



Volume 35

Issue # 7

# SKYLINE HOUSE

## MONTHLY JULY

## BULLETIN REPORTS



[www.shuoa.org](http://www.shuoa.org)

## President's Report

Hello, my name is Janice Hill. I was recently elected by the Board to serve as the SHUOA President after President Maria Elena Schacknies resigned. I would like to first thank President Schacknies for her superb service to Skyline House for the past several years and particularly for her strong leadership as President. She will be missed. We wish her much success in her endeavors.

Mr. Bryant Stukes was elected Vice President and Mr. Richard Porter has joined the Board as a Director. We will be in office through the next Annual Meeting in March 2016.

I need your help! In order for us to be successful, we need the help of all of you—our fellow Board members, Management & staff, Committee & Club members, fellow owners and residents. We are all in this together. Success for a condominium is not easy and it requires the support of the entire community. Without civility, cooperation and communication, success is not possible. I pledge to focus on the 3 C's while continuing to ensure Skyline House remains a great place to live and is financially sound as well as a great investment. Please join us and incorporate the 3 C's in all of our daily actions.

If you have questions or concerns, please e-mail us at [board@shuoa.org](mailto:board@shuoa.org) or just stop us if you see us around, we are all neighbors.

We will take a break in August and the Board and most committees will not meet. There is no regular Financial Management Committee (FMC) meeting in August; however there are two FMC subcommittee meetings on the 2016 operating and reserve budget recommendations. There is also a PPOC meeting in August.

Committees will resume meetings in September and the next Board meeting is Wednesday, September 23, 2015. I look forward to seeing you at the next Board meeting!

## **Treasurer's Commentary**

**Karen H. Johnson, Treasurer**

With preliminary figures now available for the first half of the year, it seems useful to offer a report on the outcomes of the operating budget and the reserve budget over that time.

With respect to income in the operating budget, the expectation is that one half of the year's income will be received in the first six months. This has been the case. Receipts are very slightly over the expected amount—approximately 0.3 %. Regular assessment payments from owners are the largest part of income. There are a few, offsetting other items. Shortfalls during the six months occurred in rental income from the unit owned by the Association, rental income on our various facilities, and legal fee reimbursements from owners. Income in excess of budget was in the In-Unit Maintenance Income item and in interest income.

Expenses taken together are also very slightly over the budgeted amount, by about the same small percentage as was income. This outcome is the result of many offsetting over and under budget items. The significant spending items that came in under budget were: payroll, payroll taxes, and benefits, and various maintenance items. Those that came in above budget were expenses from the fire in excess of our deductible, spending on utilities, namely electricity, In-Unit Cost of Goods Sold (to be expected in light of the strong income) and spending on paint, where the budgeted amount proved insufficient. There were small offsets within the spending on various contract items. Our allocation into our reserve accounts was as planned. When we add expenses and the reserve allocations and compare the total to income for the past six months, we get a net figure that is just about as budgeted. Our payments so far for taxes have also been as planned, so including tax outlays does not change that conclusion. The budget for the first six months expects a significant positive balance of income versus spending, taxes, and reserve allocation. That has been the outcome.

The reserve budget is organized in terms of planned spending for the year by three distinct categories. Spending on periodic maintenance items for the year is expected to be \$18,000; so far, none of these funds have been spent. Spending on replacement items was planned at an annual total of \$1,033,737. The large items within this category are carpet, lobby furniture, repair of the party room, routine HVAC replacement needs, the emergency generators, the East bridgeway roof, the key fob system, a new trash dumpster for the West building, and office furniture. As you are aware, several of these are underway but not necessarily billed as yet. Some have been judged to be better postponed. Some remain to be done. We have spent \$193,327 on HVAC items, the emergency generators and various small items. Consulting fees for the year are planned at \$168,365. We have spent \$28,610, mostly on the generator and bridge projects. For the first six months, we have allocated from the income in our operating budget \$737,935.50 into reserves. We expect that 2015 will be a year when we make a positive contribution to reserve accumulation for future needs.

As of June 30, the total number of units in delinquent status to the Association was 16, with \$21,623 in amount due. This number is less than earlier in the year, but in part that is the result of a bankruptcy filing by an owner and write off on the part of the Association. The number of renter occupied units has risen to 146, but is still 26 % of the total.

## **MANAGEMENT REPORT**

**Board Meeting – July 22, 2015**

### **Emergency Generators & Fuel Tanks Replacement Project**

Both new generators were delivered via crane, installed and filled with fuel. Testing began the week of 7/6/15, and is scheduled to be completed before the end of July, depending upon the Fire Marshall's schedule. The Fire Marshall will return after the fire pump controllers and the fire pump transfer switches are installed. After the fire pump equipment is installed, a flow test will be completed, and our electrical engineer (Girard) will conduct a final inspection.

### **Bridge Project**

WDP completed the concrete testing on the bridge, on Friday, 7/10/15. They used ¾ inch plywood over the wet grass to secure the lift. We are waiting for the test results to determine the next steps of this project.

### **Water Shut Off Valve Project**

On June 9<sup>th</sup>, 2015, SSI began replacing water shut off valves. Work was completed in the West building by the end of June. Barring any problems, the East building valves are scheduled to be completed by the end of July. Each unit owner was notified of the dates their unit was scheduled. All residents affected by the water shut downs were notified when water in their tier is scheduled to be shut off.

### **Office Furniture**

The Management office and Lucy's office will close mid to late afternoon on Thursday, 7/23/15, to remove the old furniture. Both offices will be closed all day on Friday, July 24<sup>th</sup> to install and set up the new furniture.

### **ATM machine – \$83.85**

On 7/13/15, we received a commission check for \$83.85 from Access One, for 129 transactions, for the month of May, 2015. This represents a decrease of 38 transactions and \$24.70 from the prior month's transactions.

### **SHUOA Owned unit C2W – Real Estate Tax Issue**

On 7/13/15, Management spoke to John Lockard from the County's Tax Administrative office. He has not received an update from his Assistant Director yet. He will light a fire under him. But in the meantime, the first half of the years taxes were due, and we paid them as instructed (\$1,604.75). If it's determined that we should no longer pay taxes on this unit, the County will process a refund check. As for future payments, we should include the annual expense in our 2016 budget until we hear further.

### **2016 Budget**

The budget meetings are scheduled in August as follows:

1. **Operating Budget meeting is Wednesday, 8/12/15, from 2:00pm to 5:00pm.**
2. **Reserve Budget is Thursday, 8/13/15, from 7:00pm to 9:00pm.**

### **Attorney fees - Unit Owners Collections:**

\$2,020 was paid to the Association's attorney in June 2015, for routine delinquency collections.

### **Attorney fees - Regular Legal fees:**

\$100 was paid to the Associations attorney in June 2015, for legal advice or general legal services.

### **Collections update- Delinquencies**

4 units owe \$14,284 for delinquencies that are 60 days past due. 11units owe \$7,338 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

### **7/22/15, Board Meeting Action Needed:**

The next schedule Board meeting is Wednesday, September 24<sup>th</sup>, 2015.



Financial Management Committee  
July 2015  
Wynfred Joshua

The FMC met on Monday, July 20, 2015. The financial update for the month of June 2015 showed a total income of \$377,530 with total expenses of \$237,828. The monthly Reserve contributions were \$122,989. Net Income before Taxes was \$16,713, and Net Income after Taxes was \$12,213, reflecting Federal and State income taxes of \$4500.

Total income was better than budget for the month of June by \$4807. Except for Supplies and Contracts, all other expense categories were either on budget or under budget for the month. Contracts were over budget for the month primarily because we finally received all the bills for snow removal done earlier in the year.

In Dr. Joshua's absence, Ms. June Baker chaired the FMC meeting. Neither the General Manager nor the Deputy General Manager was able to attend the meeting. As the committee reviewed the Financial Statements, we noted any questions we had about specific line items and forwarded an email to the General Manager the following day asking for explanations.

We also reviewed the Management Report and noted that we received \$83.85 from Access One for 129 ATM transactions during the month of June. Although this number represents a decrease from the previous month, the committee hopes that Access One will maintain the ATM in our lobby. We realize that there will be no appreciable revenue from the ATM machine, but we believe that it represents a service to Skyline House residents.

Our major task of the evening was to form the Operations Budget and Reserve Budget subcommittees which will meet on August 12 (Operations Budget) and August 13 (Reserve Budget). All committee members signed up for at least one meeting and most were able to sign up for both. We welcome Board members to attend the meetings if possible.

There will not be a separate FMC meeting during the month of August. The next FMC meeting will be Monday, September 21, 2015, and we welcome residents to attend all our meetings and consider joining our committee.

# SECURITY, SAFETY AND NEIGHBORHOOD WATCH

Chair, Diane M. Zierhoffer

The Security, Safety and Neighborhood Watch Committee met on 8 July 2015.

The June CAC was the end-of-the-year cookout for members. The (then) upcoming World Police and Fire Games were discussed. Mason District police are increasing the number of bicycle patrol officers in our community in order to reach out to residents.

The Management Office reported on 30 June a resident and some guests had thrown rocks off the roof of the East Building damaging four cars. An alert resident called the front desk and Officer Harris checked on the roof and called the police. A case was opened by the police and the resident, a young adult who lives with her mother, was questioned by the police. She did not give the names of her friends and she was told she would be responsible for the damage and charged with the felony if she did not give the names of her friends. The police were to return on or about 9 July to review the video with Mr. Harris who would likely be able to identify the young men, as he had seen them on the roof earlier in the evening. The resident and her guests had alcoholic beverages on the roof and Mr. Harris told them they could not stay there.

Mr. David Harris is the new site supervisor for CES, our courtesy patrol staff. He has been working in security for 15 years and will work primarily the 3-11 shift Mon thru Friday. Cyrus Britt is our new weekend guard assigned to cover the 3-11PM shift. Please stop by the desk when you have a chance to introduce yourself to Officer Harris and Officer Britt.

Residents, please remember that our courtesy office cannot be in every corner of our complex at the same time. If you see something that doesn't look right, such as a crime that is being committed, please call the police! Then call the front desk as a courtesy to let them know where the police need to head. Our courtesy officers are not law enforcement agents and can only try to help with safety concerns. The police will ask your name and address but they do not necessarily need to come to your home once you make a report. Fortunately a resident did call the front desk staff who then called the police on the 30<sup>th</sup>. If you don't report the incidents, they cannot be stopped. Help keep Skyline House a safe community by reporting crime.

The SS&NWC will next meet on 9 September 2015.

Respectfully submitted,

Diane M. Zierhoffer

## **LOCK YOUR CAR**

Which is a greater inconvenience: Locking your car or replacing the things criminals steal?

The Fairfax County Police have reported that people walk up down a street and through parking lots and garages at night and try the door handles on cars to find the ones left unlocked. No one really has to break into a car for the thrill of taking from others when so many of our neighbors leave their doors unlocked. Nothing is too invaluable when it comes to breaking into a car and taking things. Your sense of violation will be far greater than the value of the things taken.

You should lock your car doors, whether you are driving or parked. Have you watched the local news? Even if you are from another country, allegiant to your homeland, you should be watching the local news to understand the local trends, especially as it relates to the safety of you and your family. Carjacking occurs; purses are taken from unlocked cars when the driver is fueling. How hard can it be to protect your family and your possessions by locking your doors?

One of our neighbors recently had some things stolen from his unlocked car in our parking garage. The owner blamed it on the thief. Unfortunately, in this land of opportunity, we are providing the opportunity for people who choose to not work hard.

Take the opportunity away...

PLEASE LOCK YOUR CAR IN AND OUT OF THE PARKING GARAGE.

“IF YOU SEE SOMETHING, SAY SOMETHING”



## How Our Fire Alarm System Works

When the building's fire alarm system is activated, the alarm system does the following:

1. First, the system automatically calls and dispatches the fire department.
2. Next it sounds the alarm and turns on the emergency strobes, on three floors: the alarmed floor, the floor below, and the floor above. So if the fire is on the 6<sup>th</sup> floor, the alarm will sound on the 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> floors.
3. Then the elevators are dispatched to the Lobby or Ground floor, the doors open and lock for fire department only use until the system has been cleared of the alarm.
4. The corridor heat or air conditioning is turned off, and stairwell supply and exhaust fans are turned on. All these things happen instantly.

In the Fire Control Room the system displays and prints alarm information; the device that is in alarm mode, the exact location of the device, and date and time of the alarm. The system also prints, as a permanent record, a hardcopy of anything it does or is told to do.

**When an alarm is activated, even if we know the alarm is a false alarm, we cannot reset the system until the responding fire department has cleared us to do so.**

The following devices will activate an alarm:

- ✓ One or more water sprinklers. The buildings are 100% covered by sprinklers in all common areas, all units, and in the garage-but only on levels C or P1 and D or P2.
- ✓ Any common area smoke detector or similar device **(NOTE: apartment smoke detectors are not connected to the fire alarm system!! Only sprinklers in units can, and automatically will, activate the system.)**
- ✓ An Alarm Pull Station located throughout all common areas of the building, and next to all stairwell exits, and exits to the building.

## How the Sprinklers Work

A sprinkler system is a network of water pipes running through the ceiling of a building. Each sprinkler is nothing but a high powered hose nozzle, a hole in the sprinkler head through which water can be sprayed into the area below.

In a normal faucet, you use a handle to open up a valve that allows water to escape. In sprinklers, the faucet handle is replaced by a heat-sensitive plug designed to open automatically when fire breaks out. In some sprinklers, the plug is made of an alloy called Wood's metal, a mixture of bismuth, lead, tin, and cadmium that melts at a relatively low temperature. In other sprinklers, the plug is a small glass bulb full of a glycerin-based liquid designed to expand and shatter when it gets hot. The basic idea is the same in both cases: the plug is meant to break and start the flow of water as soon as the heat from the fire melts or shatters it.

Each sprinkler head has two spring-like metal arms held together by a slug of Wood's metal or in place by the glass bulb. When the Wood's metal or glass bulb is intact, the spring arms are locked together and clamp the water pipe closed so that water cannot escape.

If a fire starts beneath a sprinkler, hot gases swirl upward toward the ceiling. When the temperature reaches a certain point (the temperature varies with different types of sprinkler heads), the Wood's metal melts or glass bulb explodes, allowing the two metal arms to spring open and go up a hole in the sprinkler head. Water can now escape from the sprinkler head just as it does from an open faucet, but with much more force. It sprays down from the sprinkler head located on the ceiling or wall, hits the flower-shaped deflector on the sprinkler head, and starts to spray the area around the heat source. If the fire is small, only the sprinkler directly above it will trigger and other nearby sprinklers will remain inactive to limit water damage. However, if the fire spreads, nearby sprinklers will soon be triggered until either the fire goes out or the firefighters show up to help out.

## How the Common Area Smoke Detectors Work

We have **Four Types** of what at first look, all appear to be Smoke Detectors. These detectors all operate differently and are made for different environments:

1. The **IONIZATION DETECTOR** contains a small radioactive source that is used to charge the air inside a small chamber. The charged air allows a small current to cross through the chamber and complete an electrical circuit. When smoke enters the chamber, it shields the radiation, which stops the current and triggers

an alarm. These detectors respond quickly to very small smoke particles (even those invisible to the naked eye) from flaming or very hot fires. But they may respond very slowly to the dense smoke associated with smoldering or low-temperature fires.

2. In a **PHOTO-ELECTRIC SMOKE DETECTOR**, a light source and light sensor is arranged so that the rays from the light source do not hit the light sensor. When smoke particles enter the light path, some of the light is scattered and redirected onto the sensor, causing the detector to activate an alarm. These detectors react quickly to visible smoke particles from smoldering fires, but are less sensitive to the smaller particles associated with flaming or very hot fires.
3. **HEAT DETECTORS** are normally used in dirty environments or where dense smoke is produced. Heat detectors may be less sensitive, but are more appropriate than a smoke detector in these environments. The most common heat detectors either react to a broad temperature change or a predetermined fixed temperature. Heat detectors use a set of temperature-sensitive resistors called thermistors that decrease in resistance as the temperature rises. One thermistor is sealed and protected from the surrounding temperature while the other is exposed. A sharp increase in temperature reduces the resistance in the exposed thermistor, which allows a large current to activate the detector's alarm.
4. **FLAME DETECTORS** are line-of-sight devices that look for specific types of light (infrared, visible, ultraviolet) emitted by flames during combustion. When the detector recognizes this light from a fire, it sends a signal to activate an alarm.

When one of these detectors is activated, it signals the fire alarm system, and the alarm process is instantly started.

**Again, note that smoke detectors in any unit WILL NOT sound the fire alarm to the building, and it WILL NOT summon the fire department.**

**If there is a fire in your unit, you should immediately:**

- a. **Leave the unit and**
- b. **Pull the Fire Alarm pull station on your floor before going into the stairwell.**
- c. **Exit via the closest stairwell**
- d. **Listen for instructions from the Fire Department when they arrive**

## GOOD NEIGHBORS

The purpose of the Good Neighbors Program is to help residents of Skyline House who need assistance for health reasons, including residents who are housebound. This service is NOT available for medical emergencies. In the event of a medical emergency, the resident MUST call 911 for help. Good Neighbors volunteer to help in the following ways: - Taking residents to medical appointments within the radius of approximately 10 miles. If the Good Neighbor wishes to wait for the resident at a hospital or doctor's office, this can be arranged in advance. If the Good Neighbor goes back home, pickup time can be determined between the two parties. - Picking up prescriptions at local pharmacies. - Picking up mail or packages at the Front Desk or the mailbox. - Picking up groceries at the local supermarkets. Any requests of an unusual nature not listed above should be directed to Alina Gonzalez (703-379-5391) or Virginia Fissmer (703-379-2901).. If you want to help neighbors in need, and to make the Skyline House Community even better, please contact Alina or Virginia.

August's Good Neighbors are:

Belen Eliot	509E	703-671-7045
Virginia Fissmer	601W	703-379-2901



# SKYLINE HOUSE CALENDAR

## AUGUST 2015



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	4	5	6 <b>Board Special Meeting</b> 7:00 P.M. Association's Meeting room	7	8
9	10 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	11	12	13	14	15
16	17 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	18	19	20	21	22
23	24 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	25	26	27	28	29
30	31 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse					

### **BOARD OF DIRECTORS**

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Vice President, Bryant Stukes 1605E 8249293 bstukes@shuoa.org  
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Director, Richard Porter 1005E TBA  
Director, Norman Philion 1605W 434-9596 nphilion@shuoa.org

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**Web Developer**, Win Singleton

### **GARDEN CLUB**

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### **GOOD NEIGHBORS COORDINATORS**

### **COMMITTEE CHAIRS**

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