

THE HOUSE SPECIAL

Volume XXI, No.3

www.shuoa.org

March 2001

Michael L. Moore, Major, USAF (retired)
August 9, 1923-March 1, 2001- On March 1,
2001 not only did the The House Special lose its
editor, but the Skyline House lost a devoted
member of its team.

Mike previously served as President of the
Skyline House board of directors, and was a 15
year (since 1986) resident of the Skyline House.
Mike's presence will be greatly missed, he was a
great person to know, and he was also a great
neighbor. At the time of his passing, Mike was
working on the completion of this month's
newsletter. We dedicate this, his final issue to
him.

Thanks, Mike.



REPORT FROM OUR PRESIDENT DAVID MAYROSE

The 21st Board of Directors:

The Annual Meeting of the Skyline House Unit
Owners Association is scheduled for Mar 27,
2001. At this meeting, we will elect two directors
to the 21st Board of Directors.

A "Meet the Candidates Night" is scheduled for
Mar 19, 2001 in the West Party Room. I
encourage all unit owners to attend and get to

know those who have volunteered their time and
experience to the

management of Skyline House. Excellent
candidates have stepped forward. You will have
an opportunity to meet them and vote that
evening. I encourage you to do so.

If you are unable to attend "Meet the Candidates
Night", please vote early anyway. You can do so
after "Meet the Candidates Night", during
Skyline House Management Office business
hours.

Your early vote will help the Annual Meeting go
quickly and smoothly.

Personal Note:

Subsequent to the election, the 21st Board of
Directors will meet to elect its officers.

I wish to express my sincere appreciation to the
20th Board, the Skyline House Management
Office staff, and all of you who have been
supportive during my tenure as President of the
Board.

I have had the privilege and honor of serving as
Board President for some time. My elected term
as a member of the Board extends for another
year, and I will serve my commitment.

BOARD OF DIRECTORS

PRESIDENT, David Mayrose 1406 E	845-0234
VICE PRESIDENT, Budd Coutts 1607 E	931-3165
SECRETARY, Linda Councill 1716 E	998-7519
TREASURER, David Tilson 805 W	998-7254
DIRECTOR, Gary Akin 1713 E	931-0918
DIRECTOR, Carol Cataldo 307 E	820-5969
DIRECTOR, Khaled Antabli 1310 E	575-8998

COMMITTEE CHAIRS/CO-CHAIRS

COVENANTS, David Kafka 210 W	820-0195
FINANCIAL MGT, Betty G. Weber 102 E	820-3582
PHYS PLANT/OPS, George Beams 710 E And Kurt Bedenbauh 1004 E	578-9507 671-8930
RECREATION, Tony DiSalvo 502 E Patricia (Tish) Linsinbigler 705 W	824-1958 933-7378
SEC, FIRE & SAFETY, Bob Busby 102W	931-7322

CHIEF ENGINEER

Greg Grimm, gregg@shuoa.org

EDITOR

THE HOUSE SPECIAL

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

WEBMASTER

WWW.SHUOA.ORG

Mohammed Ibrahim, 1705W 845-0548

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.

Published by: Skyline House Unit Owners' Association, Inc., 3711 South George Mason Drive, Falls Church, VA 22041-3711

Printed by: Curry Printing and Copy Center
Alexandria, Virginia

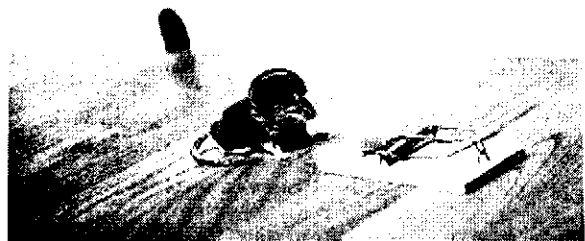


From The Editor Mike Moore

This is the month when we elect our candidates for the Board of Directors. Our new Deputy General manager, Mr. Darryl Hall, is mentioned in our General Manager's report and there is also a separate page describing his experience and talents. Welcome Darryl.

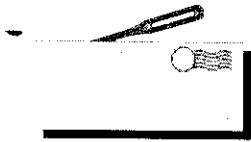
The contributions from Committees and letters to the Editor must be placed in my box at the front desk (1213E) by the 20th of the month prior to publication. One exception is the reports from the Board or Committees that meet the last week of the month. In such cases, please get the text to me ASAP after the meeting so I can meet the publication deadline. The text should be placed on a diskette in MS Word along with a printed copy of the disk contents.

Normally I do not make textual changes to contributions. I may change punctuation or spelling if it is detected or I might rearrange the text so that it is compatible with the rest of the document and fills in empty spaces, etc.



**"IF I CAN WIN THIS ONE I WILL BE IN
THE SUPER BOWL"**

Ms. Louise Albin of 903W has volunteered to help with the publication of this news letter. One of these days I will have a briefing session with her so that, in the event I am out of town or for some other reason, she will be able to step in and do the job. I am sure she is qualified to do so.



Letters To The Editor

Softball for Seniors

Northern Virginia Senior Softball, a not-for profit organization created in 1980, offers the opportunity to play slow-pitch softball on both Tuesday and Thursday mornings on fields in Fairfax County.

NVSS is organized into 3 skill-level Conferences of 9 teams each; a total of 27 teams in 2000. You are assigned to a team in the Conference of the skill level you meet. Eleven players are on defense and all players present are in the lineup to bat. Although the average age is 64, play is open to men who will be at least 50 and women at least 40 in 2001.

The Season begins with supervised indoor workouts on February 27. Opening Day is April 17. Playoffs are in early August; followed by a Fall Season.

The annual membership fee of \$50 also includes a hat and team-color T-shirt with your name on the back and plenty of fun, fitness and friendship! Our motto is, "You don't stop playing because you grow old. You grow old because you stop playing."

For more information, or an application, call Publicity Chair Dave Scheele (703-524-5576) or Membership Chair Joyce Pfeffer (703-860-1876).

Bob Routt 1211E



**From The
General Manager
Gusbey Silva**

Elevator Doors Rehabilitation

The Door Rehabilitation of East and West Passenger Elevators is complete, however, we are experiencing some problems with the door operators that have been completed. According to information received from Millar Elevator it takes about three to four months to perform all necessary adjustments. Door Rehabilitation has begun on the garage elevators.

Unclaimed Bicycles

Last year, during the renovation of the Bicycle rooms, management removed and placed in storage all unclaimed bicycles. At that time a notice was posted advising residents that management would dispose of unclaimed bicycles after 12/31/00. Bicycles will be taken to Good Will during the third week of March, if you are interested in claiming your bicycle please contact the management office by Friday, March 9, 2001.

Trash Disposal

We are experiencing problems with trash placed in the trash chute in open plastic bags. All trash should be bagged and tied before placing it in the trash chute as stated in the Rule and Regulations. The reason for this rule is that when a small open plastic bag is placed in the trash chute the bag gets loose and pulled up by the fan installed on the top of the chute stopping the fan and causing bad odors to be held inside of the trash chute.

Skyline House Welcomes New Deputy General Manager



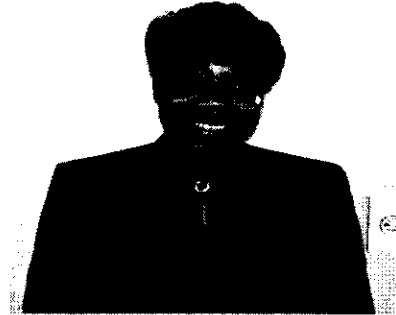
We are pleased to announce the new Skyline House Deputy General Manager, Mr. Darryl Hall.

Darryl brings with him 6 years of Commercial and Residential Property Management experience, having served as a property manager for Polinger and Shannon & Luchs Real Estate Management Company. Darryl also worked for Fairfield Development LP, headquartered in Dallas, Texas a company that specializes in building new property and rehabilitation projects. Darryl is a member of the Institute of Real Estate Management where he has taken numerous courses, and participated in several seminar groups.

Prior to entering the field of Property Management Darryl served 10 years in the United States Marines, as a recruiter for the Marine Corps. Darryl studied at Coastal Carolina College.

Darryl was born and raised in the Bronx, NY, and was transplanted into Washington DC when his family moved there. Darryl currently resides in Fort Washington, MD with his wife LaRhonda who is also a native New Yorker, they do not have children, but they like us are condominium owners.

Congratulations for 20 Years of Excellent Service



We would like to thank all the residents of Skyline House who attended the celebration of Betty McLaurin's 20 years of excellent service at Skyline House.

We thank them again for the food they provided. Thanks to the members of the Skyline House Recreation Committee, Tish Linsinbigler, Margaret Jaffee, Sofia Anderson, Carroll Thompson, Nadyne McKelvey, and Nancy and Tony Disalvo for their assistance in setting up and then the cleanup after the party.





Good Neighbors Committee

Co-Chairs

Toska Prather 703-379-7849

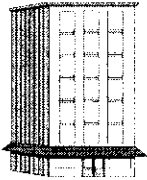
Virginia Wallace 703-671-7648

Good Neighbors for March, 2001

Mary Walsh 703-379-8796

Belen Eliot 703-671-7045

The Good Neighbors are available to assist all residents who are in need of temporary help due to illness or an emergency. If you wish to join the Good Neighbors, please call one of the Co-Chairs listed above.



Physical Plant And Operations Committee George Beams And Kurt Bedenbaugh

The Committee met on February 8, 2001. The following subjects were discussed:

- a) Elevator Progress Report: The passenger elevators repairs were scheduled to be completed on February 20th. The freight elevators will be worked on next. Also, Management is contemplating installing vinyl tile flooring instead of carpet in the freight elevators.
- b) Garage Lighting: Management is ordering new ballast to upgrade the garage lighting on the upper D level, currently the darkest level. Lighting upgrades in the garage will continued to be made over time.
- c) Swimming Pool: Management is in the process of finalizing a pool contract for the coming season. It will be presented for approval at the next Board meeting.
- d) Procurement Policy and Procedure: The Committee is recommending an increase

in Management's procurement authority without prior Board approval from \$3,000 to \$5,000 except for capital purchases. Also, that sealed bids be required for all procurement over \$50,000 or when a consultant firm will handle the job.

- e) A Maintenance Log is maintained at the lobby desk. Owners and tenants are requested to note in the log things they observe pertaining to maintenance, security, dirt or trash on the premises. Management reviews the log regularly and take corrective action. For January, there were 24 reports and except for a light out in an elevator were all corrected. The remaining items had been assigned for correction and was done after the report closed.
- f) The Committee, in conjunction with Management conducts a walk-around of Skyline House on the third Wednesday of the month. During the winter we have been meeting in the lobby at 7:00 PM. All are welcome.



Covenants Committee David Kafka

There was no meeting in February. Therefore no report. The next meeting will be on Wednesday, March 21st, at 7:30 p.m. in the West Card Room.



Security, Fire And Safety Committee Robert Busby

There was no meeting in February. Therefore no report. The next meeting will be on March 14th in the West Card Room.



Finance Committee Betty G. Weber

The Finance Committee met on 20 February with a majority of committee members present. Reports from the various sub-committees were all positive with no issues raised.

Management reported the completion of the year 2000 audit. The committee takes pleasure in noting the improved accuracy of our inventory, both in-house maintenance and housekeeping. Following the 1999 audit, the Association had to make adjustments to both our housekeeping and in-unit maintenance inventory in the amount of \$19,500. (Housekeeping--\$3,500 and in-unit maintenance--\$16,000).

Thanks to Tycia, our accountant, Ms Gusbey, Lisa Ruiz, George Beams and other members of our inventory team, this year there were no adjustments recommended by the auditors. In other words, our inventory was accurate. We feel this improved accuracy in our financial records is just one indication of improved management oversight and accounting processes and practices.

Management informed the FMC that our most recent estimate for the continued work on the balconies is considerably higher than we had estimated and included in our budget for this year. The bottom line is that we may be about \$100,000 short. If that occurs, we will probably need to delay the painting of the balconies another year and move the funds currently budgeted this year for balcony painting to be used for balcony repairs.

Finally, a year-end summary CY2000 ending December 31, 2000 shows that last year:

Our income was nearly \$45,000 more than we had estimated. This was due in large part to the increase (\$15,000) in our ability to collect legal fees from those homeowners whose accounts were in arrears. Acknowledgement should go to our General Manager and our Treasurer for their aggressive pursuit of delinquent accounts.

Another large part of the increase was due to an increase in interest income (over \$14,000). This was due, in part, to a FMC recommendation and

BOD approval early last year, that the Association transfer our reserve funds to Merrill Lynch and implement a change in the investment strategy of our reserve funds. Another \$21,000 additional income was due to increased collections for move-ins, the satellite radio antenna contract, and other miscellaneous income.

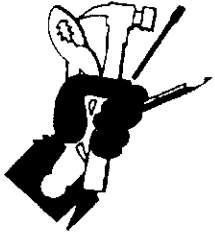
Further, for CY 2000, our total operating expenses were approximately \$7,000 under budget, which gave us a net gain of approximately \$50,000 for the year 2000. These figures do not include our *reserve* expenditures which are reported separately from operating expenses. Reserve expenditures were in excess of the amount budgeted for last year.

This past year we spent a total of \$1,413,376 from our reserves (plus a bad debt expense of \$7,270) and made contributions of \$639,619 to the reserve account. The reserve contributions and expenditures can be broken down as follows:

Element	Contributions		Expenditures	
		Planned	Actual	
Periodic Reserves	\$234,907	\$ 42,273		\$307,392
Replacement Reserves	374,292	330,588		370,100
Consulting Fees	4,593			31,150
Contingency Fees	25,827			0
<i>Subtotal Reserves</i>	<i>\$639,619</i>	<i>\$372,861</i>		<i>\$708,64</i>
Special Assessment				
• Carry Over from 1999	\$474,605			\$704,734
• Accounts Receivable	248,386			
<i>Subtotal Sp. Assm't</i>	<i>\$722,991</i>	<i>\$722,991</i>		<i>\$704,734</i>
Grand Total Reserves	\$1,362,610	\$1,095,852		\$ 1,413,376

We are in the process of projecting the reserves contributions necessary for the next 3 years (through CY2004). I have asked the PPOC to review the reserves schedule and identify in the out years any new requirements that were not identified in the 2001 budget.

We have conducted a preliminary, quick look at requirements for the out years. Our preliminary estimate suggests, unless PPOC identifies items we have not anticipated, or unless we have another "emergency" situation, that reserve contributions needed for the next three years should remain relatively stable, with no large increases as we experienced this year. We hope to have the projections available to present to Board at their next scheduled meeting.



The Chief Engineer Greg Grimm

Your heat pump does not operate like other heating/cooling systems, or like most other heat pumps for that matter. In the heating mode, the heat pump removes heat from water circulated through all heat pumps in the building and transfers this heat to the inside air. In the cooling mode, the heat pump removes heat from the inside air and transfers it to the water that is circulated through all the heat pumps in the building.

Water? Yes, your heat pump is a water source heat pump, meaning there is no outdoor unit, this is accomplished using water that is circulated at all times through all the heat pumps in the building.

— In the winter the water temperature is maintained by using electric boilers to maintain the water at a constant temperature.

In the summer a heat exchanger and cooling tower keep the water at a constant temperature. Keeping the water at a set temperature eliminates the need for extra electric heaters used with most heat pumps when the outdoor temperature is low.

The benefits of water source heat pumps are, lowered maintenance costs, increased efficiency, and much less noise.

Recommended maintenance:

Once a year, usually in the spring, have your heat pump serviced. This service should include cleaning the unit (coil and drain), checking

refrigerant level, adding a packet to the drain pan to help prevent leaks in the summer, lubricating the motor, and checking overall operation. If your unit is low on refrigerant the efficiency is reduced, resulting in higher operating costs. The In-Unit maintenance program can do this service for you, usually for less than \$25.00, or you can use any contractor of your choice.

Monthly check your filter. About 75% of service calls received are due to dirty filters. You can purchase filters for your unit at the Front Desk in the lobby, 24 hours a day.

Regularly check the utility closet for leakage during the cooling season.

If your unit does not operate check these things before requesting service:

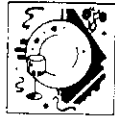
1 – Assure that the circuit breaker in kitchen is “ON”.

2 – Assure that the fuse block has good fuses, and is inserted into the disconnect switch in the “ON” position.

3 – Make sure the filter is clean.

4 – Reset the unit’s control circuitry by switching the circuit breaker to the “OFF” position for one minute, then back on. Allow up to 7 minutes for the unit to restart if your unit has computer controls.

If your heat pump fails to operate, call the Management Office Monday-Friday From 8am to 6pm. All other times, use your intercom and contact the Front Desk for assistance.



Recreation Committee
Tony DiSalvo
Patricia (Tish) Linsinbigler

The Committee met on Wednesday, February 14th, in the West Card Room.

The Italian Night Dinner held on February 7th was, from all reports and kind notes received, was a great success. All who attended enjoyed the serving of the dinner and with the clean up afterwards. Nancy also assisted in the cleanup.

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.

COMING EVENTS

Recreation Committee Meeting on Wednesday April 11th at 7:00 p.m. in the West Card Room.

FOR THE ALEXANDRIA HOSPITAL

Thanks again for all the residents who have been providing magazines for the Alexandria Hospital. Just drop them off at the front desk. Tony DiSalvo (who has been doing this little chore for a good number of years) will pick them up and deliver them to the Hospital. Tony thanks you for your assistance.