



The House Special

Newsletter of the Skyline House Unit Owners' Association | Oct. | Vol. 37; Issue# 8 | Shuoa.org

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President's Report

Richard Porter



This month I want to discuss some of what I see as president. I receive a lot of complaints from residents. When I receive complaints that reach a certain level, I share with board members and chairmen of our two major committees-- FMC and PPOC. I do this because I think they need to know what is being reported as happening in the building. Committees need to know in order to do their jobs in feeding recommendations to the board.

Because I do as described, I am told by some in Management that I am undercutting Management by not letting Management respond or by not talking to Management first. I have explained that passing information along does not constitute an endorsement by me of what is reported to me, but it is an attempt to be transparent. I believe transparency is important in our community.

Secondly I am sometimes told by people who receive information from me that I have disseminated it too widely. As earlier noted, it is my firm belief that our committee process enhances the work of the board and management. Accordingly I think it's important that appropriate committee personnel know what's going on.

As the Washington Post says:

"Democracy dies in darkness.

Not on my watch."

Treasurer's Commentary

Karen H. Johnson



For the year through August 31, we continued to run a substantial surplus in absolute dollar terms and in relation to our budget. To some extent, that resulted from favorable income flows. More importantly, it resulted from lower-than-expected expenses.

The major positive expense items included group health costs, insurance payments, outlays for employee education and several contracts, taken together. Some of these savings will persist through the year's end. Some may be timing issues, and we might see expenditures on them go up in the future. In addition, the fire caused us to absorb the \$10,000 deductible charge on our insurance. It still seems likely to me that we will end the year with a positive balance between income and expenses.

The Board has received draft operating and reserve budgets for 2018 for review and voting upon in October. I would like to call your attention to some features of these budgets. Planned allocations into our reserve holdings from current income, which is largely condo fee income, rise two percent from this year's level. This increase reflects the very large expenditures that have been undertaken this year, especially for the roofs and

the AHU. We will be dipping into our reserve holdings to pay for the roof and related expenses. An overall two percent performance increase is in the budget for the staff. There are reductions in many other components of the budget in light of this year's outcome. The result is a slight decrease in total operating expenses. Accordingly, the budget is essentially balanced with a one percent increase in condo fees.

For the reserve budget, planned spending next year exceeds next year's allocation of new funds. Hence we will again, if we spend as planned, slightly reduce our accumulated holdings. Major items include garage work, the details of which depend upon inspection, the related project of swimming pool deck and planter work, and balcony work to address damage that is present. These are important items that need attention.

As of August 31, the total number of units in delinquent status to the Association had dropped to 11, with the amount due of \$26,398 down from July. The number of renter occupied units was 150, 27 % of the total.

Management

Report

Michelle Brown-Slaughter



West A/C System outage

Early afternoon on Thursday September 7th, the West building's closed loop temperature climbed too high. Upon investigation, Greg found that something from the FFX water supply had gotten to the backflow preventer on the West Penthouse and stopped it from working. This allowed no water to make up for the towers or the closed loop. Since there was no water in the tower, the tower could not cool. Whatever went to the tower, also went to the heat exchanger in the boiler room, which caused a partial clog.

Greg called CTHX who was on-site Friday (9/8), but needed to return on Monday (9/11). They cleaned over 140 of the heat exchanger plates, and ordered a new back flow preventer, which was delivered Tuesday (9/12).

Jaime was the hero this weekend. On Sunday morning (9/10), he figured out how to connect a water line to the water heater supply in the West Penthouse. He connected that line to the cooling tower hose connection, which allowed both the closed loop and towers to have water. As a result, part of the A/C system began working.

After the heat exchanger was cleaned, it went back to full efficiency. The back flow preventer was installed on Tuesday (9/12), and the temporary water line was disconnected. Management requested a proposal to overhaul the West cooling tower. The total cost is \$85K or \$71K if all 4 towers are approved as one project. Work would be done in spring of 2018, if approved.

Update - Fire unit repairs -

Drywall repairs were made to some of the common areas, and several units damaged by water from the fire. 508E repairs are underway. Remaining units to be repaired are in direct contact with Servpro to schedule repairs. SHUOA's Master Insurance carrier, FM Global, inspected units; and reviewed and approved ServPro's repair estimates of \$160,685.37. SHUOA was paid \$150,685.37 for the repair estimate total less the \$10,000 deductible. Six units opted to receive their payout check instead of ServPro performing repairs. The 6 opt out checks totaled \$21,473.90. All have picked up their checks.

Bridge Project

The open punch list items remaining are the flashing on the bridge exit side and floor coating. Flashing over the floor plates and bolts was installed. WDP conducted a cavity drainage water test on 9/7/17, to determine the effectiveness of the installed thru wall flashing. Hammer-head (the contractor) had flashing removed and re-installed. SHUOA asked our roofer (Raintree) to repair damaged flashing above the bridge on the pool deck. Another water test will be conducted when the flashing is completed.

Roof Update

The \$1.7 million AIA contract between Raintree and Shuoa was signed. Scheduled payments will be made via wire transfer. Mobilization began 9/8/17, and roof work commenced on 9/11/17. **Phase I** work consists of the: (1) **East Cooling Tower** roof replacement- which was completed; (2) **East Penthouse** roof restoration; and (3) **Lobby roof** restoration. **Phase II** work includes the: (1) **East Plaza Deck** replacement; (2) set-up and **mobilization of the West Building**. **Phase III** is the **West Penthouse** roof replacement. And **Phase IV** is the **West Plaza Deck** roof replacement. Due to the heavy equipment and supplies, expect to see cranes, hoists and lifts on site periodically.

Roof AHU project Update

Dittmar Construction's \$788,000 proposal to replace and install the AHU's on the roof of both buildings was approved at the special meeting of the PPOC, FMC and the Board on 9/6/17. JFW our engineer consultant is overseeing the rooftop AHU project. The Letter of Intent was issued to Dittmar. The AIA contract revisions were reviewed by JFW and our attorney, and sent to Dittmar for final approval. Both Dittmar and JFW are coordinating work with Raintree, the roof contractor.

East Penthouse Floor

Capital City Paint Company completed replacement of the East Penthouse flooring.

Exterior Light Glare Violation (West Bldg) -

The County received a complaint which required SHUOA to install cutoff light reflectors on 33 exterior lights in front of the West building. The lights

were re-inspected by the County and the violation was satisfied. However, additional light reflectors are on back-order and will be installed on the remaining lights in the West once they're received.

Reserve Study Proposals

JFW, our consulting engineer, reviewed the 7 Reserve Study proposals and recommends 4 companies: **TDL, BMA, Barrera, and Miller Dodson**. A meeting is scheduled by the PPOC for October 18th, 2017, from 7pm to 9pm. All 4 companies were notified and will be prepared to give a brief overview and Q/A of their systems. FMC, PPOC and Board members were invited to attend.

Balcony Inspections and Repairs

SK&A will honor their prices (\$38,500) stated in their proposal dated April 22, 2016, even if the actual inspection takes place in 2018. They can start the balcony inspections in the spring, around March.

Window Leaks

Management requested SK&A to inspect the interior of 4 units (805E, 1706E, 1004E, 1313W), that continue to have leaks during hard rainy weather. A swing stage will be needed to inspect the exterior brickwork on each unit, to determine the source of the leaks. SK&A will invite 3 companies to provide proposals over the next couple of weeks.

East Party Room, Library–

Opened the week of 9/6/17. Hours were posted with the Front Desk, Housekeeping and the Guards. And the **Kiddie Corner**

The “Kiddie Corner” reopened as well.

East Bike Room -

Notices were sent to all units that have bikes in the East Bike Room. The room needs to be cleared by 9/29/17, for the contractor to begin ceiling repairs due to the fire.

Vendor Bankruptcy- Becks Doors

A warrant was filed on Becks Doors and our attorney is waiting for the court hearing. A new RFP was sent to replace the West Mail Lobby Door. Three proposals were received. S. Albert Glass was approved for \$13,215, by PPOC and FMC, and awaits approval from the Board.

Housekeeping Staff

Management met with staff to announce the new hire of Ana Segovia, as the regular full-time Housekeeping Supervisor. Changes to improve the property's upkeep and cleanliness were discussed, with expectations that all Housekeeping staff would comply.

Attorney fees - Unit Owners Collections:

\$1,348 was paid to the Association's attorney in August, 2017, for routine delinquency collections. \$789 was paid to the attorney for advice on general legal services for the month of August.

2. Collections update- \$26,398 (August 2017)

Delinquencies

Six units owe \$22,683 for delinquencies that are 60 days past due. 5 units owe \$3,715 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

2018 Budget Process

Two budget meetings were held in August for the operating and reserve budget reviews on August 16th and 17th and again on August 23rd and 24th. Revisions for both budgets were included in this month's meeting packages for review. FMC recommends approval of both budgets. Board approval is pending.

Cummings & Associates (CAA) update

Task 2 of the Consulting Agreement was provided:

- **Leadership Interview Summary**, that helps gain perspective from our elected and appointed leaders on what is going well and what is not at Skyline House.
- **Leadership Evaluation Summary**, that shares the online input of our board members and compares the results with similar properties to help prioritize our work.

These two lists were provided for our board members to digest, while Cummings completes our Employee Manual Update, and Facilities Evaluation reports.

9/27/17 Board Meeting Action Needed:

Approvals needed for:

1. **West Lobby Door Proposal – S. Albert Glass - \$13,215**
2. **SK&A – window leaks (805E, 1706E, 1004E and 1313W) to inspect unit interiors (proposal not yet available).**

**The next regular scheduled Board meeting is
October 25th, 2017**

Chief Engineer Report

Gregory Grimm

Heating Season

It is that time of year again, when we switch from cooling our homes to heating them. Before this season starts, you should test your unit in heating mode to make sure it works properly. Remember to change your filter monthly. If you have a thermostat that uses batteries, now is a good time to change them to ensure that you do not wake up one night cold because the batteries are drained and need to be changed!

Smoke Detectors and Leak Detectors

Some units have smoke detectors that use batteries. Also, many units have leak detectors with batteries. **Please note that we do not change these batteries. It is your responsibility.** You should make notes of the items in your unit that use batteries, and a great time to change them is when daylight savings time changes each fall.

Roof Work and Corridor HVAC Replacements

Both of these projects have started and are in full swing. While this work is progressing, you may notice a few things that don't seem normal:

1. You may smell hot tar from time to time in the building, this is normal.
2. At times we may have to block parts of the drive-ways at the property's entrance or exit, to accommodate a crane or hoist, which will be removing and lifting items to the roofs. Our intention is not to block you in. And we will open the garage doors when it is necessary, to allow entrance and exit from the property.
3. There will also be times when the Penthouse Sun-decks will be closed as the roofing project progresses.
4. While the rooftop corridor heating/cooling units are replaced, you may also notice that units in certain areas of the hall corridors will be off. This will only be temporary while the old units are being removed, and the new units are being connected.

We appreciate your patience, cooperation and understanding while these events occur.

Financial Management

June Baker

The Financial Management Committee (FMC) met on Monday, September 25, 2017.

The financial figures for the month of August 2017 were: total Income of \$386,601; total Expenses of \$248,335; Reserve Contributions of \$122,989; no Tax Payments; leaving a Net Income of \$15,277 for the month of August. Please note that we continue to show positive net income of \$116,343 through the month of August which far exceeds the estimated Y-T-D net income of \$40,201.

This month's Variance Report showed that actual Revenue for August was slightly above budget, because of higher than budgeted Legal Fees, Rental of Facilities, and Interest Income, but with lower than budgeted In-Unit Maintenance Income. In the Expense accounts, Payroll, Payroll Tax and Benefits, and Utilities were close to budgeted amounts; Administrative and Maintenance costs were below budgeted estimates; and Supplies actual amounts were greater than estimates. Contract costs were less than \$1000 higher than budgeted.

There were no major concerns expressed regarding the financial statements nor the management report provided by General Manager Michelle Brown Slaughter. FMC members received JFW's evaluation of the seven Reserve Study proposals. They will review the four prospective proposals that JFW ranked highest and submit any questions to the General Manager and Deputy General Manager by October 6; the questions will be compiled and forwarded to the appropriate companies. The four companies will give presentations at the October 18 PPOC meeting; the Chair asked all FMC members to attend the meeting.

The FMC next turned to action items, and the Committee is recommending that the Board of Directors:

- Approve the 2018 Operating Budget of \$4,289,423 which includes a 1% condo fee increase. The recommendation was passed with 6 members voting "Yes," and one member voting "No."
- Approve the 2018 Reserve Budget which anticipates spending \$1,691,303 in potential maintenance and replacement projects. The recommendation was passed unanimously.
- The Chair noted that the final version of the budget will have changes made to various narrative portions that do not affect the dollar amounts.
- Approve the \$13,215 proposal from S. Albert Glass Co. to replace the West lobby door. The recommendation was passed unanimously.

SHUOA does not have an official policy for compensatory (comp) time and overtime for our employees. An informal policy has been used for many years, and the FMC decided that an official policy should be formulated for inclusion in the new Employee Manual. The informal policy and some ideas and questions were forwarded to Cummings & Associates to develop a policy that is legal and fair to our employees and to SHUOA. Once a draft policy has been developed, the Board can make whatever changes it deems are necessary.

Physical Plant & Operations

Committee (PPOC)

Report

Bryant Stukes & Diane Yeager



The PPOC met Thursday, September 14, 2017, beginning at 7:01p.m.

1. Welcome and remarks by Chair Bryant Stukes.

The chair welcomed everyone back from the August break. It was announced that Co-chair, Diane Yeager, would be stepping down to regular committee member status.

The opening of the East Party Room and Library during the day/early evening has commenced and the committee will observe the usage of the room for the next 90 days. Hours of usage and rules have been posted, with the expectation that use will increase once the weather changes. The chair received feedback from one Board member and one PPOC committee member regarding the proposed Front Octagon and 3711 Landscape design, all feedback/questions will be directed to the landscape architect, with a viewing/vote for the community in January.

2. The PPOC received the report of the General Manager with updates on:

See Management Report for full updates on the items below

- East Bridge Project status -
- Skyline House Roof/HVAC Replacement
- Skyline House Balcony/In-Unit Water Connection Inspections
- Window Leaks - 1313W, 1706E, 1004E, 1606E & 805E
- 2018 Reserve Study Proposals

The committee reviewed the 2017 YTD Maintenance Report, with no pressing issues. The chair asked for a comprehensive and singular Monthly Building Walk-through Inspection report, as the current report is presented in three different versions.

3. Actions

POC approved one principal motion: the selection of a to replace the West Lobby Door.

PPOC recommended to the FMC and the Board of Directors that the Association accept the proposal of S. Albert Glass to replace the West Mail Lobby door and surrounding windows at a cost of \$13,215.00

4. Other Topics

- The Skyline House main entry and side entry sign replacement will be discussed at the next PPOC meeting.
- The Chair asked that Management conduct research on Lobby Level Recycling/Trash Receptacles for placement near the East/West elevators.
- The Chair stated that late fall and early winter the committee will begin the process of reviewing Operations/Maintenance programs that are in use, to continue the process of modernizing the Skyline House operational/maintenance systems.
- The committee was made aware that the Cox Cable contract will expire within a few years and we must begin the task of figuring out if it is cost effective, to continue to subsidize basic cable for the buildings.

At 8:15pm the meeting was adjourned.

The next regularly scheduled meeting of the PPOC will take place Wednesday, October 18, at 7 p.m. in the meeting room of the West Building Penthouse; all Board Members and residents are welcome to attend.

Security, Safety, & Neighborhood Watch

Chair, Diane M. Zierhoffer



The Security, Safety and Neighborhood Watch Committee met on 13 September 2017.

The chief of the Northern Virginia Intelligence Center presented to the CAC on its mission since its inception after 9/11. The center is comprised of officers from Fairfax, Prince William and Loudon counties, and is able to share intelligence with federal agencies to work on major crime. The next meeting of the Citizens Advisory Council will be on 3 October at 7:00 PM at the Mason District Station on Columbia Pike.

The Management Office reported receiving seven Neighborhood Watch reports. All issues were addressed. Residents are reminded the Management Office must have an emergency key for your unit. About 12 residents were reminded there is no key for their unit in the office. If you have replaced your lock, and SHUOA Maintenance did not do the work, please be sure your new key is in the office. Management needs the key in case of leaks, fire, etc. Management has reached out to Securitas to secure a site supervisor.

The committee discussed cars being parked in violation of parking policy. The courtesy officers will be asked to enforce, more rigorously, the parking policy. The officers are enforcing registration of cars with the front desk and are not able to enforce Virginia law. Residents recently noticed a vehicle parked with expired temporary tags, but our officers do not enforce that. Management also reported vehicles parked in the space provided for the postal worker are towed to allow the mail truck to be parked.

We discussed the possibility of placing cameras in the parking garage. I will ask neighbors how their garages are protected, but at this time, placing cameras in the garage seems impractical. The most effective way to protect yourself is to lock the doors to your car. You are also taking a risk by taking things out of your car and leaving them in the garage while you are gone. I have seen baby seats and grocery carts in the garage and wonder at how easily a driver trusts our neighbors when a few have shown themselves to not be honest or trustworthy. Protect your possessions – keep your car locked.

Do you live alone? Do you have someone you talk to or see everyday who would know if you are not safe and needed help? Regardless of your age, it is important, if you live alone, to have contact with someone who knows to seek help for you if they have not heard from you. Please ensure the Management Office knows your next of kin. If something happens to you, who can Management call to take care of your needs? Is the person you originally reported as next of kin still alive? Stay safe by staying in touch.

The SS&NWC will next meet on 8 November 2017.

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. To find out the current Good Neighbor, check out the bulletin boards in both the East and West lobby level.

The October Volunteer is:

NILDA VIQUEIRA 715W 703-379-4239

SUNDECK CLOSED

THE SUNDECK IS CLOSED
DURING THIS TIME FOR
ROOFING REPAIRS.

- Skyline House Management



KIDDIE KORNER (EAST PH)

**KIDDIE KORNER IS NOW
OPEN**

MONDAY-FRIDAY

9AM-3PM



SKYLINE HOUSE TELEPHONE SYSTEM UPDATE



**OUR TELEPHONE SYSTEM HAS BEEN
UPDATED TO INCLUDE AUTO
ATTENDANT FROM 8AM - 6PM,
MONDAY-FRIDAY. PLEASE LISTEN TO
THE SYSTEM SO THAT YOU ARE
CONNECTED TO THE APPROPRIATE
EXTENSION.**

-Skyline House Management

SKYLINE HOUSE AMENITIES – HOURS OF OPERATION

Effective Wednesday, September 6th, 2017, the following rooms are to be opened and closed to residents as follows:

Amenities	<u>Days</u>	<u>Hours Open</u>	<u>Hours Closed</u>
East Kiddie Corner	Mon-Fri	9:00AM	3:00PM
East Party Room and East Library	Saturday	12 Noon	6:00PM
	Sunday	12 Noon	6:00PM
	Monday	11:00 AM	8:00PM
	Wednesday	11:00 AM	8:00PM
	Thursday	11:00 AM	8:00PM
East PH Bathrooms	Monday	9:00AM	8:00PM
	Tuesday	9:00AM	3:00PM
	Wednesday	9:00AM	8:00PM
	Thursday	9:00AM	8:00PM
	Friday	9:00AM	3:00PM
	Saturday	12:00PM	6:00PM
	Sunday	12:00PM	6:00PM

NOTE:

OCCASSIONS WHEN THE EAST PARTY ROOM WILL NOT BE OPEN:

Sundays – when parties have occurred the night before or are scheduled that Monday

Saturdays – when parties are scheduled or the night before

Thanks much.

Skyline House Management

AARP SMART DRIVER COURSE HERE AT SKYLINE

Sponsored by the Community Relations Committee

(Course is designed for people over 50)

DATES: November 14 and 15 2017

TIME: 10:00 A.M. TO 3:00 P.M. EACH DAY

**COST IS \$15.00 FOR AARP MEMBERS
AND \$20.00 FOR NON- MEMBERS.**

LOCATION: WEST PARTY ROOM

Call 703 998 0251 to register for course

WAYNE KRUMWIEDE, INSTRUCTOR, 606W

Possible auto insurance discount for course

HVAC PROJECTS

Our roofing and corridor HVAC Projects are underway. Please be aware that during the next few weeks you may:

- Smell roofing tar or other materials from time to time**
- Hear noise on the roofs and at the loading docks**
- May have driveways blocked from time to time when cranes are removing or lifting equipment to the roof**



- Skyline House Management



OCTOBER 2017

Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Library Open 7:00 – 8:00 p.m. East Pent-house	3	4	5	6	7
8	9 Library Open 7:00 – 8:00 p.m. East Pent-house	10	11	12	13	14
15	16 Library Open 7:00 – 8:00 p.m. East Pent-house	17	18 PPOC 6:30 PM Meeting Room	19	20	21
22	23 FIN MGT 7:00 PM Meeting Room Library Open 7:00 – 8:00 p.m. East Pent-house	24	25 BOARD 7:00 PM Meeting Room	26	27	28
29	30 Library Open 7:00 – 8:00 p.m. East Pent-house	31				

— **BOARD OF DIRECTORS** —

President, Richard Porter, 1005E

414-870-0499
rporter@shuoa.org
rporter325@aol.com

Vice President, Sarah Kreger, 301W

703-593-3806
sak22041@gmail.com

Treasurer, Karen Johnson, 1511W

703-379-0322
kjohnson@shuoa.org

Secretary, Manuela Guill, 106E

571-228-7418
mguillSHUOA@aol.com

Director & Chief Engineer, Gregory Grimm, T08E

703-477-3656
greg@shuoa.org

Director, Norman Philion, 1605W

703-434-9596
normanphilion@gmail.com

Director, Charles Roberts, 914E

703-998-6080
charley.roberts@prodigy.net

Web Developer, Win Singleton

— **MANAGEMENT OFFICE** —

General Manager, Michelle Brown-Slaughter

michelle@shuoa.org

Deputy General Manager, Tycia Haight

tycia@shuoa.org

Accountant, Huajun “Lucy” Bei

lucy@shuoa.org

Resident Service Coordinator, Noemi Najera

noemi@shuoa.org

Resident Services Coordinator, Donte Wilkins

donte@shuoa.org

— **COMMITTEE CHAIRS** —

Covenants, Bert Barrois, 512E

703-931-2395
Bert.Barrois@gmail.com

Financial Mgmt., June Baker, 211E

703-824-3619
Jbaker_traveler@hotmail.com

PPOC, Bryant Stukes (Chair), 1605E

703-824-9293
tbstukes@gmail.com

Security, Safety & NW, Diane Zierhoffer, 102W

zierhofferdm@hotmail.com

Community Relations, Mark Gilliat, 607E

571-236-2749
mgilliat@netzero.net

Recreation, Sheri Stroud, 214E

571-551-6447
shervo@cox.net

Furnishings & Design, Tremayne Bunaugh, 1605E

SHUOAdecor@gmail.com

Garden Club, Vacant

Good Neighbors, Alina Gonzalez, 1013W

703-379-5391
agonzal42@yahoo.com

Virginia Fissmer, 601W

703-379-2901

Editor, Noor Al-Tall, 706E

nooraltallnewsletter@gmail.com