

The House Special



Volume 32 Issue 12

Skyline House

December 2012



BOARD OF DIRECTORS

President, Maria Elena Schacknies

This is our last Board meeting of 2012, and I want to take this opportunity to wish you a Wonderful Holiday Season and a Great and Happy New Year. Thank you all for the support and encouragement you have provided this year, which helped me to fulfill my responsibilities as President of this Association. It has been a pleasure to work with Management. Their professionalism and dedication is outstanding, and it is much appreciated.

On November 1st, we had a special Board Meeting to address the 2013 Budget. The Board voted to give Management the authority to go ahead with the administrative preparations needed to inform owners of their new condo fees. The Board also ratified its unanimous vote to increase the condo fees by three percent.

2013 will be another busy year for Skyline House. We have eight major projects to address:

1. **Garage Repair Project** - Repair to areas of the garage's foundation, driveways and walls has been postponed until spring 2013 due to cold weather.
2. **Bridge Project** - A new rooftop will be retrofitted over the bridge that connects the garage with the East Building. Water tests will be conducted to determine where water leaks are penetrating the structure, and those areas will be repaired as well.
3. **Pool Deck** - Water tests will be conducted to determine where the leaks are most prevalent. Replacement of the concrete pavers will be done after the primary and secondary surfaces have been repaired.

4. **Landscape Contract Re-bid** - The four-year contract expires in the fourth quarter of 2013 and must be re-bid.
5. **Cox Cable Contract Re-bid** - The five-year contract expires in the fourth quarter 2013 and must be re-bid.
6. **East Party Room Renovation** - The damaged parquet wood and sub-flooring must be replaced due to water damage. The room itself will get a face lift and new furniture.
7. **Replacement of Lobby Gallery & Corridor Wall Panels** - The wood surfaces on the columns in the lobby and corridors will be replaced since many of them are badly scratched, chipped and dented. The color of the columns will match the mailbox wood panels, as well as the wood structure that supports the stone surface and window-seats in the galleries.
8. **Lobby Furniture Project** - The two large couches in the lobby as well as the corridor cushions will be re-upholstered.

This means that the Physical Plant and Operations Committee (PPOC) and the Financial Management Committee will have their hands full. These two committees will assist Management effectively and efficiently to facilitate implementation of these eight projects. I have full confidence that the PPOC will develop an implementation plan no later than January, to ensure that they are able to handle all of the projects in a timely manner.

In addition to these major projects, numerous routine maintenance projects such as window washing will be undertaken. And we have learned to expect the unexpected, since there is always the possibility of unanticipated events that require additional work. For example, though we escaped major damage from super-storm Sandy, the storm did necessitate 27 separate repairs.

The Board approved a change order to Eastern Waterproofing in the amount of \$51,880 to repair numerous leaks in units in the East and West Buildings caused by super-storm Sandy.

Planning for the Annual Elections is well under way. Next year's Annual Election, as you know, will also include voting on five proposed amendments to the By-Laws. We have consulted with our Attorney, who concurs with our plan to include voting for Board members and voting on the By-Law proposals on a single ballot. All Unit Owners will receive a packet that contains the informational material and instructions on how to vote by proxy before the annual meeting or in person on March 26, 2012, Election Day.

Susan Weber has graciously agreed to work on the drafting of a Handbook on Governance. Directors Karen Johnson and Norm Baker will also participate in this effort as needed. The hope is to have a training tool that will help new Board members be as effective as possible based on the governing realities of Skyline House.

George Ferguson from the Bailey's Crossroads Host Lions Club informed us that he picked up 20 pairs of eyes glasses from the donation box at the Front Desk. He thanked all the residents who contributed the eye glasses.

The West Lobby door has been a subject of discussion within the Physical Plant and Operations Committee, and the Skyline House community at large, for some time. Concerns have been expressed regarding heat loss during winter, and cooling loss during summer, that results from opening that door. And it also presents the opportunity for unauthorized persons to enter the building. These are legitimate concerns. But, notwithstanding considerable discussion of the issues, practicable structural solutions have not been identified. Therefore, at the November Board meeting, I announced that structural modifications

of the West Lobby entrance will no longer be considered by any committee or taken up by the Board of Directors. We have more important issues to consider--issues that we can realistically expect to resolve.

Bob De Mayo, who has been the dedicated, energetic and effective chair of the Security, Safety and Neighborhood Watch Committee since 2006, will be vacating his position in January 2013. Bob has made our safety and security a constant, top priority, and he has served our condo community very ably. He has reached out to local law enforcement and fire departments both to bring us important information and advice from these safety/security experts, and to make sure that Skyline House has their attention, that they aggressively address incidents and issues affecting us. While he has forged these external relationships, he has also contributed equally through his involvement in the governance and management of Skyline House. Among many other committee projects, residents will recall seeing Bob and fellow committee members by the mailboxes, encouraging participation in the annual National Night Out to support local law enforcement. We became involved in that activity thanks to his initiative. Most recently, you've seen him and Neighborhood Watchers working in the garage to increase our safety by reminding motorists to turn their lights on in the garage. After last year's earthquake, Bob willingly accepted the challenge of developing an Emergency Action Plan for us in the event of future threats to our safety, and it is progressing nicely. Bob also serves on the Board of Directors. His shoes will be extremely difficult to fill. But I believe that our community includes other Unit Owners who are civic-minded, and who have the leadership skills necessary to chair the Committee. And I sincerely hope that they will step forward. Elsewhere in this newsletter, a want ad for this position appears. **Bob, we will miss you, and we are deeply grateful for your many contributions to Skyline House. Thank you!**



MANAGEMENT

General Manager, Michelle Brown Slaughter

Community Property Management System (CPMS): We have just completed the installation of a new Database Application system that will enhance our ability to keep track of the many aspects of life at Skyline House, and improve our ability to serve the community. The system will help Management maintain orderly information on Units, Residents, and Owners, as well as Vehicles and Parking Spaces, Storage, Bicycles and other data.

Among the features that will make life easier for both residents and the Front Desk staff:

- **Package Delivery Logging and Tracking:**

All Packages received for Residents from Fedex, UPS, etc., will be logged into the system and residents with e-mail addresses on file will automatically receive an e-mail informing them of the delivery. After packages are picked up, a follow up e-mail will confirm receipt of the package by the Resident accepting delivery.

We encourage all residents to supply us with their correct e-mail address for this purpose. This will ensure more timely notification, and spare the Front Desk staff from having to inform Residents by telephone, or leaving voice messages.

In the past, the Front Desk staff logged all packages in a large and cumbersome log book. Residents picking up a package were requested to sign for it in the Log Book. This represented potential privacy and security issues, since the Log Book could be inappropriately accessed, and signatures could be seen by other residents.

With the new system, Residents picking up a package will sign on a special electronic Signature Pad. Pick-ups will be securely recorded in the system and will be accessible only to Management and Staff.

- **Guest Parking:**

As we all know, a limited number of Guest Parking spaces are available. To guard against unauthorized vehicles occupying these spaces, making them inaccessible to bona fide guests' vehicles, strict rules govern overnight parking by Guests of Unit Residents. In the past, Guests were required to enter information on their vehicles in a log book kept at the Front Desk. The new system will let Guests log their Vehicles using a Touch Screen that will record their Vehicle Tag Numbers. The system will then check on the number of times the Vehicle has been parked **overnight**, and inform the Guest if he/she has permission to park or, alternatively, if he/she has exceeded the annual limit on overnight guest parking.

Security has been tasked to compare Vehicle Tags authorized to park, with Tags of vehicles actually parked in the Guest Parking Areas. Any Vehicle whose Tags do not appear on the authorized list **will receive a large bright orange parking violation sticker on the windshield of their car, which will then be towed at the owner's risk and expense at a time that is specified on the sticker. All guests will be responsible for accurately entering their Tag Number and State on the new touch-screen.**

We request that you notify your Guests of the new system. It is designed for the security and convenience of the whole community.

- **Amenities Scheduling:**

In order to facilitate scheduling Skyline House Amenities that are available for the benefit of all Residents, such as the Party Rooms, Freight Elevators, Loading Dock and Swimming Pool, a new system will soon be in place that allows Residents to reserve these amenities. It is designed for convenience and to avoid scheduling conflicts. This will be accessible by the Management and Front Desk staff.

Balcony Panel Project, East Building: Hi-Rise Windows completed this project on October 15th, and the final payment was made in November.

Elevator Repair Project: Due to minor delays, repairs are not expected to be completed until year end. Renovation to the interior walls and floors has progressed on the West garage elevators and should be completed by or before the end of November. Renovation to the interior walls and floors on the East garage elevators will begin when the first car is placed back in service. It should be completed by or before the end of December. Notices will continue to be posted as the contractor notifies us when the elevators will be out of service.

Garage Repair Project: Whitlock, Dalrymple, Poston & Associates (WDP) is working with Management to select the final bidder to perform garage repairs. Of the seven contractors invited to bid, only three did so. WDP invited all three bidders to participate in a final conference call meeting on November 27th to review the bids submitted. The successful bidder will be selected by the end of November. The manufacturer of the materials to be used in these repairs recommends that the work be done when the temperature is 42 degrees or above. Therefore, this project has been postponed until spring 2013, due to early cold weather.

Façade Window Leaks, Eastern Waterproofing: The contractor has initiated repairs on the 13 units with window /water leaks. Water tests were conducted first to determine the water penetration areas. Once this had been determined, several units' windows were caulked and sealed. Others sustained more extensive damage which required removal of bricks and repair to the flashing. These repairs fall under the \$34,000 repair proposal already under way. However, after super-storm Sandy, an additional 18 units were reported with a total of 27 water leaks due to the high winds. An additional bid was received of

\$51,880, versus a time and material proposal. A recommendation from PPOC to the FMC is required with final approval needed from the Board to repair these units while the contractor's swing stages are still in place.

Consultants: WDP was on hand in October for garage repair engineer consulting and bid oversight. Also during the month, Smislova, Kehnemui & Associates provided engineering consultation and oversight for the window leak repair work performed by Eastern Waterproofing.

Landscape Non-Contract: During the month of October, our landscaper removed three trees and pruned several others. Due to this action, the property sustained little or no major damage during Sandy. Only one tree on the S. George Mason Drive side of the property (near the bus stop) was damaged. Subsequently, in-house staff removed the fallen tree branch at no additional cost!

Bird (Crows) Problem Update: First, we thank those who have shared your concerns about the migration of the crows. The crows are on a migratory path that may last up to two months. My understanding is that they migrate every 1-2 years, in the same areas. From the Penthouse floor, we have watch the birds fly from the trees at Northern Virginia Community College (NOVA) over to our property. They start around 5:30-6:00pm, and continue in waves. It's amazing how many birds there are!

We are fully aware of the crow problem and have already talked (on several occasions) with both **Fairfax County Health Department (John Vandervort 703/-246-8413) and Dage Blixt, Biologist and Supervisor of Wildlife at the United States Department of Agriculture (USDA) (703-897-7488)**. The health department was happy to hear that we've already spoken to the USDA on this matter. We have taken the following steps that we hope will help scare the crows away from Skyline House:

- Hung CD's and aluminum foil from several trees, since the birds don't like shiny objects.
- Hung bird feeders filled with red hot pepper corns, which the birds don't like.
- Advised residents to use clay decoy owls, balloons and or WD-40 oil on their balcony railings if the birds are roosting there. (To our knowledge, this has not been a problem.)

We realize these efforts may not adequately address the problem, but we have at least taken the same steps as our neighboring properties, The Square and The Plaza. Our challenge is that:

- USDA will not initiate the time-consuming bureaucratic process necessary to secure authorization for us to use poison (corn) to eliminate the birds.
- The county health department is mainly concerned about the droppings the birds leave behind. So we are watching to assure there are no major areas of bird droppings left on the grounds. Our staff has hosed down areas in the parking lot where droppings have accumulated. We also contacted the Virginia Dept. of Transportation to request that they clean the sidewalk areas on the South George Mason Drive where droppings have accumulated. They gave us a work order (#1976901) on November 28th.
- There is also the serious problem of the droppings on cars from birds roosting in our trees. Most people seem to be getting their cars cleaned at the local car wash, or they're using a car cover. The only other option is for people to park their cars elsewhere. However, the entire Skyline area has been effected, not just Skyline House, including the shopping centers, public parking areas, NOVA, the Coke plant, and both Skyline Square and Skyline Plaza.

If anyone has any other suggestions (besides killing the birds), we'd love to hear them.

Balcony Door Painting project: Using in-house staff, Management began the balcony door painting project. The project will continue as long as the weather permits. If door-painting in units that are scheduled, or were scheduled but missed us, cannot be completed before the weather becomes too cold, this work will be done next spring. Residents do not need to call the Management Office to reschedule. Please note: Window frames are not a part of this paint project. Residents can purchase Sheila Shine from the Front Desk or their local store, to clean up window frames.

Attorney Fees for Unit Owners Collections: \$4215 was paid to the Association's attorney in October for routine delinquency collections and three judicial foreclosures. For one of the foreclosures, the amount past-due has been paid, but we have not yet received the attorney's bill for services rendered on this case.

General Legal Fees: \$1524 was paid to the Association's attorney in October for general legal services.

Collections update: As of the end of October, six units were delinquent for 60 days or more in the total amount of \$33,779. Collection is being handled by the Association's attorney. Two of the three above-mentioned units pending Judicial Foreclosure owe a balance of \$25,394. In August, one of the three units paid the total assessments due, and now has a credit balance of \$326, but we have not yet received our attorney's bill for his work on this foreclosure. At the end of October, the total delinquent balance for the remaining four units was \$8,386.

	<u>Judicial Foreclosures</u>	<u>Other Delinquencies</u>	<u>Total</u>
October	\$25,394	\$8,386	\$33,779



TREASURER'S COMMENTARY

Treasurer, Charles K. Roberts

Good News and Good News

Development and execution of the Association's annual operating and reserve budgets remains an imprecise science. Because the Association cannot operate at a deficit, the tendency in the planning process is to estimate anticipated expenses cautiously and adjust Association Dues upward accordingly. What happens when annual revenues exceed actual expenses? The surplus is designated "Undistributed Members' Equity" and credited to accounting line 35100, also referred to as the "Working Capital Fund."

The Working Capital Fund is regarded as a component of the Association's reserves. However, since it is accumulated from excess revenues in the operating fund, it is used to defray unanticipated or underestimated operating expenses. Continued accumulation of large sums in the Working Capital Fund clearly would violate sound financial management practice and result in condo fees higher than they need to be.

In principle, Working Capital Fund balances should be used in the year after which they are accumulated. In practice, this simply does not work because the balance of the Working Capital Fund cannot be determined until the annual audit is completed. Annual audit results are delivered in March, long after the Board must approve the annual operating and reserve budgets and set the Association dues. Consequently, spending down large balances in the Working Capital Fund is an iterative process likely to last several years. In the early years of this process, funds paid by Unit Owners through their Association Dues lie unspent. In the later years of the process, there is a minimal cushion available to defray even the smallest cost overruns or unexpended expenses.

2012 has found the Association at the end of a spend-down cycle. At the end of 2007 the audited balance of Undistributed Members' Equity stood at \$226,625. That figure declined to \$172,253 in 2008, \$69,839 in 2009, \$25,106 in 2010, and \$4,402 in 2011. It became clear after receipt of the 2011 audit report that the Association could not continue this trend without suffering a deficit in the operating funds account. According, the Board adopted a resolution stating our policy that, in the event of an operating fund deficit, funds would be to borrowed for a short term from the cheapest and most readily available source: our reserves. That resolution proved controversial among some of our members, but I believe that was because they did not take the time to examine the alternatives, all of them less palatable in my view.

The good news, however, is that with few significant invoices yet to be received, it appears that the Association is likely to end the current business year on December 31st with a small surplus in the operating funds. This is due to excellent management by General Manager Michelle Brown Slaughter and her management team and generally favorable experience in weather-related expenses.

The Association should not depend on reserves to cover unanticipated operating expenses. However, the availability of short-term loans from the reserves enables those developing the budget to sharpen the pencil and propose line item amounts based on genuine cost expectations. This should act as a constraint on future increases in the Association Dues, which is, I hope you will agree, more good news.



INFO FROM THE ENGINEER

Chief Engineer, Greg Grimm

Christmas Tree Bags

Once again **FREE** Christmas Tree bags are available at the Front Desk, **while they last**. The bags prevent the scattering of pine needles around your unit, in the corridors, and in the elevators when you dispose of your tree.

Christmas Tree Safety Tips

For many people, decorating the Christmas tree is a favorite part of the holiday. But the National Safety Council reminds us that natural and artificial Christmas trees start an average of 250 home fires each year. These fires cause approximately 14 deaths, 26 injuries and \$13.8 million in property damage yearly. The Council offers the following safety tips to make sure a mishap doesn't spoil your holiday season.

1. Try to select a fresh tree by looking for one that is green. The needles of pines and spruces should bend and not break and should be hard to pull off the branches. On fir species, a needle pulled from a fresh tree will snap when bent, much like a fresh carrot. Also, look for a trunk sticky with sap.
2. Cut off about two inches of the trunk and put the tree in a sturdy, water-holding stand. Keep the stand filled with water so the tree does not dry out quickly. Stand your tree away from any fireplaces, radiators and other heat sources. Make sure the tree does not block foot traffic or doorways.
3. If you use an artificial tree, choose one that is tested and labeled as fire resistant. Artificial trees with built-in electrical systems should have the Underwriters Laboratory (UL) label.
4. Only use indoor lights indoors, and use outdoor lights only outdoors. Look for the UL label. Check lights for broken or cracked sockets, frayed or bare wires, or loose connections. Replace or repair any damaged light sets. Also, use no more than three light sets on any one extension cord. Extension cords should be placed against the wall to avoid tripping hazards, but do not run cords under rugs. Turn off all lights on trees and decorations when you go to bed or leave the house.
5. Always use the proper step stool or ladder to reach high places. Read labels before you use materials that comes in jars, cans and spray cans. Never place lighted candles on a tree or near any flammable materials.
6. Avoid placing breakable tree ornaments or ones with small, detachable parts on lower branches where small children can reach them. Do not hang popcorn chains and candy canes on the tree when small children are present. They may think that other tree ornaments are also edible.



PHYSICAL PLANT & OPERATIONS

Co-Chairs, Gary Akin & Al Lambert

The Physical Plant and Operations Committee (PPOC) met on November 8 at 7:00 p.m. in the West Card Room. The following items were discussed and/or recommended for further action:

Procurement Policy: Currently, the policy is under review by the Financial Management Committee (FMC). Once their review is complete and comments have been provided to the PPOC, it will, in turn, adopt and transmit a resolution to the Board of Directors (BoD) for consideration during their January 2013 meeting.

West Side Double Glass Door: Please note name change from “**West Lobby Door.**” The white paper has been sent to all Committee and Board members for their review and comment(s). [At the subsequent Board of Directors meeting, the Board President directed committees to cease consideration of structural changes to this entrance.]

Toilet Replacement Initiative: Mr. Lambert explained that Management had offered in the past a toilet replacement program to encourage Unit Owners to install water-efficient toilets. He said many Unit Owners took advantage of this program and recommended that it be resumed. Ms. Slaughter took this recommendation under advisement.

Water Collection System: Research and dialog continues for the purpose of determining the benefit(s) of such a system. Findings will be discussed leading to adoption of a resolution at the January 2013 PPOC meeting.

Crow Eradication: The Committee discussed the current crow problem along with ways (past and present) used to prevent the crows from roosting on Skyline House property and/or trees, or to reduce their presence on the property. Actions are underway by Management to address this problem.

Maintenance Calendar: The Committee discussed this item briefly and decided to have a special meeting with Management in January 2013, for the purpose of planning the 2013 Maintenance Calendar. Sound cooperative planning should ensure that Management and the PPOC can effectively coordinate their efforts so that all upcoming items are fully addressed in a timely manner.

Non-Emergency Penthouse Lights (Energy Saving): Deferred to the January 2013 PPOC meeting.

Monthly Walk-Around: Mr. Lambert recommended that the next walk-around be postponed until the new year since the Committee does not meet in December. The Committee agreed and will schedule the next walk-around item at its January 29 meeting.



FINANCIAL MANAGEMENT

Chair, Wynfred Joshua

The Financial Management Committee met on Monday, Nov. 26. For the month of October total income was \$340,966 with expenditures of \$205,777. Total income less expenditures amounted to \$135,189. The monthly Reserve Contribution was \$116,214, leaving an income before taxes of \$18,975.

As we reported last month, we significantly increased estimated taxes to cover what we would owe on the capital gains from the sale of our treasury bonds. At the advice of our auditor, we paid \$40,000 in estimated federal taxes and \$10,000 in state taxes. If we compare this month's Financial Statements with our originally planned budget for October, we ended this month with a deficit of \$31,025. We note,

however, that this is a temporary paper loss only; our capital gains will be added to our Working Capital account, which will provide us with sufficient funds to cover the tax liability. Indeed, we will be ending this year with a gain primarily because of the profit we made on the sale of the treasury bonds.

Regarding current expenses, legal fees incurred for collecting late condo fees were \$3,382, over budget. This was largely due to our attorney's work on the judicial foreclosures of three delinquents. So far for the year the figures for this account are \$31,691 more than we had budgeted. Regarding utilities, our electricity bill came in some \$8,000 under budget; the water and sewer account is running more than \$13,000 over budget. This is to a great extent due to the sewer account. Landscaping expenses for this month were \$2,660 over budget, largely because of storm-inflicted damage, including the need to remove three dead trees. Other accounts were more or less in line with what we had budgeted.

Total delinquencies decreased roughly \$4,000 since last month, reflecting payments by some of the owners who were more than two months past due. Renter-occupied apartments increased slightly; we have now 134 rental units and 422 owner-occupied apartments, although some of the latter are empty.

FMC members reviewed the reworked draft of the Procurement Contract Procedures which reflected most of the comments members had made at the October meeting. The revised draft sought to present a workable process while at the same time allowing Management more leeway and avoiding micromanagement by the committees or Board. A copy of the draft has been provided to the PPOC.

The FMC discussed the proposal of Eastern Waterproofing for 27 additional leak repairs in 18 units. Taking into account that some of the units have multiple leak areas, the average cost per repair area comes to \$1,921, in contrast with the ongoing repairs which came to \$2,429 per area. Tests indicated that Eastern Waterproofing's work has been satisfactory. The total proposal for the additional repairs runs to \$51,880. Funds are available in the Reserve schedule and will be charged to the Façade Interim Tuck-pointing and Repairs account. We will have the standard guarantee of one year. In light of the urgency to fix the leaks and to preclude the contractor from removing his crews and swing stages when the current repairs are done, the FMC voted to recommend to the Board to approve the additional contract and have Eastern Waterproofing continue with the repairs.

Because the third Monday in January is a holiday, the next meeting of the FMC will be on Tuesday, 22 January 2013. As always, we welcome residents to join us.



COVENANTS COMMITTEE

Chair, Elayne Haymes

The Covenants Committee met at 7 p.m. on Tuesday November 20. The meeting had been rescheduled one day earlier due to the Thanksgiving holiday.

In Tycia Haight's absence, her Incident Report was reviewed by the Chairperson. A discussion ensued related to reducing the time spent by the Committee reviewing all the closed incidents over the previous two months. It was felt that a written report of closed incidents could be given to the members, thus freeing up time to pursue open and more serious cases and other issues.

Under New Business the Committee was to review *Rules #5--(Access to Building)* and *Rule #6--(Reception Desk Services)*. However, under *Rule #5* the Committee had a question about the key fob log, how it is tracked, and what is the experience of Service Desk personnel in requesting sign-up by those who live here but do not have a fob. Because these questions could not be answered, review of *Rule #5* was held over for the next meeting in January 2013.

Similarly, *Rule #6* on Reception Desk Services was held over because of questions related to the suggestions made by Management. While these changes appeared minor, the Committee members wished to clarify information with Management before making any changes.

Under Old Business the election process and Election Subcommittee was discussed, including the need to have Sonia Livingston come to the next meeting to help explain how the Election Subcommittee functions. The Chairperson asked the Committee members for volunteers to be on the Subcommittee and also contacted Hannalore Jones to discuss the work of previous Subcommittee volunteers. Ms. Jones said she would ask another volunteer to assist in stuffing the envelopes for the election in March.

Rules # 7 (Proper Dress) and Rule # 8 (Move-ins, Move-outs and Deliveries) will be reviewed next.



SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Robert J. “Bob” De Mayo

During the open microphone session, a resident of the West Building expressed concern about rumors to the effect that the West Mail Lobby exit would be closed permanently. He was informed that the SS&NWC had made no such recent proposal, that it was the Committee’s understanding that existing safety and fire regulations would prevent the sealing of the doorway, and that there must be an emergency exit there always. [At the subsequent meeting of the Board of Directors, the President of the Board announced that this issue will no longer be considered by any committee or taken up by the Board itself.]

All residents, especially those who live in the West Building, must protect building access doors from unauthorized access and crack down on “unauthorized tailgaters” entering behind legal residents of Skyline House. Residents must direct persons who seek entry but do not have their own keys/fobs to register at the Front Desk, and must not open the West Mail Lobby door for unrecognized persons and non-residents. On that note, hats off to Dee Martinez of the West Building from the SS&NWC for being super “security conscious”! She recently refused entry to an individual without a key at the West Mail Lobby door. The individual was reportedly a very nice lady who said she was going upstairs to work in someone’s home and had to get in because she was late. Dee directed her to the Front Desk for sign-in. As she observed, such people are frequently granted access by residents. Access by unauthorized people threatens the safety and security of all residents.

Following the open mike session, the meeting was called to order. In attendance were Mr. De Mayo, Ms. Jones, Ms. Trottier, Mr. Hanson, Ms. Manrique, and Ms. Zierhoffer. Ms. Chilman had an excused absence. Ms. Tycia Haight attended for the Management Office (MO).

Citizen’s Advisory Council (CAC) Recap: A Neighborhood Watch member attended the meeting of the Citizen’s Advisory Council on November 6.

- A farewell salute was given to Mrs. Thelma Smith, who along with her husband, Ed, were instrumental in establishing the Mason District CAC.
- Officer of the Month (OOM) was awarded to Police Officer Curt Woodward who talked a disturbed, disgruntled man off the roof of a bank. For next month, one OOM nominee was offered: an officer who, in conducting a traffic stop, arrested two people in possession of 50 bindles of heroine, one-fourth kilo of crack cocaine, and a large amount of cash and morphine; sounds like a shoo-in to me!
- CAC Officers were elected: Chairwoman, Beth Lynch; Vice Chair, Gabe Goldberg; and Secretary, Rita Tag. They will begin serving on January 1.
- A nationwide search is underway for a new Police Chief for Fairfax County.

- Officer Matt Chapelle is the new Traffic Enforcement Officer.
- Four new police officers began work in Mason District on November 5.

Garage Driver Safety: The Chairman thanked all Neighborhood Watch members for their recent participation in our “Headlights in the Garage Safety Campaign.” Our next safety campaign, in early December, will focus on cautioning some speeders in our garage who are recklessly driving much too fast up and down parking ramps.

Management Office (MO) Updates:

- No incidents were reported in October.
- Neighborhood Watch reports concerned mostly maintenance issues for follow-up and reports of vehicles in the garage displaying no Skyline House stickers.
- Security guards will be thoroughly trained on Management’s expectations when working events in the Party Rooms. Some of these events have been staffed in the past with non-core staff. Key responsibilities such as managing the noise level and preventing guests from moving furniture will be emphasized. Because of limited guest parking and the large numbers of guests, residents who reserve the Party Rooms on weekends can secure parking spaces across the street for their events by providing an advance deposit for each parking space. [For details, consult *Rule #23—Party Rooms (Requirements for Private Use)* in the *Skyline House Rules and Regulations*, or consult the MO.]
- The MO has ordered brightly colored adhesive stickers for those vehicles violating our safety and parking policies; procedures for their application and use are being developed. Suggestions are to apply them to the driver’s windshield when violations are detected. In addition to Courtesy Officers, the Chairman has requested that Neighborhood Watchers be trained in their use and authorized to apply them when necessary.

New Business:

- New joint Management Office- SS&NWC procedures for notifying residents of significant Safety or Security issues were discussed. The Committee believes that residents must hear accurate information to counter the false or inaccurate information circulating through the rumor mills. A well-informed population will better protect itself. The MO and the Committee collaborated on a memo addressing this issue. It has been posted on building bulletin boards.
- The possibility of official credentials for NW patrollers--e.g., photo IDs displayed on lanyards--was discussed.
- The Emergency Action Plan is still a work-in-progress.
- The Committee also briefly discussed whether residents would be interested in participating in a Fairfax County Sheriff Department Child Identification Event leading to an official child ID card.

Mr. De Mayo announced that he would vacate his SS&NWC Chair in January, and Skyline House is looking for a new chairperson.



COMMUNITY RELATIONS

Chair, Janice L. Hill

The Community Relations Committee (CRC) met on Thursday, November 15, at 7:00 p.m. in the West Card Room with 20 residents attending.

Mason District Supervisor Penny Gross joined the group and provided updates on various activities within the county as well as addressed a number of residents’ concerns. Supervisor Gross recognized there were problems county-wide with the recent election and that the Skyline location had some problems. Many County polling places reported long lines, excessive waits and other voting issues. The last vote cast on November 6 in Fairfax County was at the Skyline polling location at 10:30 p.m. The poll

closed at 7:00 p.m., but three and a half additional hours were required to accommodate people who had been in line at 7:00 p.m. Fairfax County Board Supervisor Sharon Bulova will recommend the creation of a bi-partisan commission to review and make recommendations regarding the County's election process.

Supervisor Gross also provided an update on the George Mason Drive pedestrian bridge and advised that repairs will resume soon. This project is anticipated to be completed by the end of this year. She also took a resident's complaint about the Build America complex and will report it to the proper county office. This was a very well received and informative meeting.

We continue to seek your ideas, suggestions and feedback and invite you to join us at an upcoming meeting (third Thursday of the month). Our next meeting is January 17, 2013. At that meeting we will finalize plans for a spring activity.

Wishing you a wonderful holiday season and hoping 2013 will be a year of great happiness, success, and abundant good health. Have a terrific 2013!



RECREATION COMMITTEE

Chair, Sharon Milton

The Recreation Committee met on November 5, 2012 at 7:00 p.m. in the West Card Room. Eight people were present. The meeting was held in open forum session.

Publicity was discussed. It was suggested that the notices need to be more visual, and more prominent. One member said he would help with that. We also acknowledged the fact that time will improve our membership and participation. Word of mouth will ultimately be our best publicist.

The Thanksgiving feast was discussed. We decided to meet on December 3rd at 7:00 p.m. in the West Card Room to discuss the Holiday Party, which is set for December 14, 2012. This will be a pot luck meal. We plan to gather at 6:00 and eat at 7:00.

Our Assistant Manager, Tycia Haight, has arranged to make cable TV available in the West Party Room for our Super Bowl Sunday event, so we can now proceed with plans for it.

Residents enjoyed each other's company at the TGIF of November 9. We met in the West Party Room at 7:00 p.m., and about 18 residents—some of whom had not attended previous events—participated. Volunteers set up the coffee and the tea. More and better publicity should increase attendance. We held a 50/50 and collected over \$102.00. It was decided to split the pot in two, but the same person won both pots. All in all, we considered this occasion a success.

Report on the Thanksgiving Feast: I did a personal check of the people who were signed up but did not indicate what they would bring. Two large families had been signed up by children, and Mom did not know anything about it. The sign-up procedure needs to be refined. Suggestions are welcome. Thirteen people came and participated. It was a wonderful evening, just what I had in mind. I hope that there will be a host for next year.

HELP WANTED!

The Security, Safety, & Neighborhood Watch Committee Needs. . . . A NEW CHAIRPERSON

What could be more important to Skyline House residents than their security and safety? The committee that focuses on this critical concern needs a leader who would enjoy:

- **reaching out to local police and fire departments**
- **coordinating the efforts of Skyline House Neighborhood Watch volunteers**
- **helping to develop activities, policies, and plans that make our community safer and more secure.**

What's in it for you? You will:

- **have the pleasure of working closely with other civic-minded residents who care deeply about our condo community**
- **have the opportunity to exercise and strengthen your leadership skills**
- **have the knowledge that you are making a real and positive difference in the lives of your fellow residents**
- **have the gratitude and respect of the Skyline House Community.**

For additional information on committee responsibilities, please consult the SS&NWC Charter on the Skyline House website at www.shuoa.org/governance/ssnwc. THEN PLEASE CONTACT MARIA ELENA SCHACKNIES AT 707-820-2239 OR mariaelena.shuoa@gmail.com TO EXPRESS YOUR INTEREST AND LEARN MORE.

SKYLINE HOUSE NEEDS YOU!



GARDEN CLUB

Chair, Howard Haymes

The Garden Club performed the following activities in November to improve the appearance of the grounds and maintain the existent plantings:

- Revisited fence between SHUOA perimeter and Build America to remove Kudzu vines.
- Planted 12 Arborvitae plants against wall at top of hill behind West Building to partially compensate for foliage loss.
- Applied lime to flower beds.
- Planted remainder of cabbage and kale.
- Continued application of (free) County supplies of leaf mulch to flower beds.

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.



HOLIDAY FOOD DRIVE



Thank you to all residents who contributed canned/boxed food and donated gift cards for the Thanksgiving Food Drive! The families were very happy with the deliveries they received. The Food Drive will resume, for Christmas, starting on December 3rd. Please drop off your donations through December 19! Thank you for your continued support!

Tycia Haight,
Deputy General Manager

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.

DECEMBER

FRAN STAMM 703-998-8221

WAYNE KRUMWIEDE 703-998-0251

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

REMINDER!

SCHEDULE OF CHARGES & FEES

Effective January 1st, 2013

Rule 4 B	Late Charge.....	\$10.00
Rule 8 A	Move-in Fee.....	\$200.00
Rule 10 E	Key Fobs	
	Additional.....	\$25.00
	Additional keys over authorized limit.....	\$125.00
Rule 11	Lock-outs	
	Weekdays: (6 p.m. to 11 p.m.).....	\$50.00
	Weekend & Holidays (7 a.m. to 11 p.m.).....	\$50.00
	Everyday: (11 p.m. to 7 a.m.).....	\$75.00
Rule 18 F	Garage Door Opener.....	\$16.00
Rule 23	Party Room Rental	
	Damage Deposit (refundable):.....	\$200.00
	Rental Fee (1-49 guests) - non-refundable.....	\$250.00
	(50-100 guests) - non-refundable.....	\$300.00
	Cancellation fee, if less than 3 business days notice.....	\$25.00
	Guard(s):.....	at the prevailing rate
Rule 24 C, D	Swimming Pool	
	Guest Pass: Weekdays - per day - per person.....	\$2.00
	Weekends/holidays - per day - per person.....	\$5.00
	Lost Pass Replacement.....	\$10.00
Rule 26	Insurance Deductible.....	\$10,000.00
Miscellaneous:		
	Re-Sale Package: Requirement of VA Condominium Act.....	\$250.00
	Rush fee.....	\$50.00
	Returned Check: Bank charges <i>not</i> included.....	\$28.00
	Disposal of items (per item).....	\$50.00
	Mortgage/Warranty Requests.....	\$50.00
	In-Unit Maintenance Hourly Rate.....	\$80.00
	Association Storage & Parking Rental Late Charge.....	\$15.00



SKYLINE HOUSE CALENDAR

DECEMBER 2012

(WWW.SHUOA.ORG)



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Library Open 7:00 – 8:00 p.m. East Penthouse	4	5	6	7	8
9	10 Library Open 7:00 – 8:00 p.m. East Penthouse	11	12	13	14 Holiday Party 6:00 p.m. W. Party Room	15
16	17 Library Open 7:00 – 8:00 p.m. East Penthouse	18	19	20	21	22
23	24 Library Closed	25	26	27	28	29
30	31 Library Closed New Year's Eve Party TBA					
GOOD NEIGHBORS: Fran Stamm (703) 998-8221 Wayne Krumwiede (703) 998-0251						

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