



THE HOUSE SPECIAL

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March 2002



Board of Directors President, David Tilson

At the February 21st Board meeting, the following items were discussed and/or acted on:

Lobby Redecorating project

The new furniture and rugs have been in place for a week or so and most people – though by no means all – seem to be pleased with the appearance of the main lobby. The draperies were installed and quickly removed because they had not been made properly. They will be re-installed as soon as they are ready. Only the lighting remains to be installed, and that will be done in the next few weeks. The ad hoc Decorating Committee, consisting of Jean Orben, Louise Albin, and Carroll Thompson, has done an outstanding job and deserves the thanks of all unit owners. In matters of taste, it is clearly impossible to satisfy everyone, and many people have no hesitation about voicing their displeasure loudly if the results do not please them. Finding brave souls willing to experience this kind of flak, who also has the maturity of judgment and good taste to discharge this difficult role effectively, is not easy. We all are deeply indebted to these brave volunteers who devoted many hours to this important and onerous task.

Financial Management

The audit of our financial records for calendar year 2001 is now underway. The audit firm was selected through a competitive bidding process. They will do a somewhat more comprehensive audit

than we have previously had in that they will also audit the employees' 401(k) accounts and report on implementation of previous auditors' recommendations. We are not concerned about any problems but feel that a comprehensive audit is important. We expect the final report to be available prior to the annual meeting on March 26, 2002.

Computers

The ad hoc Computer Committee was fortunate to obtain the services of a highly qualified volunteer in the person of Phyllis Meyer, a unit owner in the East building. Phyllis, who retired recently from the federal government, has had many years of experience supervising computer systems in large government agencies. She conducted a detailed survey of our system, inventoried the hardware and software we use, and interviewed all staff members who use computers. She wrote an excellent report containing a number of recommendations. The report was enthusiastically endorsed by the Committee and given to Management for implementation. The major recommendation is to obtain the services of a qualified consulting firm that will do the following things for us:

- (1) Do a comprehensive systems analysis of our networked computer systems environment.
- (2) Make recommendations for improving the environment including hardware and software configurations, application systems, LAN operations, system operational procedures, security procedures, and data integrity. These recommendations should include the steps required, associated costs, and time frames.

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and Kurt Bedenbaugh 1004 E 671-8930

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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. Committee reports must be submitted to the Editor by the 23rd of each month.

Information for **THE HOUSE SPECIAL** may be sent by e-mail to the Editor, dropped off at the Management office or the reception desk.

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- (3) Recommendations for improving staff usage of the computer systems, including necessary training.
- (4) Recommendations for ongoing systems administration, systems, maintenance, and troubleshooting services with their associated costs.

A formal Request for Proposals (RFP) has been prepared and will be sent in the next week or so to a number of firms in the area that perform these types of services for small businesses.

We realize that we will incur new costs to use an outside firm to do this work and provide us with the IT Management Services we need. But we are so dependent on our computers, and under our current arrangements, we are so vulnerable that we must give this matter high priority and incorporate these costs into our budget.

Insurance

The recent changes in the master condo insurance policy deductible from \$2500 to \$10,000 has generated some confusion among unit owners as to what, if anything, they should do about their HO-6 homeowner's policy. To clarify all of these matters, a town meeting will be held early in April so that a number of insurance experts, as well as our Association attorney, will be present to explain the issues and answer questions from unit owners. Management will set the meeting up and will announce the date as soon as the details have been worked out.

Waterproofing of terrace planters and repair of garage facade

A contract to waterproof the terrace planters and replace the plantings in them and to repair the garage facade was approved.

Garage door replacement

The installation of new garage doors with a gate to prevent "tailgating" is proceeding. Management checked with Skyline Square about their experience with the gates. They were assured that the system is working satisfactorily at Skyline Square.

IMPORTANT DATES

All unit owners will have an opportunity to meet and ask questions of all the candidates running for the Board of Directors. The meeting will be on Tuesday, March 12, 2002, at 7:00 p.m. in the West Party Room. This is an important meeting that all unit owners should try to attend.

The Annual meeting of the Association will take place on Tuesday, March 26, 2002, at 7:15 p.m. in the West Party Room this year– not the lobby as was done in previous years. Please come earlier to register and receive your ballot. Registration tables will be set up in the corridors of the Penthouse outside the Party Room. If you cannot attend, please vote by absentee ballot either in the Management office or by mail. Your vote is important.



**General Manager
Gusbey Silva**

The lobby redecoration project began on January 23, 2002, with the remodeling of the north side lobby wall and the wall above the reception desk. The next step was the replacement of the carpet completed on Monday, February 4th. The new lobby draperies were installed on Monday, February 18th. All the furniture has been replaced; the installation was completed on Friday, February 15th.

The gallery draperies have now been hung. New first floor light fixtures remain to be installed.

Proper Use Of Common Areas

The Management Office has received complaints from the ground floor residents about persons constantly walking and even jogging in the hallway.

Article X. Use Restrictions, section 3. Prohibited Uses and Nuisances, (f) says, "The halls and passageways of all buildings shall be used only for ingress and egress. Children shall not be allowed to run or play in such areas."

Please be considerate of the residents on the ground floor units. If you feel the need to do physical exercise, like jogging, please use the treadmill in Exercise Room located in the Lobby Building, Mezzanine Level.

My Apology to Mr. David Tilson

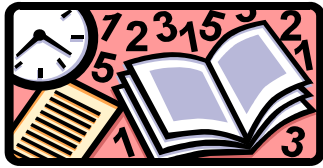
For the omission made by the Management Office on the copy of his resume, included in the Notification of Election package, mailed to all unit owners on February 20, 2002. A corrected copy of Mr. Tilson's resume follows:

BACKGROUND AND EXPERIENCE:

Twenty-nine years of federal service, including 8 years in DOD (3 ½ in uniform, 4 ½ as a civilian research analyst and editor), 12 years in the foreign aid program and 9 at the National Institutes of Health in several senior administrative and management positions. In 1974, I retired to take a position at the National Academy of Sciences where I directed a number of major congressionally mandated health policy studies. After 12 years there, I retired to accept a position as Executive Director of a small Florida-based corporate foundation. I worked in that position for 3 years. During the last 40 years, I served on numerous non-profit Boards in the Washington area in such positions as president, treasurer, and secretary. My education was at M.I.T. (BS) and Columbia University. (Graduate school.)

REASON FOR INTEREST IN THE BOARD:

I have been a resident unit owner since February 1980. My first period of service on the Board was from 1989 to 1996 during which I served as President for 4 years. At the request of a former president, I agreed to run in 1999 and was elected. I had looked forward to retiring this year, but a number of unit owners have urged me to stay on at least one more year to ensure stability. I have concluded that I can make a useful contribution if I remain on the board at least another year.



EDITOR
Louise Albin

It is very important that I have all committee reports by the 23rd of each month so we can have our newsletters out by the first of the month. Frequently, the newsletter contains time-sensitive, important information for the residents.

Did you know that our newsletters must be either eight or 12 pages? **I welcome information from residents that would be of interest to other residents.** Send it to me by e-mail; paper copy or a 3.5 floppy may be left in my box 903W at the Reception Desk. If I need to "fill space," I look for information from several sources that might be of interest to our residents.

ANNUAL BOARD OF DIRECTORS ELECTION

By now, you will have received the election information. We regret that the covering letter did not state that there had been a change in the location of the election this year. It will be held in the WEST PARTY ROOM, AT 7:15 p.m., March 26, 2002.

The letters had been printed before the decision made and permission given by the Board on February 15th to hold the election in the West Party Room. Because of the expense of reproducing another 556 letters and the time element – mail was scheduled for February 19th, the decision was made to go with the original letter, since the Notice of the Twenty-Second Annual Meeting stated that it would be held in the West Part Room. We very much regret any confusion it may have caused.

The decision to change the location was based on several factors. Among them, the acoustics are much better; there would be no interruptions of the delivery of food; no interruptions from other residents who might need to contact the reception desk and our lobby has recently been redecorated.

PLEASE accept our apology and come enjoy the refreshments of wine, punch, coffee, cheese, veggies, and good fellowship. Vote for your two (2) favorite candidates and be one of the first to know who will be our next two members of the Board.

MEET THE CANDIDATES NIGHT
WEST PARY ROOM,
TUESDAY, MARCH 12, 2002, AT 7:00 P.M.
HOST: Joe Livingston

Come, listen to the candidates, ask questions, and if you have made your decision, you may vote by absentee ballot when the meeting has ended.

The candidates need your support.

PLEASE NOTE

On February 22, 2002, the Election Committee was sorry to receive the following letter:

"Due to circumstances beyond my control, I am compelled to withdraw my candidacy for election for the Board of Directors of the Skyline House to be held on Tuesday, March 26, 2002. I take this opportunity thank you for your untiring efforts toward the success of the forthcoming election.

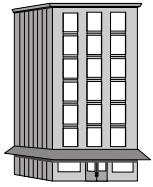
Furthermore, I would like to reiterate my sincere and earnest determination to serve our community in every possible way."

/s/ Salem Omeish

**WE URGE EACH AND EVERY ELIGIBLE
VOTER TO CAST HIS/HER BALLOT ON
TUESDAY, MARCH 26, 2002, AT 7:15 P.M.**

**IF YOU CANNOT BE PRESENT, STOP BY
THE MANAGEMENT OFFICE AND CAST
YOUR ABSENTEE BALLOT.**

The Election Committee



Physical Plant And Operations Committee George Beams And Kurt Bedenbaugh

The Committee met on February 14, 2002. The following subjects were discussed:

Management Report: Gusbey reported on four current projects.

Wall repairs to garage exteriors and planter waterproofing

Management requested PPOC recommend to the Board that a contract be signed with Al Chavies Construction Company in the amount of \$173,893 for the garage planter waterproofing and façade repairs.

After a brief discussion, the following motion was passed: A contract in the amount of \$173,893 be approved by the Board for the waterproofing of garage planters and façade repairs provided that the Al Chavies Construction Company's license, bonding, and insurability to work in the Commonwealth of Virginia is verified by Management.

Homeowner's Insurance Policy

Mr. Jack Herzig noted the confusion, he and other owners were experiencing, with the new \$10,000 deductible in the Condominium's liability insurance policy. Based on his suggestion, the Committee approved the recommendation to request that the Board schedule a town meeting with representatives of the Condominium's insurance broker, plus representatives of insurance companies that sell condominium homeowners insurance, such as Allstate and State Farm be invited to answer owners concerns.

A motion was passed, that PPOC suggest to the Board a town meeting for owners be convened, with Skyline House's insurance broker and two representatives of insurance companies, that handle homeowners insurance to answer any concerns the owners have concerning their individual policies.

Garage Doors

A brief discussion was held concerning the new garage entrance system. It was the opinion of the majority that the proposed gate is necessary to prevent tailgating.

Crow Depopulation Project

A discussion was held concerning the crow problem. One of the members suggested replacing the trees that overhangs the parking spaces at the West building outdoor parking lot be replaced with evergreen trees. The resident clarified the consideration for replacing the tree at his stall was to eliminate the continuing bird excrement problem falling onto his car. As he understands, crows do not nest in them. According to other members, they nest in evergreens too.

Property Inspection: On February 28, 2002 at 7:00 p.m., the first floor gallery area was inspected to determine if there would be adequate lighting after the new light fixtures are installed. Installation should be complete in a few weeks.

The next PPOC meeting will be held on March 14, 2002 at 7:30 p.m. in the West Card Room.



Financial Management Committee Betty Weber, Chair

The Finance Committee met on February 19, 2002 with 9 of the 11 members present.

Topics addressed included:

- Review of December and January financials
- Sub-committee reports
- Review of bids for garage planter and façade repairs
- The 2001 Audit

The Committee reviewed and concurred with the recommendation by the PPOC that Alfred Chavies Construction be awarded a contract to waterproof the garage planters and repair the garage façade. Contract was in the amount of \$173,893. The 2002 budget had budgeted \$240,000 for this work.

We had four responses to our request for bids from auditors to conduct the Association's 2001 audit. After conducting interviews, and evaluating qualifications of personnel and work descriptions, a contract was awarded to DeLeon and Stang in the amount of \$8,000 to conduct the audit. We had budgeted \$8,000 for this effort. Work began on 19 February, and results are expected to be available for the annual homeowners meeting.

In preparation for the audit, George Beams conducted the year-end inventory of in-house and common area supplies, and Liza Ruiz completed the end-of-year inventory of housekeeping supplies.

For the year ending December 31, 2002, we had a net income over expenses of approximately \$140,000. Of this amount, \$80,000 of the excess funds was transferred to the reserve fund for the garage exterior walls repair. The remainder of 2001 income over expenses, approximately \$63,000, was transferred to the working capital fund.

The next FMC meeting will be held on March 19th at 7:00 p.m. in the West Card Room.

Security, Fire and Safety Committee

Jack Herzig, Chairman



There was no SF&C Committee meeting in February. The next meeting will be on March 13, 2002, at 7:30 p.m. in the West Card Room.



Covenants Committee

Joseph Livingston, Chairman

There was no Covenants Committee meeting in February. The next meeting will be on March 20, 2002, at 7:30 p.m. in the West Card Room.



Neighborhood Watch

Judith York, Coordinator

While we have enjoyed a much-improved neighborhood at Skyline House since the Neighborhood Watch Program began, there are still some matters to be addressed. The East and West Penthouse restroom doors are continuously left unlocked and the lights left on. It is important to turn off the lights to conserve energy and lower our common area electrical cost. Shut the doors and make sure they are locked for safety and security. There have been several items of trash, to include beer bottles and cigarette butts left in the parking lot, on the grass, and near the fence line of the property. Cigarette butts have also been found in several stairwells. Not only the Neighborhood Watch volunteers, but also everyone living here must remain vigilant so that we can live in a clean, attractive environment.

Neighborhood Watch is always in need of volunteers. If you can't devote one hour a week, perhaps you can be on stand-by so that if a volunteer has an unexpected commitment, you can step in and help out. One hour a week is great exercise!

The January 24th meeting was not well attended, but we were pleased to welcome a new volunteer. There will be open training for volunteers who are not certified on May 7, August 20, and December 12, 2002, at the Fairfax County Mason District Police Station at 6507 Columbia Pike. In the meantime, I would like to say a big "thank you" to everyone participating in the program. If you have any questions, please feel free to call me at 703-671-2267.



Recreation Committee

Tony DiSalvo
Chairman

I would like to thank Margaret Jaffee, Carroll Thompson, and my wife, Nancy, who ably assisted me in making the Italian Night such a great success on February 12th. As for the food, you will have to ask those who were present. I am a bit partial.

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

The next TGIF is scheduled for Friday, March 1, 2002, 6:30 p.m., East Party Room.

COMING EVENTS

TGIF, Friday, April 5, 2002, 6:30 p.m., West Party Room.

MAGAZINES FOR ALEXANDRIA HOSPITAL

Just a reminder for those new residents who are not aware of what we do with magazines that we receive. For the past 15 years, residents of Skyline House have been providing magazines to Alexandria Hospital. Just drop your magazines off at the reception desk, and I will deliver them.

When I drop magazines off at the hospital, I have seen Time magazines that are over a year old that are being delivered to the hospital by others. We are noted for providing them with current magazines. Please keep up the good work. The magazines are greatly appreciated. If you have any questions, contact Tony DiSalvo, 703-824-1958, who delivers the magazines to the hospital.



Good Neighbor Committee **Co-Chairs**

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

Good Neighbors for March 2002

Belen Eliot 703-671-7045
David Shandloff 703-820-3673

The Good Neighbors are available to assist all residents who are in need of temporary help due to illness or emergency. We need new members. Please call one of the co-chairs and join us.





The Chief Engineer **Greg Grimm**

We continue to have problems on the bottom floors with laundry suds backing up into kitchen sinks. Two things cause this problem: concentrated laundry detergent and top loading washers. Please follow the instructions on your detergent carefully; you may find that you can probably use much less than recommended, especially if you have a front-loading washer.

If your washer is a front loader and you see suds in the glass on the door, you have used too much detergent. With a top loader, it's harder to tell if you've used too much detergent; follow the instructions carefully, and if you look inside the washer during the final rinse cycle and see suds, you can cut back on the amount of detergent you use. Also, remember that using too much detergent will cause your clothing to look dull and may irritate your skin.

SPECIAL EVENTS AT SKYLINE HOUSE

March 2002

SUN	MON	TUE	WED	THU	FRI	SAT
					1 TGIF 6:30 P.M. ECR	2
3	4 LIBRARY OPEN 7:00-8:00 ECR	5	6	7	8	9
10	11 LIBRARY OPEN 7:00-8:00 ECR	12 MEET THE CANDIDATES 7:00 P.M. WCR	13 SECURITY 7:00 P.M. WCR	14 PPOC 7:00 P.M. WCR	15	16
17 St. Patrick's Day 	18 LIBRARY OPEN 7:00-8:00 ECR	19 FIN MGT 7:00 P.M. WCR	20 First Day of Spring COV MEETING 7:30 P.M. WCR	21	22	23
24 Palm Sunday	25 LIBRARY OPEN 7:00-8:00 ECR	26 BOARD OF DIRECTORS ELECTION 7:15 P.M. WPR	27	28	29 Good Friday	30
31  Easter						

**Skyline House Unit Owners' Association, Inc.,
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