the request reviewed and through both committees to the board for action. Don agreed to set the meeting up. The meeting was adjourned at 8:30 PM

UPDATE ON PPOC

BY JEAN ORBEN

(Editor's Note: Ms. Orben provided more information on the meeting. Thank you Ms. Orben.)

The PPOC meets the first Wednesday after the First Tuesday of each month. Don reported the delay in receiving the findings of the second engineering study of the garage ceiling beam problem. He also reported that our supply of hallway wallpaper is almost exhausted. The Committee will make a recommendation to the Board for its replenishment at its August meeting, giving residents and the Committee members time to consider the problem.

Bob Lowry, Committee Co-Chair, has drafted a proposal to create a working group to tackle the needed renovation of the plaza area above the garage. PPOC members toured that area on June 9th, as part of their monthly property inspection sessions led by Don Perper and Gregg Grimm, our Chief Engineer.

Although the telephone Hot Line is still under-utilized, there were 35 entries in the Maintenance Log, and staff members had attended to 30 of the items.

In response to a request from the Covenants Committee, PPOC suggested wording for the swimming attire rule Covenants will adopt.

As a result of a Committee member's suggestion, Don will ask the Board to consider posting a summary of the Board Minutes, as an aid in improving condo communications.

Barbara Michelman, Board Liaison to PPOC, was praised for her suggestion of and work on the creation of a library in the East Card Room. Barbara, in turn, expressed her appreciation for the work done by our staff and residents. The poster announcing the library's opening was created by staff member, Edna De Jesus and her husband.

LIBRARY UPDATE

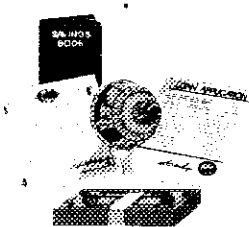
Barbara Michelman

On June 8th the Skyline House Library opened with an overwhelming show of support and approval from the residents. The library offers a wide assortment of books including mystery and suspense, romance, adventure, history, biography, classics and more. Many, many thanks to the following individuals whose enthusiasm and hard work made the library possible:

Don Perper and Al Smith
Helen Henderson
Greg Grimm and the Engineering Staff
Edna De Jesus
Daryll Graham
The Marking and Sorting Helpers
The Weekly Volunteer Librarians
All the generous Book Donors

Please come and see what these dedicated supporters have accomplished. Borrow a book, or just share a social evening with your friends in what used to be the East Card Room every Monday night from 7:00 to 8:30 PM.

FINANCIAL MANAGEMENT COMMITTEE (FMC)



Rick Riether, Chair

The FMC did not provide information to the newsletter this month. The FMC meet the third Tuesday of every month. In July the Committee is meeting on the 21st. All residents are welcome to visit, attend and become members of the FMC. Your association needs your expertise on the FMC as well as on other committees. Come check out the FMC and see how your money is being spent.

LETTER TO THE EDITOR

The following letter was sent to the President of the Board of Directors:

When the May issue of the House Special appeared, I was shocked to discover the many errors in English grammar, spelling, and sentence structure throughout the issue, but decided to wait another month in hopes that this might change.

Now, however, with the advent of the June issue, my hopes have been dashed. Nearly every single page contained numerous errors in basic English usage, and the time has come to inquire what, if anything, is being done about this deplorable situation. Other residents, with whom I have spoken, share my feelings. We hope that remedial action will promptly be taken so that the next issue of the House Special would reflect the professionalism and high standards that we have come to expect of Skyline House.

From the Editor:

I appreciate all comments the unit owners have regarding the House Special. The Association is comprised of volunteers who do the best they can with what time, ability and resources they have available. I assumed the editorship on a temporary basis in order to assist the Association until a full time editor could be found to take over the newsletter. My 7-4 week- day job does not allow me to spend the kind of time the Association newsletter requires. So if any member of the Association has the time, ability and resources, to become the editor, (or even to donate time to help type it or proofread) please contact the President of the Board and let him know of your willingness to accept the position. I am more than willing to turn over the Association newsletter to an interested individual (or, as mentioned above, accept assistance in its preparation).

LEARN HOW TO SWIM!!

The lifeguards, Ryan and Jessica, are holding individual swim lessons for children and adults.

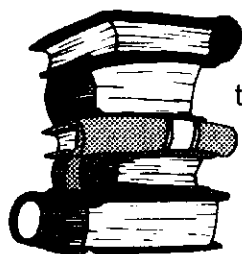
Morning and afternoon times are available.

See Ryan or Jessica for scheduling.

NOTE: Lessons are subject to change due to weather or amount of people in the pool.

LIBRARY UPDATE

By Barbara Michelman



Keep the books coming. If you can spare an hour or two at any time to help to categorize, stamp mark, etc, please leave your name, telephone number and time preference in Box 1311W.

Fran Boyle
PROPERTY MANAGEMENT
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Copy Due Date: 20th of the month
Preceding issue date

Published: Monthly

The House Special is happy to receive and publish ads. All ads are accepted on a first-



come, first-served and space-available basis. Note: This publication is not able to place advertising in the newsletter unless it can be scanned or is submitted on an MS Word format on disk. We will do our best with what you the advertiser provides the Association.

Thank you.

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 trades people 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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Comments by the editor

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The editor can be reached by e-mail at:

annbobbusby@worldnet.att.net

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July 1998

SKYLINE HOUSE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 OFFICE CLOSED	4  Independence Day
5	6 Library Open ECR 7 PM-8:30 PM	7	8 PPOC MEETING 7:30 PM WCR	9	10 TGIF 6:30 PM EPR	11
12	13 Library ECR 7 PM - 8:30 PM	14 PPOC INSP 2PM	15 CC MEETING 7:30 PM WCR	16 SFSC MEETING 7:30 PM WCR	17	18
19	20 Library ECR 7 PM - 8:30 PM	21 FMC MEETING 7:00 PM WCR	22	23	24	25
26	27 Library ECR 7 PM - 8:30 PM	28	29 Board Meeting 7:30 PM WCR	30	31	