

THE HOUSE SPECIAL

Volume XX, No. 8

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October 2000



REPORT FROM OUR PRESIDENT DAVID MAYROSE

The Hunt for the New General Manager

I am sure that many of our residents are interested in our progress in finding a new General Manager. The Board has interviewed several candidates who responded to our advertisement in the Washington Post. There are several good candidates, and the Board hopes to fill the General Manager position in the very near future.

High Speed Internet Service

At the recommendation of the PPOC, the Board voted at its regular meeting on September 27, 2000, to allow MetroNets to provide high speed Internet service to Skyline House residents. This service will be provided at absolutely no cost to Skyline House. The only cost involved is to those residents who choose to subscribe to the service. As an added benefit, the Skyline House management office will be provided with high speed Internet access free of charge. We anticipated, prior to the MetroNets offer of free service, that Internet access for the management office would cost approximately \$5,000 per year.

I must emphasize that the only cost involved in this service is to residents who choose to subscribe to the Internet service. Additional

information will be available to those residents interested in the high speed Internet service.

Skyline House Volunteers

I think that, periodically, we should thank our neighbors who volunteer their time to serve in various volunteer capacities in our community. Their efforts make all our lives more pleasant. This includes our Good Neighbors Volunteers, the Library Volunteers, the Editor of the Skyline House Special, and all the committee members. It would be very difficult for the Board of Directors to fulfill its obligations to the residents of Skyline House without the invaluable support of the various committees. I may have missed some volunteers – please let me know and I will spotlight you in the next issue. A Skyline House “Thanks To All Of You Volunteers”.



Interim General Manager
Gusby Silva

Balcony Repairs started pm 9/1/00 in the West Building. Repairs in the East Building will begin on the second week of October. Every balcony will be inspected and repairs will be done if necessary. If your balcony is tiled, after the crew finished the repairs, they will install any tile (if necessary) at no charge, as long as you supply the tile.

(continued on page 3, Interem General Manager)

(Interim General Manager from page 1)

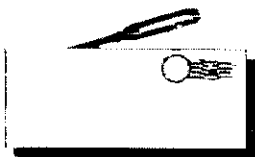
Please leave a few pieces of tile on your balcony by the date your tier is scheduled for repairs.

We are still experiencing problems with birds in the back of our buildings. We are taking steps to alleviate the problem and we need your cooperation by not feeding the birds.

This summer we had a large influx of new owners. We welcome them aboard and also encourage them to participate in the Electronic Funds Transfer of your Condominium monthly fee. This will greatly reduce the work in the accounting department, save your having to remember to make the payment on time, as well as saving on postage and check charges. Please pick up a form at the management office.

It has been reported to the management office that, in the mornings when children leave to wait for the school bus at George Mason Drive, they are congregating and blocking the access through the walkway leading to the bus stop. We request that parents remind their children to be courteous to others by opening access to anyone trying to get in and out to the bus stop.

Guest parking has become a great concern due to residents violating their privilege to park for no more than one hour. Please be advised that guest parking will be monitored and patrolled during the day and cars in violation will be towed without prior notice.



Letters To The Editor

Results of Sewer-Gas Problem Survey

In my "Letter to the Editor" that appeared in the July 2000 issue of *The House Special*, I asked residents experiencing sewer-gas problems to contact me. This letter is to report the results.

Two residents of the East Building contacted me to complain about such odors and I was told about another. Because there were so few complaints and

they involved units in different tiers of the East Building, it does not appear that the odors are caused by a clogged main drain line in that building.

Greg Grimm, the Association's Chief Engineer, authored an excellent article in the August 2000 issue of *The House Special* (on page 11), which discussed the possible sources and cures for such odors. I recommend that anyone experiencing a sewer-gas problem read that article for guidance on how to deal with it.

Bud Banner
Unit 1012E

From Newsweek Magazine August 8, 2000
IT TAKES HUNDREDS OF YEARS FOR ink-jet and laser-printer cartridges to decompose in a landfill. It takes 48 hours for webuyemties.com to send you a check for this would-be waste, paying an average of \$1.57 per cartridge. Schools and nonprofit organizations can get cash for trash through recyclersusa.com. To help reduce the estimated 275 million tossed cartridges per year, schools can also register with fundingfactory.com, and earn points that are exchanged for classroom technology. The program's 10,000 schools recycle 295,000 cartridges per year. Stop tossing these plastic contraptions into the garbage and start piling up the recycling bin.

Jean Orben
205E

Editor's Note:

This does not mean the Skyline House recycling bins.



Finance Committee
Betty G. Weber

The Finance Committee met on July 18, 2000 with 9 of the 10 members present. The Document Review subcommittee reported on their review of the financial and accounting documents for the month ending June 30, 2000. The sub-committee found no major discrepancies during their reviews.

BOARD OF DIRECTORS

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	And Kurt Bedenbauh 1004 E	671-8930
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	Patricia (Tish) Linsinbigler 705 W	933-7378
SEC,FIRE & SAFETY,	Bob Busby 102W	931-7322

CHIEF ENGINEER

Greg Grimm, House Maintenance @ Management Office

EDITOR

THE HOUSE SPECIAL

Michael L. Moore, 1213E 820-1429
Copy Due Date: by the 20th of each Month
Published Monthly.

LETTERS TO THE EDITOR

THE HOUSE SPECIAL welcomes brief comments from its readers. Limit your letters to 250 words or less 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 dropped off at the management office or the reception desk.

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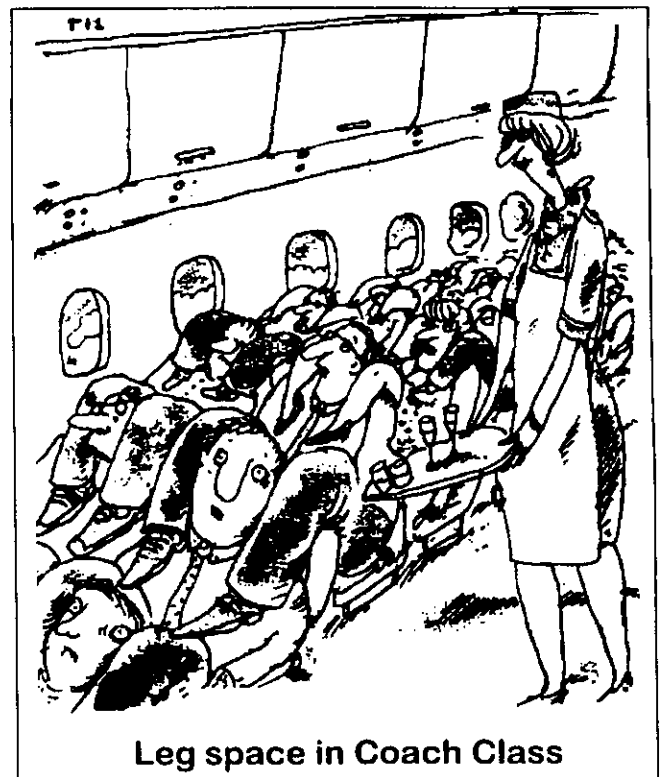
From The Editor
Mike Moore

Here I am again as promised. I returned to Washington, DC from Germany on September 19th. The six hour time difference is hard to take. But, here is my fourth issue since becoming your Editor.

Keep in mind that I do not make any changes to the meaning and purpose of the text contributions without the contributor's approval. I do change spelling and punctuations, etc; whenever I discover them. Please be sure to place your contributions in my box at the front desk as soon as possible before or on the 20th of the month.

Here is my impression of my experience on the airline flight home:

From the German Stern Magazine



The Payroll subcommittee conducted a quarterly spot check of time sheets to worksheets and ADP totals against worksheet totals. They compared summaries against general ledger entries and reviewed the 401k accounts. They found no problems.

The Chairman is still seeking a volunteer to chair the budget subcommittee. The FMC plans to begin the budget process next month and have asked Ms. Gusby to provide the committee with management's proposed budget no later than August 15. Participation by PPOC, management, and our engineering staff, as well as FMC members is essential to the development of a sound budget and to the establishing of realistic requirements for the reserves for 2001 and out. The budget process will begin with the budget proposed by management and will be developed, item by item, building upon the recommended management budget and input by committee members.

The FMC reviewed recommendations from the PPOC for the award of five contracts:

(1) The first contract was the award for balcony repair to Commercial Roofing in the amount of \$258,500. The full amount of the contract will not be due this year. Approximately half will become payable in FY2001. We have \$170,000 budgeted for balcony repair in this year's budget and will include sufficient funding in the 2001 budget to complete balcony repairs. We also have sufficient funds in the consulting fund to provide for engineering oversight of the balcony repairs by Gardiner Engineer in an amount of \$20,000. Therefore, the FMC concurred with the PPOC's recommendation that the Board award the contract to Commercial Roofing and that Gardiner Engineer be retained to oversee the balcony repair.

(2) The second contract for elevator repair. The PPOC had recommended that the contract be awarded to Milar in the amount of \$234,800. Approximately \$146,000 of that amount must be paid from this year's budget and the remainder will be payable in the year 2001. We have sufficient funds in the elevator account to cover this year's expenses and will include sufficient

funding in the 2001 budget to cover the remaining expense that will be due next year. The FMC was also of the opinion that Lerch Bates consultants should be retained to provide oversight of the elevator repair at a cost of \$11,200 rather than the consultant recommended by Milar. The FMC was of the opinion that to use a consultant recommended by Milar to oversee their (Milar's) work would result in a conflict of interest. We have sufficient funds remaining in this year's consultant account to pay the \$11,200 proposed by Lerch Bates and feel that retaining Lerch Bates would be the most prudent option. Therefore, the FMC concurred with the PPOC's recommendation to the Board that they approve the award of the elevator to Milar and the FMC recommends that Lerch Bates Consultants be hired to oversee the renovation of the elevators.

(3) The third contract on our agenda was the load beam test recommended by Dr. Poston at a cost of \$33,800. These funds would come out of the special assessment, and we do have sufficient funds remaining from the special assessment to cover this expense. As a result, the FMC concurred with the PPOC's recommendation that the Board approve the contract to perform the load beam testing.

(4) The fourth contract on our agenda was the resurfacing of the east asphalt pavement and seal coating of the east parking lot. The PPOC recommended contract award to Brothers Paving and Concrete Corporation at a cost of \$28,952. We had budgeted \$38,773 for this work in this year's budget. The FMC concurred with the PPOC recommendation that the Board approve the contract award to Brothers' Paving and Concrete.

(5) Finally, the last contract on the agenda was the purchase of lobby furniture. The PPOC and other committee members had conducted a fact finding trip to several furniture sources and recommended The Leather Center as providing the best quality for the price of \$14,622. This price is for 2 sofas, 2 love seats, and 4 chairs with all furniture being leather. The FMC also felt it would be prudent to purchase lifetime foam

cushions and a 5 year warranty for an additional cost of \$970. We have \$14,000 in this year's budget for the purchase of lobby furniture. Since the asphalt resurfacing is coming in at nearly \$10,000 under budget, the FMC proposed that the remaining \$1,592 come from the east asphalt resurfacing reserves. The Committee concurred with PPOC's recommendation to the Board that the furniture be purchased from the Leather Center and further recommended that lifetime foam cushions and 5-year warranty be purchased from the Leather Center for a total cost of \$15,592.

Since the last Financial Management Committee (FMC) meeting, the FMC has had two meetings. We met on August 15th and September 19th. Reports for the Document Review subcommittee continue to be positive with the committee finding no major discrepancies during their reviews. A detailed inventory of housekeeping supplies was conducted in September by the Inventory subcommittee. Since the last Financial

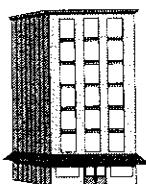
Management Committee (FMC) report the FMC has had An examination of invoices which revealed some overcharges by our supplier. The error was brought to the attention of management who will request a refund from the supplier. We thank Liza Ruiz and her team for catching this error.

In addition to the FMC meetings, two subcommittees, a Budget Subcommittee and a Reserves Subcommittee, have been meeting weekly for the last month to develop a budget for the calendar year 2001. Several PPOC members, Kurt Bedenbaugh, George Beams and Wynfred Joshua are participating in the Reserves Sub-committee activities with Dr. Joshua serving as the reserves subcommittee Chairman. Both subcommittees are reviewing the budget items line-by-line as presented by the current budget. By considering historical costs and known expenditures planned for next year, the subcommittees hope to arrive at a realistic budget while keeping in mind the wishes of owners to keep fee increases to a minimum.

Unfortunately, next years increase in fees does not look promising. The primary reason for this is that we had planned and budgeted for reserve expenses in the amount of \$379, 580 for this year. However, due to conditions beyond our control, we have spent over \$1.33 million on periodic and replacement maintenance through the month ending August 2000. Of the \$1.33 million spent, \$669, 740 of this was paid for with the funds remaining from the special assessment. However, we are still left with expenditures of \$280,757 over budget for this year. This means that the deficit must be made up in next year's association fees if we are to avoid another special assessment in the near future.

In addition, we have identified items that will require maintenance and replacement over the next three years in the amount of \$2.2 million. Many of these items involve major expenditures, such as the balconies (\$378,920), access control (\$220,000), north and south façades (\$100,000), and swimming pool (\$250,000). In the column on the left there is a summary of this year's planned and actual costs through August 2000.

Asset #	Element	Budgeted	Actual
10001	Asphalt Reseal (east)	3,773	
10010	Balcony Remediation		278,362
10020	Facade Maint (E&W ends)		10,960
10050	Whitecoat Main Pool	8,000	
10060	Security Rekey	25,000	
10070	Heat Exchangers	5,500	
20010	Lobby Furniture	14,000	
30010	Cooling Towers	190,000	190,875
30020	Pumps-Cooling Towers		2,006
30022	Domestic Pumps	16,700	
30032	Condenser (Aux Lobby)	6,500	7,500
30035	Condenser (WPR)	8,100	9,700
30038	Condenser (E. Billiard Rm)		580
30040	Corridor Duct Heaters	45,108	
30041	Sump Pumps	8,500	13,834
40000	Emergency Generators		2,611
50000	Roofs-East		12,480
50001	Roofs-West		165
60001	Resurface Asphalt (east)	35,000	28,952
70030	Swimming Pool Overhaul		3,843
70060	Pool Pumps-Main&Wading		5,106
80000	Computer Hardware		7,490
80040	Telephone System		654
80090	Trash Compactors		1,031
80100	Dumpsters (east)	13,400	6,709
80120	Security Camera Sys		516
90010	Passenger Elev Overhaul		76,964
	Subtotal Maint & Repl	379,581	660,338
Special Assessment Expenditures			
	Garage Deck/Beams		139,373
	Roof-Garage Plaza (East)		530,367
	Total pd. by Spec Assess Funds		669,740
CY2000	Total Maint & Expenditures		1,330,078



**Physical Plant
And Operations Committee
George Beams
And Kurt Bedenbaugh**

Minutes, September 14, 2000

The next meeting will be held on October 12th,
WCR at 7:30 pm

George Beams, Co-Chair, called the meeting to
order at 7:00 PM. Budd Coutts sat in
as the Board Liaison.

The Co-Chairman, George Beams introduced
Mr. Lew Wilson who is the President and
CEO of MetroNets. Mr. Wilson gave a
presentation to the committee about the 20-year
old network service company and how the new
service becomes beneficial for Skyline House to
have high speed Internet service. The purpose
for subscribing to this service was initiated by
the Management office to help improve the
Internet service and transmission. Resulting
from further conversations with MetroNet, this
high speed connection can be made available to
the residents at a reasonable fee. Interested
resident may contact the management office for
further details.

The Minutes of the August 2000 meeting was
approved.

Co-Chair Report

George Beams informed the committee that 6
members of the PPOC conducted a walk around
the property on August 30th at 8:30 to review the
exterior lighting. The lights were found off at
the sign by the bus stop entrance. Also, over the
fire room entrance door, pool deck, and the
garage. Other areas noted in the tour with
lighting levels very low or needed additional
lighting. Greg Grimm performed the bulb
replacements on the required fixtures.
Additional fixtures will be addressed to allocate
appropriate funding.

Management Report

George Beams referred to Gusbey Silva for
information about the Management Report. The
East and West buildings will undergo elevator
modernization over a period of 6 months starting
in November. The decision was made to begin
with the East building because it has had more
problems and repairs than any other elevators.
The elevator consultant, Lerch Bates will be
retained to supervise the work. The carpets in
front of the garage elevators will be replaced at
levels P1 and P2.

The balcony repairs started on September 1st
and Commercial Roofing has completed the tier
No. 6. Recently, the contractor has experienced
delays due to the rain. Commercial Roofing
requested permission to work on Saturdays with
the understanding that all work performed on
Saturdays would not involve drilling which is
unacceptable to residents due to the noise level.

Motion: The PPOC approved Commercial
Roofing's request to continue the balcony repair
work on Saturdays.

The beam load test performed in the garage
resulted in positive and acceptable load readings.
The beam load testing was a requirement from
the Fairfax County inspectors office. Dr. Poston
recommended having a visual inspection 2 years
from now.

Gusbey Silva said, from the last PPOC meeting,
the management office was directed the task of
retaining a interior design firm for the redesign
of the lobby. While the office of the General
Manager remains unfilled the work load has
kept her from following through with the
assignment. Gusbey recommended having the
PPOC take on this assignment. Members of the
PPOC recommended that this issue should go
back to the Board for further guidance.

End of Management Report

Motion: A motion was passed 5 to 3 against
the suggestion. The PPOC recommended sending
the topic of retaining an interior designer back to

the Board for clarification and the \$14,000.00 intended for purchasing furniture to remain in the budget.

Kurt Bedenbaugh said the Budget Subcommittee on Reserves met (13-Sept-00) for the first time to address the scheduled and unscheduled budget items for the Association. Several dates are scheduled for the committee to address all concerns and one of them will be evaluating the funds needed for the lobby and interior upgrade.

Kurt Bedenbaugh informed the PPOC that the work performed by Brothers Concrete to install an underground drainage system and asphalt pavement at the East garage entrance way was unacceptable. A number of defects were found from the application and thickness of the asphalt to provide a drainage system. The management office will work with PPOC to address a letter stating that no payment will be made until a level of satisfaction is reached by the Association.

Kurt Bedenbaugh announced, earlier this summer, that the PPOC approved the specifications developed for a contractor to bid on two air conditioner roof top condenser units for the West Party and Exercise Room. The contractor selected and approved to purchase the units supplied a different unit that did not have the same characteristics as specified to meet a "High Efficiency and Ultra Quiet" performance. The contractor noted to management that he never received the specifications prepared by the PPOC from our former General Manager. Although the contractor did perform the work as directed by the Mr. Lyons, he is willing to provide the necessary information that will allow him to modify the equipment to the Associations satisfaction.

Further discussion was addressed by the PPOC concerning the Metronet high speed service. Gregg Grimm said Metronet required a minimum of 35 units to begin the service. As of today, there are 50 unit owners interested in subscribing to the service. The equipment required to begin service will not affect any other equipment in place or cause any electrical

interference. Metronet proposes a 5-year commitment. The installation and service cost to the management office will be without cost, saving the association \$5,000.00. Information about the service will be advertised on Channel 12 for unit owners.

Motion: The PPOC approved having the High Speed Internet access service begin installation efforts for the management office and interested unit owners.



Covenants Committee David Kafka

Meeting of September 20, 2000

The incident report showed 7 violations, all concerning the garage. The complaints were about speeding and no headlights. The headlights still center around the automatic switches that control the headlights in reduced light situations. Drivers must be alert to the fact that, in some half-light situations, the headlights do not activate and need to be turned on manually. Five vehicles were towed during the period.

The matter of proper swimming attire still occupies an inordinate amount of the committee's time. Since the Board asked Covenants to revisit Rule K under "Swimming Pool" rules, we have conducted a survey of other condos in the area and requested specific recommendations from certain members of the community. The results of both of these efforts were unsatisfactory.

In an effort to reach a satisfactory accommodation with critics of the present rule, we have asked the critics for specific recommendations as to how they would like the rule to read.. We await their answer before proceeding.

Management brought to our attention a problem with the guest parking spots. It seems that the one-hour rule for residents using these spots is being regularly ignored. This makes it difficult

for legitimate visitors (health care providers, tradesmen, estate agents, delivery vehicles and real guests) to find a place to park. Since we do not have any security until 4 pm daily, enforcement of the one-hour rule is nonexistent.

We discussed several options:

1. Ban all resident parking in the guest spots.
2. Hire special people to patrol the guest parking area until regular security comes on duty.
3. Increase signage announcing "Towing Enforced".
4. When illegal parking is discovered, tow immediately without further warning.

The next meeting will be November 15, 7:30pm
In the West Card Room



**Security, Fire
And Safety Committee
Robert Busby**

Meeting of September 13, 2000

Parking/Vehicular Responsibility problems

Residents continue to take advantage of the fact that parking rules are not being enforced (due to limited management resources) from 7AM to 3 PM during the week. Due to the numerous violations by residents and resident guests, management has requested all guest parking be only for guest parking at all times. The SF&SC would like to continue making short term parking available to our residents, but if residents continue to take advantage of the lack of parking enforcement, the Board of Directors, may have to look at making a change in our parking rules. I, for one, like to be able to park for short periods of time in guest parking and in the loading dock area.

Management will continue to post information in the lobbies and elevators to let residents know that the current parking regulations are, and to inform residents that parking regulations will be enforced on a daily 24-hour basis.

Speed Limits

Many residents continue to report seeing vehicles speeding in the garage and parking lot areas. However incident reports are not being filled out and turned into the front desk with a description of the vehicle and the problem.

Incident Reports

Any violation of the Association rules should be reported to the front desk by filling out an incident report. This way management can look into the matter and take the appropriate action to resolve the situation.

Slow Signs

The slow signs painted on the floor of the garage have almost disappeared. Slow signs should be repainted on the ceiling beams above where they are painted on the garage floor now. This may make the slow signs more visible to residents and guest and remind all of us that we need to slow down while in the garage and parking lot areas.

Use of Headlights in the Garage

Residents and Guest must turn on their vehicle Headlights when entering the garage and keep them on while driving in the garage. Some Residents have mentioned their vehicles have automatic switches that turn on/off their head lights, and that is why their head lights do not come on and stay on while in the garage. The Association rules indicate Headlights will be on while in the garage. Vehicles in the garage must have Headlights on or the Resident or Guest is violating an Association rule. Let's all be safe and make sure our vehicle Headlights are on and stay on while we are driving in the garage.

Pedestrians/Drivers in the parking lots and garage

Residents who are walking from their vehicles in the parking lots and in the garage must be observant and watch out for the vehicles driving

through and backing up in the garage and in the parking lots. Residents who are driving through and backing up in the parking lots and in the garage must also watch out for our pedestrians.

- We should all take driving safety in the parking lots and garage seriously. Any unsafe act observed in the parking lots and garage should be reported to the front desk (provide as much information on the violator as possible) by way of an incident report.

Garage Door Entrance – Tail Gating

Vehicles have been observed entering the garage by following another vehicle in and not using their assigned key card or garage door opener to gain entrance. Some vehicles have also been observed exiting through the entrance door. All Residents are reminded that tailgating is a safety issue and no resident or guest should ever tailgate into the garage.

Registration of Vehicles

Vehicles on Association property must have registration decals or a temporary-parking pass. Residents and guest are required to have a registration decal or temporary pass on their vehicle. If management finds any vehicles, which are not registered, management should take the appropriate action to get the Resident to register the vehicle or the guest to obtain a temporary parking pass. All vehicles parked on Association property should be registered with a temporary guest pass, or a resident registration decal.

Cameras

Current Association security cameras need to be updated and more security cameras added to various areas/locations of the Association property.

Emergency Call Boxes

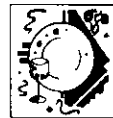
Emergency call boxes are needed at various locations in the Association parking lots and garage. These emergency call boxes are needed in case our Residents and Guest need to request security, fire and safety assistance. Currently Residents and Guest have no quick way of calling for immediate assistance from remote areas of our parking lots and garage.

Traffic Mirrors

The West loading dock is a dangerous place to drive by, or be parked in, due to vehicles exceeding the speed limit exiting the parking garage and parked vehicles backing up without being able to see passing vehicles. Currently parked vehicles have no way of seeing who is driving past and vehicles driving past the loading dock have no way of seeing who is backing out of the loading dock.

Unsupervised Children

Several residents have expressed and still express concern about unsupervised children in the Association lobby and elevators while waiting for the school bus and when returning from school. This is a safety issue since unsupervised children are a safety issue when in the elevators, hallways, lobby, and walkway to the Bus stop, without supervision.



Recreation Committee

Tony DiSalvo

Patricia (Tish) Linsinbigler

The next meeting of the Recreation Committee will be on November 8th, West Card Room.

The Recreation Committee in planning to have their annual flea market on Tuesday, November 14, 2000 from 7:00 pm till 8:30 pm. Set up at 6:30 pm. Full details on how to reserve a table will be provided later.

If you are a 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.

The next TGIF will be on October 13th, West Party Room. Join us.

COMING EVENTS

TGIF Friday, October 13th, 6:30 pm; West Party Room.

The next Recreation Committee meeting, will be held on November 8th, 7:00 pm; West Card Room



Good Neighbors Committee
Co-Chairs

Toska Prather 703-379-7849
Virginia Wallace 703-671-7648

Good Neighbors for October, 2000

Darryl Graham (703) 820-1138
Geraldine Naveau (703) 931-4643

The Good Neighbors are available to assist all residents who are in need of temporary help due to illness or an emergency. Call one of the **Good Neighbors of the Month** if a need arises. We all would like to add new members to our group. Please call one of the co-chairs to join us.



Naturally, we are in every travel bureau as the best hotel ... That's because we are the only hotel on the island.