

# The House Special



NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION | MAR | VOLUME 36; ISSUE# 2 | SHUOA.ORG

## President's Report

**Janice Hill,  
President**



Continuous change is the reality of today's organizations as they realize that major transformations are required more frequently to stay competitive. Unfortunately, all this change creates an uncertain environment for everyone concerned. Here at Skyline House, that includes owners as well as employees. This poses a significant business risk; stress can cause a 5% or greater decrease in performance. This can impact an organization's bottom line.

While most companies focus on building positivity and commitment to changes, they should instead work to create or reestablish the capability to change. People too often find that underlying support structures have not kept pace with changes, but by building organizational change capability can capture the original benefits they are striving for with their new initiatives.

Skyline House has lots going on, and that includes upcoming Recreation Committee social events as well several important PPOC ongoing projects. There's always room for another article in the newsletter, and all of the committees are looking for volunteers.

You can be instrumental in helping to plan and execute any number of other important endeavors here at Skyline House. All it takes is a few hours of your time each month and a commitment to your neighbors.

There's a lot to be gained from volunteering your time: new friends, new skills, recognition by your neighbors and—perhaps best of all—an improved community.

## Treasurer's Commentary

**Karen H. Johnson,  
Treasurer**



For this

month's report, I will review the composition of the operating budget for 2016.

The total income expected for the year is \$4,577,527. Of this amount, about 92 percent is from regular assessments. There is some uncertainty in the other components of income, but it is quite likely that we will realize income of approximately this amount. From this income, the allocation of funds to our reserve items is planned at \$1,475,868. This is about one third of total income and is under our control.

The remainder of the income for the year is available for our operating expenses and taxes. Of that amount, payroll and the expenses related to payroll are budgeted at \$1,341,874. Our planned outlay for utilities, both water and electricity, is \$753,000. And the total cost of the various contracts the Association has for items such as the security or landscaping is \$409,069. Smaller sums have been budgeted for items grouped as administrative, supplies, and maintenance and repair. We have budgeted a small sum for taxes as well.

The auditor has been working on our financial report for the year 2015. I expect to receive a preliminary report soon and a final report in time to summarize its contents in my annual report in March.

The Association continues to confront problem delinquency on the part of some owners. January saw an increase in the number of units in past due status to a total of 24. The amount owed to the Association by those owners is \$31,724. The number of units that are renter occupied decreased very slightly from 27 to 26 percent.

# Management Report

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



The following activities occurred during January 2016:

**Criterion** - Paid to re-strap pool deck lounge chairs and purchased umbrella bases for picnic tables on the East side of the pool deck.

**Kolb Electric** - Installed 2 new 5 AMP fuses and three fuses in the West building.

**Service Specialties Inc (SSI)** - Installed 3 new 2.5 water-shut-off-ball valves that service the West building lobby, garage risers, and the 13<sup>th</sup> and 14th tiers in the West.

**Bridge Project** - WDP recommended Hammerhead Construction as the successful bidder based on additional information obtained. The second bidder was Simpson Unlimited, but their revised bid was \$23,500 higher than Hammerhead. Vienna Glass Company will be the Kalwall approved installer of the bridge panel system. WDP is also working with Derrick Associates to determine the type and size of the light fixture installation. PPOC and FMC recommend that Hammerhead Construction be approved as the successful bidder. Awaiting approval from The Board.

**West Penthouse Floor Replacement** - The \$19,950 floor proposal from Park Rug was approved by the FMC and Board. Installation is scheduled to begin the week of March 1<sup>st</sup>, thru March 4<sup>th</sup>, 2016. All activities will be suspended on that floor during the installation process.

**2015 Audit** - The first draft of the 2015 Audited financials is due the week of 2/26/16. The auditor also had Management change the 2016 Operating Budget based on changes for unit C2W. In 2015, Fairfax County reimbursed the Association over \$11,000 for 3 years of Real Estate Taxes for unit C2W, because it is a part of the common elements, and should not be taxed. The auditor received information from Fairfax County, and an Opinion Letter from our attorney, to substantiate the changes. The revised 2016 Budget eliminates the Condo Fee Assessment, Real Estate Taxes, Depreciation, and Condo fee Expenses associated with unit C2W.

**2016 Budget Revisions** - Management needs approval of the revised 2016 Operating Budget which:

- Eliminates all income and expenses associated with unit C2W. The revised 2016 Budget eliminates **Condo Fee Assessment (GL#40200)** of \$5,963; and expenses for **Real Estate Taxes (GL#55450)**, **Condo Fee (GL#55460)** and **Depreciation (GL#55470)**. As a result, the revised **Net Income After Tax** is now \$5,034, an increase of \$3,000 (up from \$2,034).
- Re-allocated \$8,000 from **Miscellaneous Administrative Expense (GL#56000)** to **Administrative Payroll (GL#50500)**, as requested by the Board. **Misc Admin** Expense decreased from \$10,000 to \$2,000. And **Admin Payroll** increased from \$310,745 to \$318,754. **Total Payroll** increased by \$8,000 from \$981,291 to \$989,291. **Total Payroll, Taxes & Benefits** increased from \$1,333,874 to \$1,341,874. **Total Admin** decreased from \$376,625 to \$369,662.
- Re-Named the **Plug/Contingency** line item (GL#57700) to just **Contingency**, and relocated it from end of Contracts to end of Administrative.

**Building Link** - Management office staff, and Donnell Smith (Front Desk staff), participated in the first demo of the Building Link database computer system. The purpose was to introduce an overview of the system(s), its capabilities, and how it will impact the Associations daily business operations. Additional demos will be scheduled for the Maintenance staff (3/4/16), Committee and Board members, as well as residents, at some point. No money was spent to purchase this system. Further review, demos, discussion and due diligence is needed before recommendation to purchase is made and/or approved.

**Proposals** - Management received a \$5,687 proposal (American Screen & Glass) to replace three large windows, and one small lower window in the lobby near the entrance door. The seal is broken on 3, and un-repairable BB-shot holes are in the other. Installation was re-scheduled from the week of 2/22/16, due to rain.

Management received a \$3,005 proposal (Becks Door & Hardware) to replace the West end buildings side exit door and frame (near the steps by guest parking). The door was badly damaged and the frame was temporarily repaired. But total replacement is required.

Management received \$2,011 proposal (Ark) to replace several alarm system devices (ie speakers & boxes).

**Attorney fees - Unit Owners Collections-** \$218 was paid to the Association's attorney in January, 2016, for routine delinquency collections. And \$791 was paid for legal advice on general legal services. **Collections update- \$31,724 (January 2016)**

**Delinquencies-** 10 units owe \$21,556 for delinquencies that are 60 days past due. 13 units owe \$10,168 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

**2016 Annual Meeting and Election – Important dates:**

**2/24/16, Board Meeting Action Needed:**

January 4 <sup>th</sup>	Nominations opened
February 1 <sup>st</sup>	Nominations closed  <b>NOTE: There are three seats available and 4 candidate applications were received.</b>
February 19 <sup>th</sup>	Mailed out election packages to unit owners
March 8 <sup>th</sup>	Meet the
March 22 <sup>nd</sup>	Candidates Night Annual meeting and Elections

1. Approve Hammerhead Construction – Bridge proposal \$160,045
2. Approve Revised 2016 Budget (due to elimination of C2W related expenses)
3. Approve Additional Exercise Room Proposal
4. Employee Manual (discussed under new business)

\*The next regular Board meeting is on April 27th, 2016.

**Staff Change -** Management would like to extend our best wishes to Debbie Harvey, Resident Service Coordinator for the East Building. She accepted a new job with a legal firm. Debbie is returning to the legal industry that she worked in prior to coming to Skyline House. She will be missed!

## Chief Engineer's Report

Greg Grimm,  
Chief Engineer



### **HIGH EFFICIENCY LAUNDRY DETERGENTS**

I have noticed during my travels to units that many residents do not use the proper laundry detergent. If you have a newer washer, it probably has an “HE” Logo. This means the washing machine you are using is “High Efficiency” which saves energy and water. Using the wrong laundry detergent in your HE machine causes problems for Management, your neighbors, and your family because HE laundry detergents are very concentrated; so you use less detergent. Using the improper laundry detergent, may cause soap suds to flood on the floors below your unit. It may also cause soap to remain in your clothes which can cause itching and allergies. For more information on HE detergents and how to use them properly, please read the following article on the web.... <http://www.cleaninginstitute.org/assets/1/page/he.pdf>



### **YOUR UNIT'S HEAT PUMP**

**Newsflash....Many residents still have not replaced their old heat pumps!** First, and most importantly, you are heating and cooling on borrowed time, as your unit could fail at any moment. These older units should have been replaced years ago! Secondly, a new unit will cut the electric cost to heat and cool by approximately 2/3!! **By or before the end of 2016, Management will no longer service these old heat pumps!** They are too old to get parts, in poor condition to repair, and they guzzle electricity

compared to new energy efficient heat pumps! You are PAST YOUR TIME, to bite that bullet and replace that old heat pump with a new, energy efficient heat pump. We can replace it for you, or you can use the contractor of your choice. For more info on the Bosch heat pumps we sell, pick up a brochure in the Management Office, or click on the link below...

[http://www.bosch-climate.us/files/8733904599-LV-Brochure-11-25-14-web\\_US.pdf](http://www.bosch-climate.us/files/8733904599-LV-Brochure-11-25-14-web_US.pdf)

## **DRYER VENT CLEANING**

According to The Consumer Product Safety Commission, annually there are tens of thousands of dryer fires which can lead to injuries or death. You should clean in and around your dryer hose once a year; and inspect the vent and hose for any blockages every 6 months. If your dryer takes a very long time to dry your clothes, it's an indication that your dryer vent ducts need to be cleaned. Effective immediately, we are happy to offer dryer duct cleaning in most units. This service takes about 15-20 minutes. It requires access to the vent on your balcony, and to the back of the dryer. Please call the SHUOA Management Office 703-578-4855, to schedule your dryer vent to be cleaned.

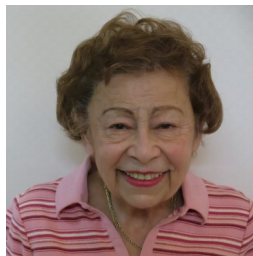
### **We will NOT be able to clean your vents if your washer/dryer unit:**

- Cannot be easily pulled out
- Is enclosed in a cabinet, or
- Your unit is on the 17<sup>th</sup> floor, or
- Your washer/dryer has been re-located to a different area of your unit.

If you said yes to any of the 4 items above, **you will need a professional contractor to clean your dryer vents.**

## **Financial Management Committee**

Wynfred Joshua,  
Financial Manager



The Financial Management Committee met on Monday, February 22, 2016. Ms. June Baker chaired

the meeting in the absence of Dr. Joshua who had another commitment. A review of the financial statements for the month of January showed a total income of \$376,756. Total expenditures for January were \$249,471. Reserve contributions for the month were \$122,989 leaving a net income of \$4,296. No estimated taxes were paid this past month.

General Manager, Brown Slaughter noted that the Board of Directors had approved the Decorating Committee and FMC's recommendation to accept Park Rug's proposal to replace the flooring in the West Penthouse corridors. Work is scheduled to begin March 1 and should be in place in time for Candidates' Night and the Annual Meeting.

We asked the General Manager and Deputy General Manager about availability of storage lockers for rent, noting that the reason we didn't pursue building additional lockers in 2015 was that there were unrented lockers. Should the need arrive for additional lockers, space is available to build them. Deputy General Manager Haight reported that all lockers are currently rented and there are no residents on a waiting list.

The FMC unanimously recommended that the Board approve the Hammerhead Construction proposal of \$160,045 for the East building bridge.

In addition, the FMC recommended that the Board approve the PPOC's recommendation for building an additional exercise room on the "S" level in the East building at a cost not to exceed \$10,000. One member voted "no."

The FMC unanimously recommended that the Board approve the revised 2016 Operating Budget which eliminates all income and expenses associated with unit C2W; reallocates \$8,000 from Miscellaneous Administrative Expenses to Administrative Payroll, thereby increasing and decreasing associated totals; and renames the Plug/Contingency line item to Contingency and relocates the line item in the Operating Budget. These changes were recommended by our auditors.

The next FMC meeting is Monday, April 25, 2016. We welcome Skyline House residents as observers and participants.





## Physical Plant & Operations Committee (PPOC) Report

Al Lambert & Diane Yeager,  
Co-Chairs

With all 6 PPOC members, our manager and our building engineer present, the PPOC convened at 7 p.m., February 11, 2016.

The co-chairs reported briefly on the February 10 open “Townhall Meeting” on plans for SHUOA fitness facilities. Twenty-nine people were present at that informational meeting and were advised not only of the timeline and the nature and cost of the planned improvements, but also of the intention to create a committee of users of the fitness facilities to advise SHUOA concerning matters of upkeep and improvements in future years. Owners present had indicated a desire for quality equipment, adequate electrical supply, and a division of the new fitness room into areas for differentiated use (a cardio area, a weight training area, and an area with mats for such activities as yoga).

### Fitness facilities

June Baker moved **that the PPOC recommend to the FMC and Board of Directors approve the plan from the PPOC to create an additional exercise room in the S2 room on the S-level of the East Building using both contract and in-house labor and materials at a cost not to exceed \$10,000.** Bert Barrois seconded the motion. **The motion passed unanimously.**

### Management Report

In addition to reporting the completion of multiple painting projects, maintenance log responses, and the purchase of bedding, towels, and toiletries to accommodate guards and/or staff who stay on the premises during emergencies, Michelle reported moving forward on a number of projects:

- replacement of damaged lobby windows
- replacement of the storm-damaged door and

frame at the end of the West Building

- replacement of alarm system devices
- operationalizing the Building Link database computer system with an initial demonstration for office and front desk staff (to be followed by demonstrations for members of committees and the Board, as well as interested residents)

On the East Building Bridge to the parking garage, Michelle reported that WDP has secured all the needed information and has recommended Hammerhead Construction for the project. Vienna Glass Company will be the Kalwall approved installer of the bridge panel system. Derrick Associates will handle the light fixture installation. Management recommends Hammerhead Construction at a cost of \$160,045 and now needs final approvals from PPOC, FMC, and the Board.

### East Building Bridge Crosswalk

Subsequent to management’s report and taking into account additional written information provided to management by Jason Yates at WDP and shared with the PPOC, June Baker moved **that the PPOC recommend to the FMC and Board of Directors to accept Hammerhead Construction’s proposal to replace the East Building bridge structure for the sum of \$160,045.** Liza Ruiz seconded the motion. **The motion passed unanimously.**

### Other business

In response to concerns expressed about the continuing rules violations, trash accumulation, and vandalism in the stairwells of both buildings, June Baker moved that **the PPOC request that the Security Committee request that Management change the security guards patrol route for a period of 2 or 3 months so that the guards are concentrating on areas where the problems are most pronounced, and then report results to us at the end of the three month period.** The motion was seconded by Mark Gilliat.

Discussion included:

- The observation that while it is difficult to catch the culprits in the act, frequent top-to-bottom

patrols of the stairwells would make the stairwells much less comfortable refuge and would also allow for more prompt efforts to address the vandalism.

**The motion passed unanimously.**

### Adjournment

There will be no walk-around in February. The next PPOC meeting will be Thursday, March 10, at 7 p.m., in the West Penthouse Meeting Room. The meeting is open to all unit owners.

## **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 house-bound. 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.

March 2016 VOLUNTEERS are:

MARYANNE SOLLAK    808E    703-845-9325

HANNELORE JONES    1307E    703-379-1473

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9	6				4		8	
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	5					8		9

[Level: Medium]

## **RIDDLES**

What comes down but never goes up?

I'm tall when I'm young and I'm short when I'm old.  
What am I?

Mary's father has 5 daughters – Nana, Nene, Nini,  
Nono. What is the fifth daughters name?

What is the longest word in the dictionary?

What word becomes shorter when you add two letters  
to it?

# SKYLINE HOUSE CALENDAR

## MARCH 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	8 <b>Meet the candidates</b>	9 <b>Security/ Safety &amp; NW</b> 7:00 PM Meeting Room	10 <b>PPOC</b> 7:00 PM Meeting Room	11	12
13	14 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	15	16 <b>Covenants</b> 7:00 PM Meeting Room	17 <b>CRC</b> 7:00 PM Meeting Room	18	19
20	21 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	22 <b>Annual Meeting</b>	23	24	25	26
27	28 <b>Library Open</b> 7:00 – 8:00 p.m. East Penthouse	29	30	31		

### **BOARD OF DIRECTORS**

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

### **GARDEN CLUB**

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

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

G M, Michelle Brown-Slaughter [michelle@shuoa.org](mailto:michelle@shuoa.org)  
 Deputy General Manager, Tycia Haight [tycia@shuoa.org](mailto:tycia@shuoa.org)  
 Chief Engineer, Greg Grimm [greg@shuoa.org](mailto:greg@shuoa.org)  
 Accountant, Huajun “Lucy” Bei [lucy@shuoa.org](mailto:lucy@shuoa.org)  
 Resident Services Coor., Debbie Harvey [debbie@shuoa.org](mailto:debbie@shuoa.org)  
 Resident Services Coor., Noemi Najera [noemi@shuoa.org](mailto:noemi@shuoa.org)  
**Web Developer**, Win Singleton

**EDITOR:** Noor Al-Tall 706E [nooraltallnewsletter@gmail.com](mailto:nooraltallnewsletter@gmail.com)  
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