

# The House Special

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Volume XIX, No. 4

July 1999

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## REPORT FROM THE BOARD OF DIRECTORS

### Garage Repairs and Special Assessment

The Board decided to get another engineering opinion on the additional work needed to complete the garage repairs. We were on the verge of signing another contract with SPS (the contractor who has been doing the work in the garage) when we obtained this additional opinion just before the June 23 Board meeting. The engineer we retained for this purpose is *Dr. Randall Poston* who is considered one of the country's top experts on post tension cable structure design and repairs. Dr. Poston's opinion was that much less work was needed than we had previously been advised was necessary. Accordingly, the contract with SPS was not signed. Dr. Poston has been asked to prepare a scope of work and specifications for the additional work that should be done on the garage and we will then solicit bids from qualified contractors. This will take time, of course, so we probably will not know how much it will cost to finish the garage until the end of July.

Dr. Poston's preliminary judgement is good news for Skyline House. We now know the special assessment will be *much less* than the \$4 million we estimated in March based on a "worst case" scenario. How much less will not be known until we get contractors bids on the scope of work to be prepared by Dr. Poston. We are trying to hurry the process as much as possible so that we can act on the matter at our next Board meeting on July 28. But if the information is not available by that date, there will be a special Board meeting called shortly after the bids come in and have been evaluated. At that meeting, a resolution of specifying the amount of the special assessment will be passed. Following that meeting, an official letter will be sent to all unit owners, signed by the President of the Association, giving each unit owner specific information on the amount of the special assessment for that unit and the manner in which it can be paid. **DO NOT SEND ANY MONEY TO THE MANAGEMENT OFFICE UNTIL YOU RECEIVE THAT OFFICIAL LETTER FROM THE PRESIDENT OF THE ASSOCIATION.** Those unit owners who have already sent in checks based on the amount of the original special assessment resolution of \$4 million will have their checks returned.

(Continued on Page 2)

## Report from the Board (Continued from page 1)

Unit owners who have condominium homeowners insurance policies that insure for special assessments should not file claims until they have received that letter because you will not know the amount of your assessment officially until you receive that letter. We understand that a few unit owners have already filed claims based on the previous \$4 million dollar assessment resolution, even though no official letters were sent out. Moreover, some have already received checks for the claimed amounts. We urge those unit owners to contact their insurance agents, explain the circumstances, and make arrangements to refund the money. They can file claims again when they have received official notification of the exact amounts they will be assessed.

**PARKING**

As of the date this report is being prepared (July 2), we are not certain whether SPS will complete the remaining work on D level under its old contract, and demobilize shortly afterwards, or whether it will demobilize immediately. SPS is being pressed to move quickly so that we can restore garage and guest parking as soon as possible. It should happen, in any case, in the next couple of weeks. Parking for some residents will be disrupted again once work on the final phase of garage repairs resumes, but this is not likely to occur before September and should not last very long.

David Tilson, Vice President

**TREASURER'S REPORT**  
Wayne Krumwiede, Treasurer

**AUDIT**

I informed you last month that the audit was completed. We have not received the final report, but it should be available in a few days.

The audit committee, however, met with the auditors and discussed the auditor's recommendations. The recommendations included separation of certain accounting functions for proper checks and balances, getting new software or updating our present software, and introducing a new chart of accounts developed by the Department of Housing and Urban Development. I hope all of the recommendations will be in place within a month.

The Committee accepted all recommendations except one, which was to eliminate in-unit maintenance. The audit committee agreed that the in-unit maintenance program had about 85% of unit owners in favor of the program and that we should continue providing that service to unit owners.

**DELINQUENCIES**

Our total delinquency account is about \$30,000 as of June 3, 1999. I believe that the FORECLOSURES on the two (2) Chapter 7 bankruptcies from last year have been completed.

A couple of units are current and/or paying on a payment plan. A couple of demand letters have gone out. There is a warrant pending on one lien and another has been recorded. In one case, the court date is July 21, 1999. In another case, garnishment was filed and the court date is August 25, 1999. I believe our collection procedures are working well.

Editor Nadyne McKelvey

Copy Due Date 20<sup>th</sup> of the Month

Published: Monthly

**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.

Information for the House Special may be left at the Management Office, the Reception Desk, or sent by e-mail to nmckelvey@hotmail.com

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## JUST FOR YOUR INFORMATION

### CURRENT OWNER and RESIDENT STATUS

Total Units	559
Total Residents	1016
Total Occupants Authorized	1759
Number of Resident Owners	388
Number of Non-Resident Owners	151
Number of Vacant Units	19

### MOVE-INS MOVE-OUTS

Move Ins	
EAST BUILDING	3
WEST BUILDING	5
Move Outs	
EAST BUILDING	3
WEST BUILDING	5

After much careful research, it has been discovered that the artist, Vincent Van Gogh had many relatives. Among them were:

His obnoxious Brother	Please Gogh
The Brother who worked at a Convenience store	StopnGogh
The Brother who bleached his Clothes white	Hue Gogh
His dizzy Aunt	Verti Gogh
His Cousin from Illinois	Chica Gogh
His magician Uncle	Wherediddy Gogh
His Mexican Cousin	Amee Gogh
The Mexican Cousin's American Half Brother	Grin Gogh
The Nephew who drove a Stage coach	Wellsfar Gogh
The ballroom dancing Aunt	Tan Gogh
The bird lover Uncle	Flamin Gogh
His Nephew psychanalyst	E Gogh
The fruit loving Cousin	Man Gogh
An Aunt who taught positive Thinking	Wayto Gogh
The little Nephew	Poe Gogh
A Sister who loved disco	Go Gogh
His Niece who travels the country In a van	Winniebay Gogh
The black sheep	Nowhereto Gogh

I'm sorry The House Special is so late this month, but it was due to circumstances beyond our control. However, I think the information we have brought to you was worth waiting for and what we all wanted to hear. A special thank you is due Dave Tilson, since, even though he is on vacation, he came forth with the Board information, when, because of a family emergency, Charley Roberts had to be out of town. Charley, our thoughts are with you.

Perhaps I should say I'm sorry for the Van Gogh discovery above, but, it's late at night and I couldn't find anything else to fill up this space.

Hope you all have a HAPPY 4<sup>th</sup> of JULY.

Nadyne

**Covenants Committee  
Chairman - David Kafka**

The Covenants Committee has the responsibility to formulate and maintain the regulations established by the Board of Directors for the day-to-day operations of Skyline House, and to monitor compliance by unit owners and renters. To accomplish this roll, the committee will:

- ◆ Be the expert on Skyline House rules, regulations and other condominium documents.
- ◆ Review, and when necessary, recommend revisions to the Board of the by-laws, House rule, associated penalties and administrative practices.
- ◆ Establish a procedure for the enforcement of the rules and regulations.
- ◆ Establish hearing procedures and conduct hearings, to levy assessments, and/or institute sanctions when deemed necessary.
- ◆ Establish procedures for the nomination of candidates for the Board of Directors, appoint ad-hoc committees to conduct any elections or vote by unit owners and both tabulate such votes and certify the outcome.

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The Covenants Committee has two sub-committees:

- ◆ The Hearings Sub-Committee — sits as a court to hear cases sent to it by the full Covenants committee concerning infractions of the rules and regulations that cannot be adjudicated at a lower level.
- ◆ The Rules and Regulations Sub-Committee: All suggestions to add new rules, eliminate rules, or to change rules originate from this sub-committee. There is a definite procedure for the sub-committee to follow to accomplish their work.

## THE ANATOMY OF A HEARING

The Hearings sub-committee operates from a pool of eight unit owners. Each hearing is conducted by the sub-committee chairman (an attorney) and two members from the pool who are available and willing to participate for that hearing.

The hearing officers receive the pertinent documents concerning the cases five days prior to the hearing.

Anyone appearing before the committee may bring supporting witnesses and be represented by counsel.

After hearing all the evidence, the hearing officers vote on the allegations and if the person is found guilty sets an appropriate assessment.

All decisions may be appealed to the Fairfax Circuit Court.

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## RECENT DECISIONS

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A hearing was held May 25, 1999 as follows

<u>Rule</u>	<u>Name</u>	<u>Verdict</u>	<u>Assessment</u>
<u>#13</u>	<u>Excess Noise</u>	<u>Guilty</u>	<u>\$ 50.00</u>
<u>#19</u>	<u>Trash Room</u>	<u>Guilty</u>	<u>\$ 50.00</u>

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➤ **Physical Plant & Operations Committee**

Co-chair Bob Lowry

Co-chair Ken Grant

Excerpts from minutes of June 17, 1999 meeting

**Chairman's Report**

George Beams has agreed to chair the July meeting, in the absence of Bob Lowry and Ken Grant.

The work on the West roof replacement has begun.

**Ad-Hoc Garage Repair Committee Report**

➤ Ken Grant reported that bids were asked for and received from two other contractors before the ad-hoc committee recommended to the Board that SPS continue to be retained to finish the job. The work is expected to be completed by December 20, 1999. The Board will meet this Saturday in a Special Meeting to consider the recommendation.

**Management Report**

Randy Lyon reported that curbs have been painted, as well as doors on the penthouse level and lobby.

Concrete repairs have been made to the sidewalks at the building's entrance and by the bus stop and also at the East loading dock.

The A level West Lobby entry doors have been replaced with vision kits.

Parking space numerals and directional arrows have been re-stenciled.

Carpeting has been cleaned on several floors.

- Brick has been sealed at the building entrance and the West lobby. The building has been baited for rodents, believed to come from the Build America

area.

H2Options has reported an 18.9% reduction in our water usage.

A replacement door has been ordered for the garage. A Lombardy Poplar will have to be removed, at a cost of \$250. And will be replaced in the Fall. Trees are dying or dead at the base of the bridge between the East building and the garage due to the garage repairs. Interested residents have requested consultation on replacements.

**Modified Scope of work for Garage Plaza**

At its April meeting, the Board approved the PPOC recommended Scope of Work for the plaza. SPS has checked under four planters, and the membrane is intact. Because of the need to ensure the future safety of the garage beam repairs, a 6'x6' area of planters will be removed under the modified scope of work from the East Plaza.

**MOTION:** The PPOC recommends that the Board accept the Modified Scope of Work for the garage roof plaza as illustrated in Attachment A of these minutes. The motion was accepted.

**Property Inspection**

The landscape around our buildings will be inspected by all interest residents on July 13, 1999, at 2:00 p.m., with the group meeting in the lobby. Randy Lyon was asked to have a representative from McFall & Berry at the meeting.

## **Financial Management Committee**

**Chair - Rick Riether**

**Meeting of June 15, 1999**

Seventeen owners, three Board members and the Manager were present.

There was much discussion of how the Association finances are tracked. Some members questioned why the spreadsheets did not show the amount of money the Association has on hand. The Accrual system used by the Association was explained.

The audit is complete and the report should be received by the end of the month.

There was lively discussion on the pros and cons of the Association offering to loan money to Association members for the garage repair.

The manager indicated that H2Options had completed the majority of its work in stopping leaks.

Management assured the Chair that information on the 401K program and employee use of it would be available at the next meeting.

A good way to keep in touch with the happenings of the Association is to attend committee and board meetings. If you do not like the way things are being run, come to the meetings, join a committee or even run for the board at election time.

This article is based on MY (Robert W. Busby) observations at the meeting.

## **Security, Fire & Safety Committee**

The committee did not meet in June. Next meeting will be July 8, at 7:30 p.m., in the West Card Room.

While walking through the garage and outside areas, I have noticed numerous vehicles driving too fast and some using the wrong entrance. Tailgating is alive and well in the garage. It is confusing at times to know when the garage door is locked open and when it is not.

**BE CAREFUL; PAY ATTENTION TO SIGNS; DO NOT TAILGATE; WATCH YOUR SPEED, AND USE YOUR LIGHTS WHEN YOU ARE IN THE GARAGE.**

Security Officers are doing a fine job--they are paid to be observant and courteous while reporting problems and violations. They are not here as Bellhops, but to assist unit owners and guests when it is possible.

Security and Safety are the responsibility of everyone at Skyline House. Please come to our meetings and provide your input for the security and safety of our community.

The observations and opinions expressed here are mine (Robert W. Busby).

**NOTES FROM THE LIBRARY**

Our Library was one year old on June 6, and with few exceptions original volunteers continue to serve with diligence and enthusiasm.

Three more book cases have been purchased with the proceeds from our used book sale and, although books continue to arrive, we have finally reached the end of our physical expansion. We plan to keep our book collection current by having a rotating section of used books for sale in the library.

Now we need input from our residents. We ask for your help on how to improve the use of the library. Please drop a note at the Front Desk, 1311W, with your suggestions.

Because July 5 is a national holiday the library will be closed on that Monday. Enjoy your long weekend.

Barbara Michelman

**GOOD NEIGHBORS COMMITTEE**

Joan Collins	Co-Chair	998-0788
Toska Prather	Co-Chair	379-7849

**Good Neighbors for July 1999**

Sher Cuzzivoglio	379-1395
Dorothy Sills	998-4045

The Good Neighbors Committee is **LOOKING FOR ADDITIONAL MEMBERS**. Please call one of the Co-Chairs if you wish to join. Members are asked to serve only one month a year.

**TAKING AN HOUR --EVEN 15 MINUTES--  
TO HELP OTHERS, THAT'S  
VOLUNTEERING**

**RECREATION COMMITTEE**

**Tony DiSalvo**      **Co-Chair**  
**Trish Linsinbigler, Co-Chair**

The Committee met on June 9 for its regular meeting in the West Card Room.

A review of coming activities was discussed. No action taken at this time. A suggestion was made that the committee meeting start at 7:00 p.m. All present agreed and all future meetings will begin at 7:00 p.m.

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

Again, the next TGIF will be Friday, July 9, 6:30 p.m., East Party Room. The reason for the change from the first Friday is because of the long 4<sup>th</sup> of July holiday. Please join us for an evening of enjoyment.

**COMING EVENTS**

<b>TGIF</b>	<b>Friday, July 9, 6:30 p.m.</b> <b>EPR</b>
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<b>Rec. Com. Meeting</b>	<b>Wednesday, August 11,</b> <b>7:00 p.m., WCR</b>
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*"The paradox of our time in history is that we have taller buildings, but shorter tempers; wider freeways, but narrower viewpoints; we spend more, but have less; we buy more, but enjoy it less."*

*E-mail from a friend*

# The House Special

Volume XIX, No. 5

August 1999

WZHUH7MZOQ



*The House Special will not  
Be published on August 1.  
Editor will be on vacation.  
Next issue --- September 1.*

## **CHECKLIST OF PRECAUTIONARY STEPS TO BE TAKEN BEFORE LEAVING A UNIT UNOCCUPIED DURING PROLONGED ABSENCE**

A break-in, water leak, or fire damage at home can spoil a trip. The Physical Plant and Operations Committee has developed a list of preventive steps for residents who will be away with no one at home. Here are some suggestions for you to safeguard your unit before you leave.

### **1. Electrical Safety**

- a. Put the circuit breakers on "off" for the washer, dryer, water heater, range, and dishwasher. Be sure to leave the refrigerator and heat pump circuit breakers "on". Each circuit breaker is labeled in the kitchen circuit control box.
- b. Unplug lamps, small appliances, and electronic equipment (Televisions, stereos, VCRs).
- c. Leave the refrigerator running and at the normal temperature setting. As a precaution, food in the freezer compartment might be put in containers to catch spills in case of an extended power failure. If the unit will be vacant for longer than two months, remove all food from the refrigerator, clean the refrigerator, and turn it off.
- d. When leaving a unit unoccupied during cold weather months, set the heat pump control for automatic heat and lower the thermostat to 55 degrees. This will keep the unit warm enough to prevent water pipes from freezing and bursting.
- e. When leaving a unit unoccupied longer than a day during hot weather months, turn off the air conditioner. The drain in the air conditioner's condensation pan can become clogged and cause flooding in the unit.

### **2. Plumbing Safety**

- a. Turn off the washing machine's hot and cold water faucets.
- b. Flush toilets. To prevent mold, add a tablespoon of disinfectant to the toilet bowl and tank. Close the toilet bowl lid.
- c. Run water in sinks, tubs, and showers for a few seconds to fill drain traps with water. This prevents back-up of sewer gas.
- d. Keep all drain stoppers open. Do not leave any drain plugged shut.

### **3. General Safety**

- a. Be sure that the Management Office has keys to enter your unit in an emergency. If Management does not have keys to enter a unit, it is authorized to break open the door to gain entry in an emergency, for example, to cut off a burst water pipe or a flooded drain pipe.  
If you are leaving for an extended period, you may wish to inform the Management Office where you can be reached.
- b. Throw out all garbage and put unrefrigerated food (such as cereals, sugar, flour) and detergent in insect-proof containers.
- c. Stop newspaper and mail deliveries.
- d. Instruct Postal Service to hold or forward your mail to your temporary address.
- e. Ask a neighbor to pick up any material that might be left at your door.
- f. Close blinds or drapes to keep unit cool in summer and warm in winter.
- g. Close doors to all rooms. This will help contain a fire and also help deter burglars.
- h. Close and lock windows and exterior doors. Unit owners should consider installing pick-proof dead bolt locks on their entry and balcony doors. A brace (like a broom handle) can be placed in the window track to prop shut the windows; alternatively, install a heavier lock