

# The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | VOLUME 35; ISSUE# 9 | SHUOA.ORG

## President's Report

**Janice Hill,**  
**President**



Did you know that President Obama designated October as National Cyber Security Awareness Month? There are a number of events and initiatives to raise awareness about cybersecurity and increasing our resilience on this matter.

With internet connected devices all around us -- computers, tablets, phones, our wristwatches, cars, and other "smart devices," we must stay protected while connected and secure our inter-net of things.

For more information, visit the National Cyber Security Awareness Month webpage, and the "Stop, Think, Connect," campaign for tips and other resources.

At the October Board meeting, the Board approved the 2016 operating and reserve budgets presented by the Financial Management Committee (FMC). The FMC, its subcommittees, our Treasurer, the General Manager and staff worked many long hours over the last several months on the 2016 budgets. I sincerely thank all of those involved for their efforts. Detailed information on the budgets will be provided in the coming weeks from our Treasurer, Karen Johnson.

Please join us at the next Board meeting, Wednesday, November 18, 2015 at 7:00 p.m. in the Association Meeting Room. This will be our last Board meeting of the 2015 calendar year. As always, the meeting starts with an informal owners' forum. I look forward to seeing you!

## Treasurer's Commentary

**Karen H. Johnson,**  
**Treasurer**



Financial data is available through the end of September, that is for the first three quarters of the year. Our income statement for this period shows a total surplus of income over expenditures of all kinds of \$46,837.61. The budget for the year projected that the surplus through the end of September would be about \$10,000. So we have experienced a positive surprise of nearly \$36,000. I thought it would be useful to explain the reasons for that surplus and ask whether we should continue to expect a large surplus through the end of the year.

One major element of the surplus is a tax refund from Fairfax County of \$11,276.47 for real estate taxes paid on unit C2W, the unit now used as the management office. That refund represents three years of taxes paid by the Association, the maximum interval for which the county will rebate such taxes. We have successfully petitioned the county that taxes are not owed on this unit and going forward, we will not be required to pay real estate taxes on this unit. These funds came out of past operating budget resources, and it seems to me that they reasonably should be available to meet operating budget expenses in future years. It would be unwise of us to spend them all immediately. After recognition of this portion of the surplus, nearly \$25,000 remains to be explained.

More than \$8,000 of this amount can be attributed to the In-Unit Maintenance program. Both income and COGS for this program exceed budgeted amounts. However, the In-Unit Maintenance income surprise through September exceeds the cost overrun of COGS by about \$8,000. The sum of payroll and associated

taxes and benefit expenditures are below budgeted amounts by over \$20,000. This is the result of having a vacant position and less spending as a result earlier in the year. The position has since been filled. Administrative expenses in the budget other than the tax rebate show a positive outcome about equal to the amount of the contingency built into that portion of the budget. However, it should be noted that our total legal expenses have been less than budgeted by more than \$5,000 so far this year. This surplus, as well as other smaller ones, was offset by the expenses of the fire that were not reimbursed by insurance. Finally, the maintenance items in the budget are less than expected by nearly \$20,000. The major element explaining this positive outcome is that we have spent very little on landscape items not covered by our contract, items such as those that result from storms.

These positive elements more than explain the nearly \$25,000 surplus, but of course they are partially offset by budget items that show more-than-expected expenditures. Those negative items include utilities, in particular spending on electricity, supplies other than those for the In-Unit Maintenance program, and contracts, where the excess of spending largely reflects trash removal and cable TV expenses.

The tax refund and the gains on the payroll owing to the vacant position will remain when we do the final accounting for the year. The other elements, both positive such as net income from In-Unit Maintenance, low legal fees, and only minor landscaping costs, and negative such as electricity or trash removal costs, may shift in ways we cannot anticipate at this time. On balance, the outlook for our financial condition at the end of the year with respect to the operating budget is very favorable.

I note that the amount past due by members to the Association has dropped to \$14,078 as a result of a unit going into foreclosure. The number of renter-occupied units remains at 148 or 27 percent of all units.

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## Management Report

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**Michelle Brown-Slaughter,**  
**General Manager**



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

**Project** Both new generators and tanks were successfully

installed. The County conducted the flow test on Thursday, October 8<sup>th</sup>, 2015, for both generators and fire pumps. Everything passed the test!

**Bridge Project** On 10/7/15, Management received and shared responses to questions regarding the bridge specs and drawings. WDP is currently working to schedule a meeting with SHUOA and the manufacturer: Kalwall, hopefully, the week of November 11<sup>th</sup>. The meeting's purpose is to review the entire bridge project. Management will notify PPOC, FMC and Board members once final dates and details are available.

### **East Building – Main Sewer Line Camera Inspection**

The correct size, raised man-hole covers were delivered and installed the week of 10/24/15. The drain problem with the building sewer line in the East was repaired. Both cast iron manhole covers needed to be raised above the ground so they can be seen by landscapers and for easy access in the future. Unfortunately, when they were initially delivered, they were the wrong size (too small).

**Electrical Panel Outage** As a result of a broken toilet water supply line that flooded an electrical panel in the West boiler room, Maintenance has since replaced over 100+ water supply lines (that had plastic nuts) with supply lines with metal nuts. The damaged electrical panel was replaced on 9/10/15, due to the water leak on Sunday, 9/6/15. Total repair costs did not exceed our \$10,000 insurance deductible. However, a claim was submitted to the owner's insurance company for reimbursement of damages. Management posted another reminder notice in the October newsletter, bulletin boards, and easels in the East and West mail lobbies. We asked residents to inspect their toilet supply lines. If it has a plastic nut instead of metal (where it connects to the toilet tank), residents were asked to call the management office to have the supply line with the plastic nut replaced for **FREE!**

**American Screen and Glass** Management replaced 4 common area windows that had broken seals. Windows were located in the lobby and first floor West gallery areas.

**Switchgear Inspection** Four companies were asked to provide proposals for this year's switchgear inspection: (1) Kolb Electric; (2) S&R Electric; (3) Mona Electric; and (4) Walsh Electric. Bids were received from all but Walsh Electric. Proposals were submitted to PPOC and FMC for final review. Management recommended Kolb Electric as the final bidder since they conducted the switchgear inspection in 2012, and their bid was only \$277.80 higher than S&R Electric's bid. Mona was the highest bidder.

FMC is expected to make their final recommendation to the Board for approval at the 10/28/15 meeting. Management would like to schedule the inspection in early to mid-November. However, it will depend upon Virginia Dominion's availability to shut off the power as required. \$14,000 is budgeted for this project from the Reserves.

**Lighting** Maintenance has been systematically changing any lighting with ballasts to LED lighting without a ballast. The end results should reduce our electrical use by more than two thirds (i.e. 90 watts to less than 30 watts). For example, at the West loading dock there were 2 lights that used 84 watts each, and now both lights together use less than 40 watts! We also replaced the East mail lobby lights and fixtures, with new LED lights and fixtures. The West mail lobby lights and fixtures were replaced 10/9/15. Light fixtures were replaced on the East and West Sundeck in the month of October.

**New East Trash Container** A new trash container for the East building was installed 10/8/15, to replace the old and un-repairable container.

**Paint Projects** The following paint projects were completed in-house, mid-September:

1. S and G level doors and frames (inside and out) on both the East and West buildings
2. Repairs to the G-level West common area from a leak in a unit
3. Two large exterior façade panels at the pool deck, and the West loading dock areas were painted
4. The 10<sup>th</sup> Floor East corridor (hallway) was touched up. And the disposal room door was painted.
5. Doors in the P1, P2, A and G ground levels in the garage were painted
6. Damage repairs in a unit that has been on-going, was also completed in September, at the Owners expense.
7. Estimates for in-unit repairs as scheduled and on-going

**PCAM Case Study Update** On Thursday, October 23<sup>rd</sup>, 2015, SHUOA hosted the Community Association Institute (CAI), PCAM case study. As the subject matter of the case study, 35 industry professionals from across the country, descended upon Skyline House. Jill Baker, of Jill Baker Insights, provided an informative overview of our recent survey results. Three of our Board members attend-

ed which included our President, Janice Hill; Karen Johnson, Treasurer; and Sarah Kreger, Secretary. The students also toured the property. On Friday, October 24<sup>th</sup>, four of our Board members (Janice Hill, Bryant Stukes-Vice President; Karen Johnson, and Charley Roberts-Director) participated in interviews with the students which also included the Associations attorneys, auditor, and insurance broker. The General Manager and Deputy General Managers (Michelle Brown Slaughter, and Tycia Haight), attended both day's sessions. The top two case studies will be provided to SHUOA in March 2016. The purpose is to provide constructive feedback on what's working well and what could be improved. Overall, it will detail suggested ways that we can better manage the Association. This case study project was at no cost to SHUOA!

**ATM machine – \$83.85** The July 2015 commission check was re-issued for \$83.85 for 129 transactions. And the August 2015, commission check was received for \$87.75, for 135 transactions.

**2016 Budget** Management submitted Revised Draft #4 of the Operating Budget and Revised Draft #4 of the Reserve Budget on Wednesday, October 21<sup>st</sup>, 2015 for final review and approval by the Board.

**Attorney fees** \$1,583 was paid to the Association's attorney in September, 2015, for routine delinquency collections; and \$236 was paid for legal advice or general legal services.

#### **10/28/15, Board Meeting Action:**

1. **Approved the 2016 Operating Budget**
2. **Approved the 2016 Reserve Budget**
3. **Approved the Kolb Electric \$12,757.80 proposal for Switchgear electrical inspection**

#### **Collections update- \$14,078 (September 2015) Delinquencies**

Four units owe \$6,153 for delinquencies that are 60 days past due. Twelve units owe \$7,925 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

**\*The next regular Board meeting is on Wednesday, November 18, 2015.**

#### **REMINDERS FROM MANAGEMENT**

Since the holidays are fast approaching, residents should be careful and remember the following:



1. **Be sure your car doors are locked**
2. **Don't leave packages or valuables in your vehicle where they can be seen in plain sight**
3. **If you think your car has been vandalized, call the police immediately!**

## **FOR YOUR SAFETY SLOW DOWN**

Several residents have reported that cars are speeding out of the garage exit door in the morning (7am-9am). AND cars are speeding out of the entrance door (in the wrong direction) from the D-level in the garage. On one occasion, a resident was narrowly missed! Please do not drive out of the garage in the wrong direction, it will cause an accident. Speeding is also going to cause an accident, especially in the morning and evening rush hours (4pm-7pm). **PLEASE SLOW DOWN WHEN DRIVING IN THE GARAGE!!!** If you see someone speeding in the garage, immediately get their license plate number and report it to the office or front desk.



essential and have helped many unit owners when a leak occurred in their unit; or a leak occurred from the unit above. This detector provides an early warning signal when water starts to leak and cause damage. Any unit that does not have one of these devices on the concrete floor in their utility closet, will not get any warning when water is present on the floor. This could be a leak from your water heater or HVAC unit. Or there is a leak from a unit above you. These detectors also work well under the kitchen sink. I strongly suggest every unit owner have at least one water detector in their utility closet. Placing water detectors in other locations in your unit are optional. There are also other detectors available that will alert you via your smartphone. You can check these out at one of these web sites listed below...

[www.wallyhome.com](http://www.wallyhome.com)

<http://www.smarthome.com/insteon-2852-222-water-leak-sensor.html>

## **Chief Engineer's**

### **Report**

Greg Grimm,  
Chief Engineer



### **Toilet Supply Lines**

The toilet connector supply line program has so far been a success! many of these lines every checked your toilet supply nut where it attaches to the toilet tank, please **stop and check it now!** The replacement is **FREE!** Simply call the office (703-578-4855), and schedule your replacement. You could prevent a flood that would damage your unit and any neighbors unit below you!



ply line program We are replacing day. If you haven't ply line for a plastic

### **Heating Season**

Heating season is here. If you checked your heat pump while heating mode, now is the time to usual, if you have a problem, the office (703-578-4855), to haven't it's in the check it! As please call schedule a maintenance visit. Also, **remember to change your filters.** Many heat and air conditioning calls are simply due to dirty filters.



haven't it's in the check it! As please call schedule a

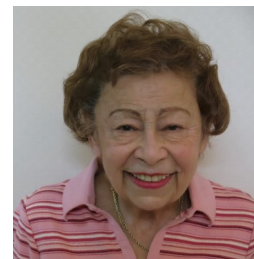
### **Water Leaks**

Water leak detectors are on sale in the office for \$15.27. These water detectors are



## **Financial Management Committee**

Wynfred Johnson,  
Financial Manager



The Financial Management Committee met on Monday, October 19, 2015. A review of the financial statements for the month of September showed that total income was \$376,081. Total expenditures for September were \$209,655. Reserve contributions for the month were \$122,989.25, leaving a net income before taxes of \$43,437. Estimated taxes were \$4,500, giving us a surplus for the month of \$38,937.

About \$11,276 of the surplus represented reimbursement of Real Estate taxes for unit C2W, our office, and Fairfax County agreed that we are not required to pay separate taxes. Other key items that gave us a positive result were In-Unit Maintenance and Interest Income. Additional items were roughly in line with the budgeted estimates.

The FMC stressed that we are waiting for the meeting on the Bridge project with WDP and Kalwall. In light of the very limited progress we have made, the General Manager was urged to press the contractor to schedule a meeting for reviewing the entire bridge project.

FMC members discussed the status of the project to



replace the carpet on the West Penthouse Gallery. The Chairman of the Decorating Committee reported that his committee had discussed the project and leaned towards replacing the carpet with a manufactured product that has the look of ceramic tile, is easily cleaned, and will withstand wear & tear without adding noise to the units below. FMC members stressed that the winter would be the ideal time to undertake the project inasmuch as few new activities, if any, were undertaken during the winter months.

The FMC subsequently accepted the 4<sup>th</sup> iteration of the 2016 Reserve Budget with the addition of the line item to replace the lobby carpet (\$13,800). This version would include the \$50,000 from 2015 for replacement of lobby furniture. It would also move the \$192,000 funds allocated for replacement of the East Party Room flooring from the 2015 to the 2016 budget.

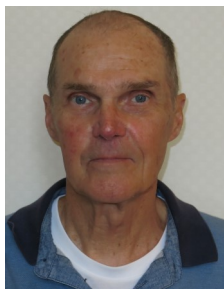
It was stressed that even though we have an aging building, the contribution to the Reserve account would remain the same for 2016. The committee noted that it was expecting a list of prioritized Reserve items.

The final item the Committee voted on was its recommendation to the Board of the 4<sup>th</sup> version of the Operating Budget. Through a number of reductions the Budgetary Committee was able to limit the increase in the condo fee to 2.25%. We note, however, that the reductions and limitation in increases we have made could easily be undercut by price rises and inflation. For example, although we increased the budget for the utilities, the rate in water usage and electricity can go up beyond our calculations. Expenditures for an unexpected incident, as we had this past year with the unit fire and floods, can result in a budget deficit. At this point we feel we are offering our community a reasonable budget, but we urge all Skyline House members to help in keeping expenditures under control.

The next session of the FMC is scheduled for Monday, 16 November 2015.

## PPOC Report

**Al Lambert,**  
**PPOC, Garden Club**



On October 10 at 7:00 p.m., the PPOC convened its monthly meeting in the West Card Room. There was a single agenda item for new business which was to consider turning off the ceiling florescent light in the passenger

elevators. These lights are located out of sight behind the wall paneling at the ceiling level and provide indirect esthetic lighting. The florescent lights experience a high failure rate and are expensive to purchase. Management recommended these florescent lights not be replaced as they burn out. The committee approved on a trial basis, the florescent light in the center passenger elevator for both the east and west building be turned-off for one month to determine their usefulness either cosmetically or for functional lighting. Residents are requested to attend the November 12<sup>th</sup> meeting and provide feedback.

The next PPOC meeting will be on Thursday, November 12 at 7:00 p.m. As always, I welcome your feedback on this article or any matter pertaining to the PPOC. This is your home! We welcome you to join us. Thank you!

## Garden Club Report: What's Happening?

**Al Lambert**

The summer was hot and humid but interesting with the impatiens and begonias providing summer colors (red, pink, rose, and yellow). Now the pansy flowers have been planted to enliven our winter landscape. They are durable, winter-hardy and provide colorful blooms even with a light blanket of snow. Last year most of the pansies survived through early spring. Their cheerful "faces" make them stand out to offer us some winter color even with their diminutive size. Fall cleanup continues with mulch around the plants and trees along with pruning.

Thank you!

## 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.

## November Good Neighbors are:

**JULIA BATES**                      **609W**      **703-845-0746**

**ALINA GONZALEZ**              **1013W**      **703-379-5391**

## Other Announcements

### Switchgear Electric Inspection – Power Outage

Our electrical contractor will be on site Tuesday, November 17th between 8:30 and 9:00am, to perform the electrical switchgear maintenance inspection that's required every three years. It was last done in October 2012.

Dominion Virginia Power will shut off power to the East and West buildings Tuesday, November 17<sup>th</sup> at 9:30am. **During the power outage the generators will only provide emergency power to the common areas, NOT TO UNITS!** Power will be restored by Dominion Virginia Power once the work is completed. Please check the bulletin boards and front desk for updates. Also plan accordingly since power will be off for a period of time that day.

### Cox Cable Changes

Cox Communications has switched several channels from analog to digital. This process was done for their entire system. As a result, effective mid-November, 2015, Cox will start rolling out the new digital (DTA) box. Each unit will be allowed up to two boxes per unit. They will be free for the first three (3) years under the Associations bulk rate agreement. Afterwards, there will be a fee of \$3/month that will be billed to each individual unit. However, customers will receive the following added benefits:

- **100% Digital Picture**
  - **Local channels in HD**
  - **Additional channels like shopping plus Faith & Values Pak**
  - **On Screen Guide (24 hours)**
  - **Parental Controls**
  - **50 channels of commercial free music (Music Choice)**
- For more information, watch for notices of an upcoming open house to be hosted by our Cox representatives.

### Holiday Dinner event- Saturday, December 5<sup>th</sup>, 2015 7:00pm to 9:00pm

The Recreation Committee will host a holiday dinner on Saturday, December 5<sup>th</sup>, 2015, from 7:00pm to 9:00pm, in the West Party room. The Committee will provide turkey as an entrée, and serve coffee, soda and water. A sign-up sheet will be at the front desk for residents to volunteer to bring appetizers, side dishes, or deserts. Residents may bring their own beverage. The Committee will also host a White Elephant gift exchange. So bring a nice gift, or a gag gift to exchange with others.

				6			3	
2	4					1		
		7			2			8
		1	4			3		9
7			3	1	9			2
3		6			7	5		
5			7			8		
		2					1	3
	7			2				

Here is a Sudoku puzzle for your own leisure and enjoyment. The way one plays is as follows:

The objective of the game is that you fill up each of the little boxes with the numbers 1-9. Each number can only be listed once. There can only be one of each number in each row and column as well. For example, you would not be able to be the digit: 3 in the very first, tiny square — the reason being that there is already a 3 in both the same row, and column.

Answers will be in the next edition!

Enjoy & take care,

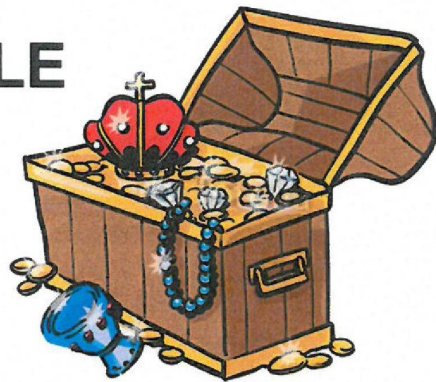
Noor Al-Tall

# **GARAGE REMINDERS**

**LOCK YOUR CAR  
AT ALL TIMES**



**DON'T LEAVE VALUABLE  
ITEMS IN PLAIN VIEW**



**KEEP HEADLIGHTS  
ON IN THE GARAGE**

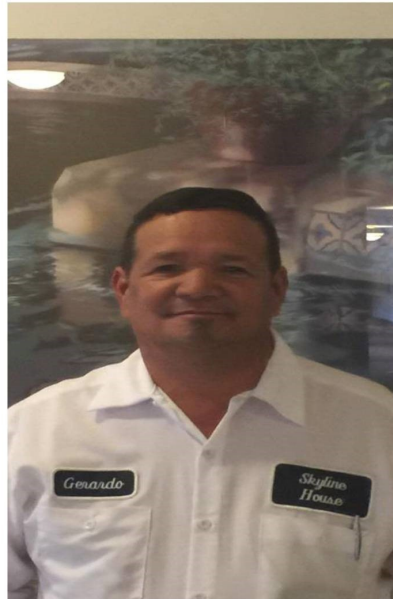


**SPEED LIMIT:  
5 MILES PER HOUR**





# CELEBRATING 35 YEARS OF SERVICE



The Skyline House Unit Owners Association would like to thank

**GERARDO CARRANZA**

For his 35 Years of Excellent Service to the Association and Residents!!!!

help us celebrate Gerardo's 35 year milestone, drop a card or well wishes at the Front Desk.





# SKYLINE HOUSE CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>Recreation</b> 7:00 – 8:00 p.m. Meeting Room <b>Library open</b> 7:00 – 8:00 p.m. East Penthouse	3	4	5	6	7
8	9 <b>Library open</b> 7:00 – 8:00 p.m. East Penthouse	10	11	12 <b>PPOC</b> 7:00 PM Meeting Room	13	14
15	16 <b>FIN MGT</b> 7:00 PM Meeting Room <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	17	18 <b>BOARD</b> 7:00 PM Meeting Room	19 <b>CRC</b> 7:00 PM Meeting Room	20	21
22	23 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	24	25 <b>Office closes early at 2:00 p.m.</b>	26 <b>Office closed</b>	27 <b>Office closed</b>	28
29	30 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse					

## **BOARD OF DIRECTORS**

President Janice Hill 511W 415-1537 jhill@shuoa.org  
 Vice President, Bryant Stukes 1605E 8249293 bstukes@shuoa.org  
 Treasurer, Karen Johnson 1511W 379-0322 kjohnson@shuoa.org  
 Secretary, Sarah Kreger 301W 593-3806 skreger@shuoa.org  
 Director, Charles Roberts 914E 998-6080 croberts@shuoa.org  
 Director, Richard Porter 1005E 414870-0499 rporter@shuoa.org  
 Director, Norman Philion 1605W 434-9596 nphilion@shuoa.org

## **GARDEN CLUB**

Al Lambert 709W 703-931-7314 myongalpc@outlook.com

## **GOOD NEIGHBORS COORDINATORS**

Alina Gonzalez 1013W 703.379.5391 [agonzal42@yahoo.com](mailto:agonzal42@yahoo.com)  
 Virginia Fissmer 601W 703-379-2901

## **COMMITTEE CHAIRS**

Financial Management Wynfred Joshua 1414W 820-4471 diawin@cox.net  
 Physical Plant/Operations Al Lambert t 709W 703-931-7314 myongalpc@outlook.com  
 Covenants – Frank Szumilo 612E 933-3677 fszumilo@yahoo.com  
 Community Relations Mark Gilliat 607E 571 236-2749 mgilliat@netzero.net  
 Security, Safety, & Neighborhood Watch Diane Zierhoffer 102W zierhofferdm@hotmail.com  
 Recreation Committee TBA  
 Garden Club Al Lambert 709W 703-931-7314 myongalpc@outlook.com

## **MANAGEMENT OFFICE (Central # 703-578-4855)**

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 Chief Engineer, Greg Grimm greg@shuoa.org  
 Accountant, Huajun “Lucy” Bei lucy@shuoa.org  
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