

The House Special



Volume 32 Issues 4

Skyline House

April 2012



BOARD OF DIRECTORS

President, Maria Elena Schacknies

**32nd Annual Meeting and Election of
Board of Directors**

Presiding, Maria Elena Schacknies

The 32nd Annual Meeting of the Skyline House Unit Owners Association was held on March 27, 2012. The election of three three-year seats on the Board of Directors was conducted in conjunction with the Annual Meeting.

Upon conclusion of the election process, Inspector General Jack Prather announced that Michael Cusato, current Board member Robert De Mayo, and Karen Johnson had been elected.

I would like to thank Gary Akin, Physical Plant and Operations Committee (PPOC) Chair, and John M. Knieriem, PPOC member, for their willingness to run for the Board. I look forward to working with our newly elected Board members.

After the election results were announced and the Annual Meeting was adjourned, the new Board met and elected the following officers: I was re-elected President, Robert De Mayo was re-elected Vice-President, Charles Roberts was re-elected Treasurer, and Barbara Thode was re-elected Secretary. Norman Baker, Michael Cusato and Karen Johnson will serve as Directors.

I thank the Board for the vote of confidence and support. I will continue to serve proudly and to the best of my ability, and I look forward to a very productive and great year.

The directory on the calendar page in this issue reflects the Board line-up with their email addresses and phone numbers. I encourage all residents to attend Committee and Board meetings. Your input is valuable and most welcomed.

Annual President's Report for 2011-2012

Many thanks to my fellow Board members for their support and encouragement during my first year as President. Special thanks to Al Lambert and Jean Orben for their dedication and commitment to the welfare of the Association and its owners. Kudos to our Committees for their diligent work. To the Garden Club our appreciation for beautifying our complex. A round of applause to Sonia Livingston for organizing the election which has made it possible for us to be here today. To our wonderful staff our thanks for a well run and properly maintained property. And, my special thanks to Phil Cohen for his editing and support.

I take this opportunity to again welcome our new General Manager, Michelle Brown-Slaughter. Michelle had to hit the ground running and she has done so at great speed. As you all know, we have three major efforts underway at the same time. This is not an easy task for a person just starting a new job. We feel very fortunate that Michelle has joined us and wish her much success.

For the last five years Skyline House has been offering practical orientation materials via a Welcome Wagon kit administered under the supervision of the Board.

Introduced in 2007 under the auspices of the Recreation Committee, the Welcome Wagon kit was developed by owners Betty Turner and Evelyn Haught. If you have moved into Skyline House in recent years, you will remember the blue plastic tote bag that Noemi Najera, Resident Services Coordinator, gave you during your orientation session.

The bag contains a layout map of the garage showing all entry and exit points and a document called "Did You Know . . . ?" that provides many facts, both time- and money-saving in nature, about where to find specific services, places, and people within our condominium. It was specifically designed not only to help new residents get settled in, but also to serve them down the road should they need repairs or have other "daily living" sorts of questions pertaining to life at Skyline House. In fact, even many of our long-term residents might find it helpful to review some of the many services we offer by reviewing "Did You Know. . .?", which is posted on our website, www.shuoa.org. If we were to implement many of the suggestions in this document, we would all enhance the quality of life here at Skyline House, both for ourselves and for every other resident.

Another handout in the Welcome Wagon kit is called "Where Do I Find. . .?", designed to guide newcomers to our Bailey's Crossroads neighborhood to all the places and services they might need, from car washes and libraries to supermarkets and movie theaters.

Finally, new owners find in the kit informative publications provided by nearby Chambers of Commerce that include maps and descriptions of area businesses and services.

Noemi continues to greet new residents with the Welcome Wagon kit, kept up to date by Evelyn Haught, when she introduces them to life at Skyline House.

Carol Cataldo, who manages the Library, has asked me to extend her appreciation to library volunteers Virginia Fissmer, Alina Gonzalez, and Nilda Viqueira for their time and effort and to East Building resident Jim Stearns for his thoughtfulness and generosity in donating current best sellers. The Library welcomes donation of books that are not older than 10 years.

The following major projects have been accomplished since our last annual meeting:

- Balcony Restoration Project, North Side of the East Building.
- Concrete Slab Repairs, Railings Replacement, and Floor, Walls and Ceiling Seal Coating.
- East and West Penthouse: Roof Walls Concrete Delaminating Repairs.
- East and West Penthouse: Window Sealant Replacement.
- Garage Structural Inspection.
- Heat Exchangers Reconditioning.
- Passenger Elevators: Call Buttons Repairs.

We are in the process of:

- Garage Elevators Modernization.
- Replacement of Balcony Window Panels.
- Balcony Restoration Project, South Side of East Building.

During the rest of the year we will begin:

- Garage Structural Concrete Remediation.
- Window Leak Repairs for 11 Units.
- Garage Masonry Wall Remediation and Penetrating Sealing.
- Pool Deck Repairs.
- Garage Entrance Electrical Switchgear Maintenance to Meet Code.

This past year we also completed a proposal to update the By-Laws. We are proposing five amendments to the By-Laws:

PROPOSED CHANGES TO BY-LAWS: VOTE FOR A BETTER FUTURE FOR SKYLINE HOUSE

The By-Laws are the basic legal document that governs Skyline House. Because they are the legal foundation for our condominium and are contractually binding on each Unit Owner and resident, they can only be amended by a vote of the Unit Owners. In order for any change to be made to the By-Laws, the Virginia Condominium Act requires that at least **two-thirds of the total voting interest of Unit Owners** be cast in favor of the change. Proposals must also have a specified level of support from mortgage holders. The Board of Directors does not have authority to change the By-Laws. Each of the Rules and Regulations that the Board passes, and all actions that it takes, must be consistent with the authority granted to it in the By-Laws.

Skyline House By-Laws have remained unchanged since they were drafted and recorded by the Skyline House developer in November 1979, 32 years ago. Over the years, various Boards of Directors have been reluctant to propose changes because the process requires a tremendous amount of work on their part and cooperation by a large number of Unit Owners. And, given the busy lives and schedules of Unit Owners, it is a real challenge to get a sufficient number to vote on anything. But the need for change has accumulated over the years, and now is the time to address it.

The Board is proposing five changes to the By-Laws, and you will be asked to vote on each change individually. You have busy schedules and many responsibilities, so these proposals will be presented to you not just once, but several times over an extended period. Every effort will be made to ensure that Unit Owners (1) fully understand the decisions they are being asked to make, and (2) exercise their right and responsibility to vote.

Members of the Board of Directors, who are Unit Owners just like you, believe that the proposed changes to the By-Laws will:

- **Improve the quality of life at Skyline House.**
- **Protect and enhance the value of Unit Owners' property, which, for most of us, is our biggest single investment.**
- **Improve the financial health of Skyline House.**

The Board is convinced that, once you become familiar with the proposals, you will agree that they serve the best interests of our condominium community.

THE PROPOSED CHANGES TO THE BY-LAWS:

- (1) **Proposal to Facilitate Unit Owner Voting:** Allow Unit Owners to vote by proxy without having to have the paperwork notarized. Instead of notarization, Unit Owners can have someone who knows them watch them sign the proxy form and then sign the form as a witness.

Why Change?

- The current By-Laws can be interpreted to require that Unit Owners who want to vote by proxy (instead of in person at the voting meeting) must have their proxy forms notarized.
- Notarization requires a visit to the Management Office, where a Notary Public is on duty, and this extra step can consume time.
- Instead, a neighbor, or co-worker, can watch you sign and then sign as a witness.
- The voting process is very carefully monitored and managed, so notarization takes up time without performing a necessary function.

- (2) **Proposal to Facilitate Collection of Claims for Losses Caused by Other Unit Owners/Residents:** Remove a potential obstacle in the By-Laws to the ability of a Unit Owner's insurance company to recover funds, which it has paid to that Unit Owner, from the other Unit Owner or resident who caused the loss.

Why Change?

The need for change is best explained through an example:

- Unit Owner B left the water running in the bath tub so that it overflowed and caused damage to the property of Unit Owner A. Unit Owner A's homeowner's insurance company pays his/her claim.
- But a sentence in the By-Laws can be interpreted in a way that prevents this insurance company from recovering the amount it has paid to Unit Owner A from Unit Owner B, whose negligence caused the loss.
- If the insurance company cannot recover its costs from the person who caused the damage (or from his/her insurance company), it may increase premiums for Unit Owner A, who did nothing wrong. This proposal would strike the sentence in the By-Laws that creates the potential problem.

- (3) **Proposal to Submeter Water Use:** Give the Board the option to submeter water service to each individual unit and require each Unit Owner to pay for the water used by the individual unit.

Why Change?

- At Skyline House, the use of electricity by each unit has always been individually metered, and the Unit Owner has always paid for the exact amount of electricity used in his or her unit.
- This proposed change would simply apply the same procedure to water use.
- Paying for the water you use, and not having to pay for the water other residents use, is a matter of fairness and common sense.
- This proposal would also promote savings and conservation. The individual Unit Owner who pays for water used in his/her unit would have the incentive to use less by (1) installing more water-efficient appliances (toilet, washing machine), and (2) changing behavior in order to conserve water (shorter shower time, turning off the water while brushing teeth, etc.).

- The amount per gallon that Fairfax County charges us for water is rapidly increasing and will almost surely continue to do so in the future. As the cost for each gallon increases, so does the amount of money each individual Unit Owner can save.
- Rising cost per gallon also increases the amount that Unit Owner A is unfairly charged for water consumed by Unit Owner B.

How Would this Proposal Be Implemented?

- If Unit Owners provide the necessary voting support, the Board of Directors will launch a study of the logistics and costs of implementing this proposal.
- If the study showed that the submetering is both feasible and cost-effective, it would be implemented as soon as possible.
- Implementation would require having a system installed for measuring each unit's water usage—that is, to have units “submetered”—so that the Unit Owner could be individually billed for the amount his or her unit actually uses.
- An individual monthly bill would be sent to each Unit Owner by Skyline House.
- Water usage would no longer be included in the condo fee. Shifting this small, but growing cost out of the condo fee would almost surely reduce the condo fee accordingly.

(4) Proposal to Increase the Late-Payment Charge: Increase the charge for late payment of condominium fees from \$10 to \$45, effective for 2013, to reflect the effects of inflation. And for 2014 and every year thereafter, if the Consumer Price Index shows that inflation has taken place, increase the late charge accordingly.

Why Change?

- When the Association By-Laws were initially approved in 1979, a \$10 charge was established for late payment of condominium fees. About 32 years ago, that amount may have been effective in encouraging unit owners to pay their fees on time, but inflation since 1978 has rendered \$10 almost negligible.
- Based on the Bureau of Labor Statistics Consumer Price Index, the equivalent of \$10 in 1978 is now about \$45. So the increase in 2013 and future years would ensure that the late charge has the same deterrent effect it did in 1979.
- The incidence of late payments is on the rise, and the trivial late charge has no apparent deterrent effect. The same Unit Owners are routinely choosing to pay their condominium fees between 10 and 30 days late.
- Late payments force our employees to spend time on debt collection activities that they could otherwise devote to directly serving Unit Owners and enhancing the quality of life at Skyline House. This is not fair to the people who pay their condo fees on time.

(5) Proposal to Facilitate Additions, Alterations, and Improvements: Increase the authority of the Board to undertake additions, alterations and improvements to the common elements (lobby, grounds, storage areas, etc.) from the current \$10,000 limit to \$100,000, **and** alter the requirements for voted approval by Unit Owners for projects costing more than \$100,000.

Why Change?

- Since it opened, almost all of the positive changes to the Skyline House environment—like the recent re-decoration of the ground-floor hallways—have been **replacements or repairs of existing** common elements (garage, pool, hallways, elevators, etc.). Therefore, they could be accomplished under the relatively streamlined By-Law requirements that apply to maintenance and repair.

- However, as Skyline House ages, the need increases for **new** work, that is, for **additions, alterations, and improvements**, and the current By-Laws make it extremely difficult to undertake such new work.
- Our structures and amenities must change with the times to meet the changing needs and expectations of residents and prospective buyers. If Skyline House falls behind, our property values will suffer.
- Such new work can also enable us save money in the long run through one-time investments in new technology.

How Would This Proposal Be Implemented?

- When Skyline House opened 32 years ago, the Board could independently decide to undertake new work costing up to \$10,000. But due to inflation, the \$10,000 limit established in the late 1970s has actual buying power of only \$2,222 in today's dollars.
- So all but the most trivial new work requires a vote of approval by Unit Owners. And conducting a vote of Unit Owners on almost every such project can cause undue delays. Furthermore, the voting process would generate additional costs for the Association.
- The current dollar limit and voting procedure also present the possibility that not enough Unit Owners will take the time to vote on a project they consider trivial, even if they believe it should be undertaken.
- In order to allow Skyline to meet changing needs and requirements, the proposed By-Law change would allow the Board independently to undertake an addition, alteration, or improvement costing \$100,000 or less. New work costing more than \$100,000 but less than \$250,000 would require approval by the majority of voting interest of Unit Owners who vote at a meeting (or by proxy) when a quorum (25%) of voting interest participates. For additions, alterations, or improvements costing more than \$250,000, two-thirds of voting interest of participating Unit Owners would be required.

The above brief descriptions will be followed by more detailed written explanations. The voting process will also be more fully explained. Finally, well in advance of voting, Unit Owners will receive a comprehensive package that includes the proposed amendments to the actual language of the By-Laws that would implement the previously explained changes. But the process of familiarizing Unit Owners gradually with the proposals will not be restricted to written communications. The Board is also developing an educational strategy that is intended to include verbal presentations of the proposals and opportunities to discuss them. Every effort will be made to help Unit Owners fully understand the proposed By-Law changes so that they can vote confidently.

In order to pass, each amendment must receive the approval of two thirds of the voting interest of Unit Owners. It's a long process, but one that, once accomplished, will place our Association in a better position to continue to thrive.

Last but not least, we have begun a review and updating of all the Committee charters, and the Covenants Committee is conducting a review of all the Rules and Regulations.

I also want to announce that we are looking to re-institute the Recreation Committee. We need the volunteer services of Unit Owners who are willing and able to take on this responsibility. An article on this subject by Grace Krumwiede appears elsewhere in this issue of the newsletter.

It's been a pretty intense year, but we expect that all the efforts underway will result in positive outcomes for our Association and its residents.

I am honored and pleased to serve as President of this Association. It makes me proud to be part of the Skyline House family. Many thanks for your support.



ANNUAL TREASURER'S REPORT FOR 2011-2012

In accordance with Article XIV, *Fiscal Management*, Section 3. *Auditing*, of the Association By-Laws, the firm of Goldklang Group CPAs, P.C. has performed an audit of Association financial records for the 2011 business year. This is the thirteenth consecutive year this firm has been engaged to perform this service.

Goldklang Group has provided a favorable opinion of the Association's financial statement. Following are key 2011 year-end results. Percentages preceded by arrow symbols indicate changes from 2010 year-end results. Excess Operating Funds are an indicator used by auditors to assess current financial position and are comprised of the Working Capital Fund, the Periodic Maintenance Fund, and the Consultant Fund, which is used for consulting engineering services.

Table 1: Major Financial Performance Results

<u>Indicator</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Total Income	\$4,030,464 ▲ 3.61%	\$3,889,962 ▲ 5.05%	\$3,703,110	\$3,659,544	\$3,548,379
Expenses less Contributions to Reserves	\$2,710,238 ▲ 2.45%	\$2,645,339 ▲ 3.59%	\$2,553,722	\$2,504,445	\$2,373,118
Net Income (Loss)	(\$20,704) ▼ 53.72%	(\$44,733) ▼ 56.32%	(\$102,414)	(\$54,372)	(\$4,716)
Unappropriated Members' Equity ("Working Capital Fund")	\$4,402 ▼ 82.47%	\$25,106 ▼ 64.05%	\$69,839	\$172,253	\$226,625
Excess Operating Funds	\$309,259 ▼ 15.79%	\$367,254 ▼ 5.68%	\$389,379	\$584,204	\$410,222
Total Designated Reserve Funds	\$2,312,282 ▲ 35.29	\$1,738,749 ▲ 3.55%	\$1,679,061	\$1,386,054	\$666,965
Contribution to Reserves	\$1,340,930 ▲ 4.00%	\$1,289,356 ▲ 3.00%	\$1,251,802	\$1,209,471	\$1,179,972

The Net Income Loss is offset by the subtraction from the Unappropriated Members' Equity or "Working Capital," as this fund also is called. This is in keeping with long-standing Association practice and recognized as such by our auditors.

Factors contributing significantly to the net loss were variances from budget projections in the following areas:

Table 2: Business Year 2011 – Significant Variances

<u>Item</u>	<u>2011 Budget</u>	<u>2011 Actual</u>	<u>Variance</u>	<u>% In Excess of Budget</u>
Water & Sewer	\$202,000	\$272,448	▲ \$70,448	▲ 34.88%
Legal, Audit & Tax Preparation	\$27,000	\$42,331	▲ \$15,331	▲ 56.78%
Income Tax	\$20,000	\$44,900	▲ \$24,900	▲ 145.00%
Bad Debt	\$6,000	\$30,401	▲ \$24,401	▲ 406.68%

2012 Annual Budget

At its October 26, 2011 Regular Meeting, the 31st Board of Directors approved a budget for 2012 of \$4,083,058. Income from the Regular Assessment, or condominium fee, totaling \$3,778,298--an increase of 4.12%--is projected to provide 92.5% of required income. Principal sources of the remaining 7.5% of projected income are, in decreasing order of magnitude, In-Unit Maintenance, interest from securities, rental of Association-owned storage and parking facilities, rental of space for a satellite radio antenna station, and rental of an Association-owned apartment.

Table 3: Business Year 2012 – Budgeted Expenditures

<u>Item</u>	<u>Budget 2012</u>	<u>% of 2012 Budget</u>	<u>Budget 2011</u>	<u>% Change</u>
Payroll, Taxes & Benefits	\$1,173,616	28.74%	\$1,158,526	▲ 1.30%
Administrative	\$282,783	6.93%	\$277,992	▲ 1.72%
Utilities	\$636,075	15.58%	\$552,000	▲ 15.23%
Maintenance & Repairs	\$85,600	2.10%	\$85,350	▲ 0.30%
Supplies	\$83,300	2.04%	\$83,300	0.00%
Contracts & Leases	\$407,117	9.97%	\$406,125	▲ 0.24%
Total Operating Expenses	\$2,668,491	65.36%	\$2,563,293	▲ 4.10%
Total Reserve Transfers	\$1,394,567	34.16%	\$1,340,930	▲ 4.00%
Total Income Taxes	\$20,000	0.49%	\$20,000	0.00%

Planned expenditures for 2012 track closely with those in previous budget years for all major categories with some increases in areas in which the Association experienced higher than expected expenses in 2011, particularly the water and sewer line item.

Replacement Reserves

Since 1997, when its first professional independent reserve study was performed, the Association has engaged in the disciplined evaluation of long-term maintenance requirements for our facility. The objective of such studies is to plan and schedule major repair and replacement activities in a rational manner so that the Association can accumulate and set aside--or reserve--funds needed to accomplish them. The reserve study focuses on three key areas: (1) the cost to repair or replace common elements, (2) the estimated life of common elements, and (3) the funds needed for capital projects. Formerly conducted by the Association voluntarily as a sound business practice, reserve studies for Associations such as ours are now required by Commonwealth of Virginia law to be performed every five years. Mason and Mason Capital Reserve Analysts, Inc. conducted the most recent reserve study in 2008; the next such survey should be conducted in 2013. Every major element of building the façade--including roofing systems--and all installed machinery are included in the Association's Reserve Schedule.

Since 1999, due in large measure to an effective reserve program, the Association has had sufficient funds to accomplish all major repair and replacement actions and has not had to levy Special Assessments above and beyond the Regular Assessment. Virtually every major piece of machinery in Skyline House has been replaced or thoroughly overhauled in the intervening years. Each year the Association evaluates the condition of the items in the reserve schedule to determine whether they are likely to achieve their planned service life up to the next scheduled major repair, overhaul or replacement. While funds committed to the reserves are used only for major repairs, overhaul and replacement, the Association can exercise considerable latitude in accelerating action on items not performing up to expectations while delaying action on those performing better than expected.

The Financial Management Committee, Physical Plant and Operations Committee, General Manager and Board plan and execute the Association's long-term replacement reserve program. Clearly, this requires a lot of work on the part of the Physical Plant and Operations Committee and the Financial Management Committee. You need not be a civil engineer to recognize a deteriorating sidewalk or an accountant to allocate available funds among several reserve items. If you are interested in seeing the Association contain costs while maintaining our facilities in a condition you can be proud of, I

strongly encourage you to participate in the work of the PPOC or the FMC. From a financial performance standpoint, these committees are where the rubber meets the road.

Delinquent Assessments and Owner Occupancy

Skyline House Unit Owners' Association traditionally has enjoyed very low delinquency rates for payment of Association dues, that is, the condo fee. This has been due to a culture of responsibility and accountability upheld by individual Unit Owners as well as to diligent efforts on the part of the Board of Directors, the Covenants Committee, Management and the Association's attorney to collect all monies due.

The Association concluded 2011 once again with a delinquency rate of less than two percent of condominium fees due. The actual write-off of the Regular Assessment prescribed in the audit was \$30,401, or 0.84 percent of the amount due. While this is an excellent result compared to an average in comparable communities of around five percent, as was the case in the 2010 business year, the Association is experiencing an upward trend in delinquencies, and the difficulty and duration of effort that must be expended to collect amounts due are increasing, with decreasing certainty that all monies due will be collected. Please be assured that the Association is taking all measures currently available to it to collect all monies due.

At the end of December, the property was 78% owner-occupied and 22% renter-occupied. The number of renter-occupied units--130--has remained fairly constant throughout the year.

Charles K. Roberts, Treasurer



MANAGEMENT

General Manager, Michelle Brown-Slaughter

Balcony Concrete Repairs and Rail Replacement Project - East Building

During the month of March, the contractor completed removal of the existing balcony railings, and a majority of the concrete demolition and floor tile removal on the South side of the East Building. A pre-construction video of each balcony was also recorded. Update notices were delivered and posted for units in tiers 6, 7, 8, 9, 10, 11, 12, and 13. Notices with specific instructions and information were also delivered to those units with tiled balconies in those tiers. The West Party Room was made available during the day to all East Building residents who need relief from the construction noise. During the week of March 23rd, the contractor began pouring new concrete floors, and we estimate that this task will be completed by April 6th, weather permitting.

After the concrete repairs on all balcony floors are completed, the contractor will proceed with any necessary concrete repairs to walls and columns. That task will be followed by the seal-coating of walls and ceilings in all balconies and patios, which is estimated to be completed by the end of April. Unit Owners with tiled balconies are responsible for providing replacement tile and appropriate colored grout for the area where tile was removed. The contractor is responsible for installing the new replacement tile only in the area where the original tile was removed. If your balcony is tiled, please obtain the necessary materials for these repairs no later than April 30th.

Balcony Panels and Vent Cover Replacement Project - West Building

All new balcony panels were delivered by the contractor the week of March 16th. Two to three panels will be installed per tier every work day, as scheduled, weather permitting. The contractor will start at the bottom of each tier on the 2nd level, and work up to the 17th floor. Notices were delivered and posted for the units scheduled first in Tiers 5 and 14. Update notices were delivered and posted on March 23rd for additional units in these tiers. The last notice was posted on March 27th for the remaining units in Tier 4 and Unit 215W. The next notices, to be posted by March 30th, will cover units scheduled in Tier 15.

Garage Power-Washing Project

We are pleased to announce that the entire Skyline House parking garage will be power-washed Tuesday thru Friday, April 17th through April 20th, 2012. Notices were first posted in January, and again in February and March. The power-washing will be done by level and conducted between 8:00 a.m. and 4:00p.m. Below is the schedule for each level:

Day	Date	Level
Tuesday	4/17/2012	A upper & lower
Wednesday	4/18/2012	B upper & lower
Thursday	4/19/2012	C upper & lower
Friday	4/20/2012	D upper & lower

We are asking residents to volunteer your parking space only if you are not home during the dates and times listed above. All volunteer names will be eligible for a drawing for one of four \$25.00 gas gift cards. The Drawing will be held on Monday, April 23, 2012. Winners will be contacted by the Management Office.

If you are going to be out of town, please advise the Management Office and/or appoint someone to move your vehicle. **If a vehicle is not moved from the garage, it will be towed without warning at the owner's/operator's sole risk and expense.**

Garage Structural Repairs Project

Testing was completed by Whitlock Dalrymple Poston & Associates (WDP), our engineering consultant, to determine the concrete areas that need to be repaired in the parking garage. WDP will oversee the parking garage structural repair project after they develop the specifications and send bid packages out for vendor proposals. We don't expect this project to begin before summer (July) of 2012.

Elevator Repairs Project

Avery Elevator completed repairs to the passenger elevator buttons and the management control software system. They expect to start repairs to the two hydraulic garage elevators the week of April 2nd. Final selection of the interior elevator panels and flooring for the garage elevators is still in process. Management will continue to post notices as work is scheduled and/or an interruption of service occurs. This project is expected to be completed by September.

REMINDERS

Rules and Regulations:

1. **Refer to Rule #13 (A & B) - Noise Disturbances:** Please be mindful of noises and disturbances to your neighbors after hours. Contract work should not be performed in the evenings. Also, owner/residents are required to install carpet or rugs over 75% of the walk and living areas of each unit except kitchens and bathrooms.
2. **Refer to Rules #15(C) and #19(B) – Trash Disposal:** Nothing shall be thrown from windows, sun decks, balconies or patios. Residents are required to properly dispose of trash using the trash chutes or the recycling disposal rooms.

Payments:

When sending checks or money orders for multiple payments, please either make a separate check or payment for condo fees and/or make a note on the check to identify other payments included in the check (e.g., maintenance fees, storage fees, late fees, pre-payment, etc.) It will help our Accountant.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Air Conditioning Season

Cooling season is almost here. If you haven't scheduled a preventative maintenance servicing of your air conditioning unit, please do so in the Management Office to ensure your unit operates at peak performance during the coming cooling season. This small expense on your part will keep your unit running at its best. Remember to check and change the filter in your unit as needed.

Unit Door Closer Mechanisms

Again, we have noticed that there are several units that do not have closer mechanisms on the entry door. Either the door closer mechanism was removed by a resident before you, or you had it removed. The National Fire Code requires that your unit door shut and latch automatically when you exit the unit without it having to be pulled closed. If your unit door does not have an automatic door closer mechanism attached, it should be reinstalled. To have this done, call the Management Office, or your contractor.



PHYSICAL PLANT & OPERATIONS

Chair, Gary Akin

The committee met on March 8, 2012 at 7:00 p.m. in the West Card Room. The following items were discussed and/or recommended for further action:

Skyline House 2012 Project Timelines:

February – East Building South Balcony Railing and Elevator (West and East Buildings) Projects began.

March – East Building North Balcony Window Panels and Vent Cover Project began.

April – Garage Power-Washing begins on the 17th and ends on the 20th.

May – East Building North Balcony Window Panels and Vent Cover Project ends.

June – East Building South Balcony Railing Project ends.

July – Garage Structural Remediation Project begins.

August – East Building South Balcony Window Panels and Vent Cover Project begins and ends.

September – East Bridge Roof Project begins. Elevator (West and East Buildings) Project ends.

Paver Replacement Project in Swimming Pool Area begins.

October – Garage Structural Remediation Project ends.

November – Paver Replacement Project in Swimming Pool Area ends.

Survey of the Skyline House non-functional rooftop antennas has been completed. The Committee will adopt a resolution and recommend an antenna removal proposal to the Board of Directors for their approval, during its April meeting.

Garage elevator panel selections were presented to the Committee. During discussions the Committee determined the need to obtain and review the panel specifications before adopting a resolution for this item.

Come join us at future PPOC meetings. Upcoming items/projects we will be involved with Include: West Building entrance door, exercise room relocation/improvements, energy audit study, identifying ways/means to decrease cost of common area electricity, information technology and computer system upgrades, and inspection/evaluation of the Skyline House water supply pipes.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

Annual Report for 2011-2012

Members of our Skyline House Community, it is our pleasure to present to you the annual report of the FMC. It reflects the close collaboration of a fine and dedicated group of Committee members with Management and the Board. True, we were still running a deficit this past year, but it is not much more than half of what it was in 2010. The deficit went down from some \$44,700 to \$20,700. This coming year we hope to eliminate the loss altogether.

But for bad debts or uncollectable condo fees, associated legal costs, and our water and sewage account, we would have ended the year in the black. We had budgeted \$6,000 for bad debts, but we had to write off some \$30,000 in bad debt and kept another \$10,000 as doubtful assessments. This may sound high, but remember that it is less than 1 percent of our total income. Indeed, our delinquency situation is limited and compares quite favorably with many other condominiums.

Closely related to this cost are our legal fees: we budgeted \$18,500 in legal costs and ended up with roughly \$34,000. These costs were largely connected with trying to recover unpaid condo fees, although a small portion was required for advice on our prospective By-Law changes.

We were unable to keep our water costs within budget. We spent \$272,000 for water and sewage versus \$202,000 in the budget. The big issue here is the continued rise in rates rather than an increase in water usage.

But let me turn to the brighter side of our financial picture. Many of our accounts were as expected or below the projected budget share. Even our electricity account remained comfortably within budget. We did well in our investment accounts when we cashed in some GNMA's and made more than \$73,000. Much more important was the fact that when funds were needed for major planned projects or more mundane operational activities, they were there. This reflects careful planning over the years and annual updating of requirements in line with our five-year study that lists the major replacements and repairs. Overall our financial picture is good, particularly with our more than \$2 million in the Reserves.

This past year we completed the third phase of the balcony remediation. We expect to finish this multi-million dollar project this year. We recommended last year the replacement of the balcony panels with Hi-rise Windows as the contractor. The FMC endorsed a contract for the modernization of the garage elevators, a project that we had postponed several years, but that should now be launched. There were numerous other less spectacular projects which were nevertheless vital to the efficient operation of our building.

Several other plans are on the books, such as the replacement of the façade panels. This would be in line with the recommendation of the five-year reserve study. At this point, however, we may wish to slow down some of these projects in order to allow the replenishment of the working capital fund, which has been depleted by the successive deficits we have had. We expect to work closely with Management and the Physical Plant and Operations Committee to identify some projects that may be postponed. We will make our recommendations to the Board accordingly.

All this would not have been possible without the dedicated efforts of our General Manager Gusbey Silva and her able deputy, Tycia Haight, our Chief Engineer Greg Grimm, and all other staff members. We thank you for all your efforts. We are now looking forward to working with our new manager, Michelle Brown-Slaughter. Our thanks are due to our Treasurer Charley Roberts. It was a pleasure to work with you this past year. Above all we acknowledge the loyal support of our members: June Baker, Tremayne Bunaugh, Inge Chilman, Alina Gonzalez, Grace and Wayne Krumwiede, Gladys Manrique, and Liza Ruiz. We are fortunate to welcome three new members of our committee: Marie Aziz, Mike Cusato, and Karen Johnson. We are looking forward to another year in which we hope to strengthen the bonds between the FMC and the other committees, Management, and the Board, and above all the members of the Skyline House community.



COVENANTS COMMITTEE

Elayne Haymes, Chair

The Covenants Committee met on March 12, 2012. The Committee decided to look at the Rules and Regulations in numerical order throughout the year. We will begin by reviewing RULE 1 GENERAL and RULE 2 OCCUPANCY, which were published in the March newsletter. The Committee will hold a half-hour pre-meeting public discussion on these two rules from 6:30 to 7:00 p.m. before discussing them at the regularly scheduled meeting that starts at 7:00 p.m. on May 16, 2012.

The Committee will continue to establish and review any other new business that may arise, as well as conduct hearings on rule infractions, should they occur. The Committee has also established a formal sub-committee for the purpose of carrying out elections to the Board.

But most importantly, the Committee wishes to acknowledge and applaud the services of Joe Livingston, its Chairman for many years. And I want to add a personal note of thanks to Joe for sitting with me for several hours in my apartment, as he went through the requirements of the job in terms of knowledge and skills. Thank you, Joe.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. "Bob" De Mayo

Annual Report for 2011-2012

Good evening madam President, members of the Board of Directors, fellow owners and members of the Security, Safety & Neighborhood Watch Committee, who are: Ms. Inge Chilman, Ms. Hanna Jones, Mrs. Gladys Manrique, and Ms. Diane Zierderhoffer. I am most pleased to report to you that the state of safety and security at Skyline House is, in my opinion, **very good to excellent**, due in no small part to the untiring efforts of your Management Office staff, partnered with your dedicated Neighborhood Watch members, the members of this committee, and the ever-vigilant participation of you owners and residents.

Since my last report, the security officers we employ and manage here at Skyline House have conducted approximately 1,768 security sweeps of both of our buildings and the garage. Each sweep not only assures a high level of safety and security, but also acts as a recurring, **highly visible deterrent** against potential crime and possible vandalism. These sweeps have been augmented by volunteer Neighborhood Watch patrols, as well as the keen eyes of our maintenance & support staffers, and, of course, you owners and residents, as you go about your daily business of living.

Each security sweep and each Neighborhood Watch patrol keeps a keen eye out for any safety and security issue such as what we experienced last year: building maintenance doors left unclosed, unlocked, or ajar; resident doors with forgotten keys still in the locks; wet or slippery stairs or walkways that could cause a fall or accident; vehicles speeding in the garage or causing an unsafe condition for pedestrians or other vehicles; valuable Skyline House materials left unsecured; cars parked illegally according to our House Rules & Regulations; trespassers on our property; and, of course, any bad behavior exhibited by any person of any age in our hallways, galleries, lobbies or on our grounds.

Our security officers provide a written report after each shift. (Over the last year, they completed approximately 1,144 shifts. That's a lot of reports!) Each report is scrutinized by the Management Office, and sometimes by me, especially if a major incident has occurred. Such incidents are very,

very few and far between, and their frequency does not seem to be increasing. One such rare and unfortunate incident was the theft of a few bikes from the bike room in the East Building. The theft was recorded by our video surveillance cameras. We turned the video over to Fairfax County detectives, who termed it “really good evidence.” They identified the thieves, and the case was successfully prosecuted.

Our video surveillance cameras--selected based on this committee’s assessment--have performed very well. Their placement and performance are always under this committee’s oversight, and we will ensure that their surveillance effectiveness is always maximized.

In the coming year, this committee is tasked with a very exciting charge by the President of the Board. We will develop and publish a “Skyline House Emergency Action Plan” (EAP) tailored to our specific high-rise condominium needs. All the committee members are much energized by this task, especially examining how we, as a community, working together, could “shelter in-place” during a natural or man-made disaster. We will be soliciting your creative and pragmatic ideas at a “Town Hall EAP” meeting in the coming months. We will discuss what actions should be taken in order to remain safe in case one of the top four Fairfax County disaster scenarios occurs.

Those scenarios, agreed to by the regional Councils of Government, are: hurricane; tornado; a “dirty bomb” or a radiological attack; and a chemical, perhaps nerve gas, attack against METRORAIL or the National Capital Region. As part of that creative effort, I will invite a speaker from the Fairfax County Emergency Operations Center to speak at our open “Town Hall EAP” meeting. Please come, listen, and share your ideas and opinions. (By the way, Fairfax County just concluded a three-day emergency exercise assessing their response to a major tornado in the county.)

On another subject, I’m also inviting our local Mason District Police official to talk to us at a town hall meeting in a few months about what the police term the good, the bad and the ugly, that is, crime statistics from past years compared to now in the County, as well as our little corner of the Mason Police District. At the conclusion of the visit, we will open the session for your questions.

In summary, our main lines of security defense: our garage doors, our key fob tracking, our security officers’ patrols, our surveillance cameras, and our neighborhood watch coupled with your participation in security reporting have all contributed immeasurably to ensuring our safety during this past year. This committee pledges to continue to provide oversight to Skyline House Fire Safety issues as well, and to work closely with the local Fire Department and our Management Office to provide you the safest possible place to live and prosper. Thank you for your continued support.

Graphic Designers Needed!

Mike Hanson has volunteered to update the SHUOA Website, but he needs the services of a pro bono graphic designer.

Please contact Maria Elena Schacknies at mariaelena.shuoa.org or 703-820-2239 to offer your services.

Open SS&NWC Forum on April 11, 2012: Police Patrol in the Garage?

Pursuant to our Security, Safety & Neighborhood Watch Committee (SS&NWC) charter to ensure the highest standards of security and safety for residents, our Association President's mandate to strive to be a "model" condo with high standards for other high-rise condos to emulate, and our charter direction to liaise with Fairfax (FFX) County law enforcement agencies, we have engaged with officials over the past several years on many traffic safety, security and law enforcement issues. We have formed a close liaison with FFX Police and the Virginia Department of Transportation to enforce the ticketing of vehicles parked more than the allowable limit on roadways in our vicinity, as well as the towing/removal of "junk" cars from the streets fronting our Association properties. These efforts continue.

In mid-2010, the multi-homeowner-association Citizens Action Committee (CAC)--our county umbrella organization for NW--was briefed by a newly-hired FFX County "Parking Officer." His sole duty is to pursue the enforcement of "vehicle licensing and registration" codes, as well as enforcement of FFX Codes to catch **repeat** scofflaws of both traffic and parking tickets. Homeowner associations within the county have now permitted him periodic access to their properties to enforce such traffic, vehicle parking, registration and licensing regulations. The SS&NWC is now advocating the same consideration by the Skyline House Board.

It is self-evident that the enforcement of traffic safety and vehicular registration/licensing codes is good for our community from a roadway safety, driver personal safety, and county revenue perspective. Law-abiding residents of this county benefit since scofflaws--those who do not pay their proper vehicular registration, licensing taxes, and get repeated traffic tickets--are caught and pay up for using our roadways! It also sends a message that our county maintains a high benchmark of civic standards that applies **to all residents**.

To permit enforcement of such state and county codes by this police officer within our secure garage, the President of our Board must sign a letter of permission to the Chief, Mason District Police Department. Once it has been received, the FFX County Parking Officer will contact our Management Office and jointly explore procedures to permit the officer unannounced/unfettered access to our garage; he will determine how often a patrol of our garage and grounds is warranted (e.g., monthly, every 3 months, etc.). Since the Parking Officer is restricted from being an advocate of his duties, he can only *respond* to requests from county residents.

Therefore, we are holding a scheduled forum to gather and consider any concerns residents may have regarding why he shouldn't be granted access to our garage/grounds, and answer specific questions--as best we can about the County Codes he will be enforcing. It is our opinion at the SS&NWC that Skyline House, through this and other related actions, will continue to set high standards as a civic-minded condominium model for others to follow. **We look forward to your participation at the SS&NWC on April 11th and May 9th, 2012 at 7:00pm at the West Card Room, for an open forum following routine business. See the community bulletin boards for more information.**

In the meantime, please refer any questions/comments via e-mail to:
rdemayo@shuoa.org



COMMUNITY RELATIONS

Chair, Janice L. Hill

The Community Relations Committee met on Thursday, March 15, 2012 at 7:00 p.m. in the West Card Room with five residents attending the meeting. The February 16th meeting minutes were reviewed and adopted. Next a copy of a March 10th Washington Post article on the Pike Transit Initiative officials was provided. This article, and the feasibility of the initiative, were then discussed. The next actions on this Initiative are planned public meetings this spring and a decision on the proposal submitted to the Federal Transit Administration. Then the Committee discussed the frequency of meetings and whether or not monthly meetings were required for the Committee to comply with its charter. A proposal to limit the frequency of meetings to four per year was made with the provision that the Committee members would be ready to mobilize if there was a pressing issue or concern. The Chair will discuss this recommendation with the Board and advise the Committee at the April meeting.

April Meeting: At the April meeting, we will discuss the frequency of the Committee meetings, as well as activities for the rest of 2012. We are interested in your input, general suggestions, and specific ideas regarding activities for the Committee to undertake. Please submit your ideas to communityrelations.shuoa@gmail.com. And please join us at our next meeting, on Thursday, April 19, at 7:00 p.m. in the West Card Room.

DID YOU KNOW: The Fairfax County Solid Waste Management Program will host a document- shredding event at the Mason District Governmental Center, 6507 Columbia Pike in Annandale, on Saturday, May 19, 2012, from 8 a.m. until 12 noon.

GOOD NEIGHBORS

Good Neighbors assist residents in need of temporary help due to illness or emergency. Services provided are typically short-term and in the local area. For example, picking up mail or prescriptions or making small grocery purchases.

Anyone experiencing a medical emergency should call 911 immediately.

APRIL

JULIA BATES 703-845-0746

FRAN STAMM 703-998-8221

Good Neighbors welcomes new members to assist those in need. If you are interested in serving your neighbors, Coordinator Toska Prather or Virginia Fissmer. Their contact information is listed in the newsletter directory.

MAGAZINES KINDLY REQUESTED

Thank you very much to the Skyline residents who have been faithfully donating their magazines via the collection box located at the Front Desk. Your contributions are routinely distributed to Alexandria Hospital and other medical facilities such as Chemotherapy and Dialysis Units and Cardiology and Specialized Medicine waiting rooms. Your donated magazines provide much needed distraction for patients awaiting or going through difficult medical procedures and help to break up some very long hours for family members and friends accompanying and visiting those patients.

Please remember to donate your current (please no old/outdated) magazines to the Front Desk. If you have any questions regarding this much appreciated program, please call Marilyn Baker at 703-671-6759.

RECREATION COMMITTEE: LOOKING FOR PEOPLE WHO CAN MAKE THINGS HAPPEN AT SKYLINE HOUSE

By Grace Krumwiede

Isn't it about time we had a Recreation Committee again at Skyline House? For years we had a group of residents who gave their time and talents to plan, prepare and participate in social activities in our beautiful Club Rooms. We had Happy Hours, potluck dinners, Christmas parties, Super Bowl watching, and even some events during summer months near the pool. It was a great way to meet neighbors, form friendships, and build a sense of Community at Skyline House. Raffles at Happy Hours raised money to put on many of these activities.

We can do it all again if our residents, both Unit Owners and renters, show interest in making Skyline House a place where we have community spirit and where we can talk with each other about the development of our community. Our newly formed Community Relations Committee will also help us to keep informed about what is going on outside regarding new development projects, transportation, and so forth.

If you are someone who wants to help get a Recreation Committee started, what do you need to do?

First, **think about volunteering to be the Chair or Co-Chair.** We can't really get going without committee leadership. According to its charter, the Committee's responsibilities would be:

1. Conduct periodic informal parties for the purpose of bringing residents together.
2. Take responsibility for gatherings for a specific purpose, such as holiday feasts, honoring volunteers, recognizing a special event, theme dinners, etc.
3. Sponsor a variety of outside activities for the entertainment and amusement of residents (e.g., theater parties, sightseeing trips, excursions, etc.)
4. Assist committees of the Association, when requested, in conducting get-togethers to stimulate participation on those committees and in the activities of Skyline House.
5. Plan for, or assist in, any activity which will enhance the volunteer involvement of residents.

This charter provides opportunities to plan and hold interesting events. The Chair and other members can help to make Skyline an exciting and welcoming place to live. Eventually, after the Recreation Chair and Committee have planned several events, one or two individual members might take responsibility for an event. Full-time employment does not exclude you from volunteering. So often, even the busiest people find time for community service. If you like meeting and talking with people, and the idea of strengthening our sense of Community, you will find chairing the Recreation Committee a very satisfying endeavor.

If you wish to serve as Chair or Co-Chair, please contact Maria Elena Schacknies at mariaelena.shuoa@gmail.com or call 703-820-1904. Once the Chair position has been filled, residents interested in being committee members will be invited to contact the Chair or a Co-Chair.

Help to make Skyline House a friendlier and more fun-loving place to live.

A CALL FOR VOLUNTEERS COMMUNITY RELATIONS COMMITTEE

THE BOARD OF DIRECTORS HAS RE-INSTITUTED A COMMUNITY RELATIONS COMMITTEE (CRC). JANICE HILL CHAIRS THE COMMITTEE, WHICH ENSURES THAT SKYLINE HOUSE HAS A VOICE IN COMMUNITY MATTERS AFFECTING US ALL.

PEOPLE INTERERESTED IN SERVING ON THIS COMMITTEE SHOULD PLEASE EXPRESS THEIR INTEREST TO:

JANICE HILL AT Janicelh21@gmail.com or 703-415-1537

What follows is a working draft of a Charter for the re-instituted Committee

Skyline House Unit Owners' Association COMMUNITY RELATIONS COMMITTEE Charter

The purpose of the Community Relations Committee (CRC) is to establish and maintain relationships with the community at large and to advise the Board on issues of potential interest to the Association. The CRC will assist the Board in keeping current with external affairs that might have an impact on the Association and its members.

Specific CRC responsibilities include:

Serve as an information channel to the Board and residents on issues that may affect the community at large and Skyline House residents as members of this community, including issues such as zoning, public transportation, revitalization and construction.

Establish cooperative relationships with other community associations, public service organizations and interest groups to identify opportunities for joint action benefitting Skyline House Unit Owners and residents as well as the larger community and, with the approval of the Board of Directors, send Skyline House representatives to public hearings and meetings and review and report findings which may affect the Association.



SKYLINE HOUSE CALENDAR

APRIL 2012

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Library Open 7:00 – 8:00 p.m. East Penthouse	3	4	5	6	7
8	9 Library Open 7:00 – 8:00 p.m. East Penthouse	10	11 Security, Safety & Neighborhood Watch Comm. 7:00 p.m. W. Card Room	12 Physical Plant and Operations Committee 7:00 p.m. W. Card Room	13	14
15	16 Library Open 7:00 – 8:00 p.m. East Penthouse	17	18	19 Community Relations Committee 7:00 p.m. W. Card Room	20	21
22	23 Financial Management Committee 7:00 p.m. W. Card Room Library Open 7:00 – 8:00 p.m. East Penthouse	24	25 Board Meeting 7:00 p.m. W. Card Room	26	27	28
29	30					
GOOD NEIGHBORS: Julia Bates (703) 845-0746 and Fran Stamm (703) 998-8221						

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