



The House Special

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President's Report

Richard Porter



If you're like me— you are being evicted from A level parking most of the year, forced to park across the street inconveniently, faced with loud noise from facade repair and forced in midwinter to remove some of your screens. These impositions rankle me. I harbor the suspicion it should have been done better. But the pool deck has to be replaced. And the facade leaks have to be repaired. I can only assure you I am suffering with you. And I will do everything I can to speed up the process. If you have concerns please take them to management in the first instance, and to me if that proves unsatisfactory. We have been promised these fixes are long term. They better be.

Treasurer's Commentary

Karen H. Johnson



Preliminary data for the month of December and for the entire past year are now available. In this report, I will be discussing our reserve spending and plans.

For the year 2018, our planning for spending from reserve funds was as follows: about \$823,000 was expected to be used for periodic maintenance items, about \$811,000 was planned for replacement spending, and \$62,000 was budgeted for spending on consultants. The resulting total was nearly \$1.7 million. Our actual spending for the year from reserves was about \$904,000. In the figure for actual expenditure is payment of about \$130,000 that was carry over of costs associated with the roof repairs done in 2017. Major unexpected expenditures were for work on the cooling towers, the AHU replacements and work on the elevators. Substantial sums were put into the 2018 reserve budget for balcony repair, garage repair, and remediation of the pool deck. Extensive planning was done for these projects during the year, and they are now getting underway. However, it was not until the end of the year that actual payments were begun, and these fell well below the amounts provided for in the budget. In addition, the budget included planned upgrades of bathrooms in the common areas. Again, planning was done during 2018, but work and spending has not yet begun.

Looking ahead for this year, the actual work on the garage, the pool deck, and planned façade repairs will entail substantial cash outflow. The funds not spent last year remain in our reserve holdings for meeting costs this year. Our 2019 outlook for spending out of our reserve funds is likely to come to \$2.5 to \$3 million. We have three sources of funds to meet these costs. The first is the portion of our annual condo fee income that we allocate to reserve accounts. That amount for 2019 is \$1,540,000. Second, we have a bit more than \$1,368,000 in cash or near cash holdings in our account with Merrill Lynch. Third, we hold investments with Merrill Lynch of \$740,000 in bank CDs and \$3,837,000 in U.S. Treasury notes. Clearly we have the funds to meet our expected expenditures. We will nevertheless have to pay attention

to our cash inflows and outflows to ensure that we have cash available to meet payments as they come due.

As of December 31, the total number of units in delinquent status to the Association rose to 16, with \$41,171 in amount due. This number was above that for November. The number of renter occupied units is 146, 26 % of the total.

Management Report

Michelle Brown-Slaughter



2019 Pool and Mezzanine Closing - Construction Update:

Due to water leaks in the garage from the pool, the entire pool deck and Mezzanine areas will be completely closed, starting January 28th, 2019, and past the 2019 pool season. There will be no access to the pool deck until the project repairs and renovation are completed.

FOR SAFETY REASONS ACCESS TO THE EAST LOADING DOCK AND PARKING LOT AREAS WILL BE STRICTLY PROHIBITED TO PEDESTRIANS DURING CONSTRUCTION HOURS (8AM TO 6PM), BUT IS OPEN FOR LIMITED USE AFTER 6PM.

Residents should expect noise (after 8AM), dust, odors and some inconveniences during this project. Mobilization of equipment and landscape demolition began Monday, January 28th, 2019. As the surface of the pool deck is demolished, Raintree Services will start the water proofing process.

Parking Update:

SHUOA is paying for alternate parking for 13 residents parked in the East loading dock area; and 149 cars parked on upper and lower level A of the garage. Residents were assigned to park across the street in the PMI Skyline 4,5,6 garage. Detailed notices were distributed to all impacted residents. For safety reasons access to the East loading dock area will be heavily restricted during construction, but accessible to residents after 6PM. All move-ins, move-outs and deliveries to the East building must be scheduled in advance with the Management office. Residents who park in the rear of the East building can access the building thru the garage from 7AM to 7PM. The East garage entrance door will remain open daily from 7AM to 7PM. Updates will be provided as situations change that impact residents.

Garage Project – ETC and Raintree Services

The top brick parapet wall on the mezzanine level was partially demolished to install a lift for Bobcat equipment to remove debris. The brick wall of the garage will be the last repair project after the pool deck repairs are completed. A decision is needed to either tear down the wall and repair/rebuild it; or patch repair the wall.

Façade Sealant Replacement for Window Leaks

The Atlantic Company of America (ACA) mobilized the week of January 9th, 2019. Units on the short ends of the East building (tiers 5, 6,13, and 14) are being addressed first. Window frames, concrete masonry, and joints are being caulked as weather permits. Management removed window screens from the same tiers in both the East and West buildings. Units on the short ends of the West building (tiers 5, 6,13, and 14) are also being addressed. In order to meet the project schedule, residents can expect work to be done on Saturdays and a few holidays to make up for inclement weather days.

Isolated Balcony Repairs Phase I

The Atlantic Company of America (ACA) mobilized the week of January 9th, 2019. Isolated balcony repairs will also be completed most likely in the spring, weather permitting. Balconies with tiles where water has infiltrated and are badly spalling, will be completely removed. Balconies will not be approved to be re-tiled. Work is expected to take several months to complete.

Replacement of 5 R-22 HVAC Units

Dittmar, the successful bidder to replace five R-22 HVAC units, began work the week of January 10th, 2019. They completed installation of new HVAC units in the West Penthouse Meeting room, East Kiddie Room, the East Library, and East party room. The West exercise room on the Mezzanine level is the last area to complete. Harris Mid-Atlantic Inc (fka Capital City Controls) will program and integrate four of the five new HVAC units into the existing Energy Management System (EMS).

Chesapeake Ironworks

Repaired the railing posts on the East loading dock stairs that descend down to the garage entrance door. They were rusted and loose which was a safety hazard. During construction, for safety reasons- the stairs that descend down to the garage entrance door will be closed off from the lower level with no access to the East loading dock parking lot area.

Kolb Electric – Transformer Replacement

Kolb conducted an infrared scanning during the electrical switch gear inspection on 10/31/18. They reported that the small transformer in the West building needs to be replaced. It powers the penthouse and elevators. Replacement will be scheduled, and residents will be notified in advance before any power is shutdown.

Common Area Bathroom Renovations

Management received proposals from Capital City

Paint & Flooring Company, to renovate three staff bathrooms located in the management office, and the Men's and Women's locker rooms on the G-level. The proposals will be reviewed by PPOC and FMC.

Glen Forest Elementary School Bus – Access to front circle driveway

The Board approved the Glen Forest Elementary School bus to pick up and drop off students in the front circle drive area. Parents felt the bus shelter on South George Mason drive was too small, and unsafe for the 40+ children. Management notified the school who submitted the request to their transportation department. We are waiting further information and next steps to be taken. Management will work with parents to develop guidelines to outline appropriate behavior that will be expected while children and parents wait for the bus in the lobby area.

2006 Property Appraisal Update

After the pool deck project is completed the end of 2019, it would be prudent to have Suncorp update the values noted in the last property appraisal (2006). Since that appraisal was completed, the values of our new pool deck, two newer generators, all of the new roof replacements, new roof top AHU's, the exercise room on the S-Level in the East building, and the new bridge should be included in the appraisal update. It will be scheduled for update in 2020.

Physical Plant & Operations Committee Report



The PPOC met on Thursday, January 19, 2019 at 7:15pm

1. Welcome and remarks by Chair, Bryant Stukes.

The chair welcomed everyone by stating that 2018 was a busy year for the committee and Management; the results of that hard work are starting to bear fruit with the start of the 2019 Facade/Balcony Repair Project, Pool Deck /Mezzanine Renovation Project, and the Garage Repair Project. It was stressed that residents will experience times of disruption and to keep the bigger picture in mind...a new and better used mezzanine and pool area.

PPOC will spend 2019 working with Management to shepherd these three projects through their various stages of completion. The goal being to keep three projects on task and within budget as much as possible, while allowing ETC, Raintree, Garland, SK&A and Atlantic to do the work for which they were

contracted.

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

(See Management Report for full updates.)

- Pool Deck/Garage Project
- Common Area Bathroom Renovations
- Facade Sealant Replacement/Balcony Project
- Building Line Communications System
- In-Unit Owner Replacement Window Program

3. Actions

PPOC addressed the following items:

- School Bus Stop Relocation: after hearing from residents regarding this desire, PPOC felt that it was an issue to be decided by the Board, as it elicited great concern amongst the committee.
- Some committee members had serious concerns regarding the damage that may occur to the octagon if larger buses were allowed to enter. Given that smaller vehicles have managed to damage it.
- Some committee members believed the decision should be made by Fairfax County.
- Some committee members observed that there have been no incidents at the bus stop to warrant such a change and if done for one school, then more will want to do the same and cause issues in the octagon.
- Some committee members believe that it should be done on a trial basis with strict guidelines.
- Kiddie Room Extended Hours: after hearing feedback from parents regarding the Kiddie Room, management with the blessing of PPOC, extended the hours of the room to now be Mon thru Sunday from 9am-8pm. It was stressed upon the parents to keep the room clean and to report any violations of the rules for the room. PPOC also encouraged the parents to form a Board-approved committee regarding oversight of the room and coming up with activities for toddlers and youths in Skyline House.

4. New Business/Discussion

- PPOC was asked to look into the possibility of an electric car charging station. Due to the ongoing Mezzanine/Garage project, PPOC will not take up this item. Given that there is no space on the property for an electric station and with other major projects occurring, the PPOC will not address this issue in 2019.
- Management informed PPOC that once the Mezzanine/Pool Deck Project is complete, SHUOA a property re-appraisal will be conducted, as it was last

done in 2006. It is believed that the renovated areas will greatly increase the value and livability of the property.

At 9:00pm the meeting was adjourned. The next regularly scheduled meeting of the PPOC will take place Thursday, February 14, 2019 at 7:00pm. The SHUOA community is invited.

Financial Management Report

June Baker

The Financial Management Committee (FMC) met on Monday, January 28, 2019, for its first meeting of the year.

Financial figures for the month of December 2018 were: total Income of \$396,126; total Expenses of \$287,675; Reserve Contributions of \$125,449; State and Federal tax payments of \$7,750; leaving a Net Income of -\$24,747 for the month of December. Preliminary financial figures for the entire 2018 year are available and show a Net Income of \$14,417.

General Manager Michelle Brown Slaughter provided a management report highlighting the status of our major pool deck & garage and window leaks & balcony repair projects that are underway, weather permitting. Cars normally parked on the "A" level of the garage and near the East loading dock will be parked across the street in the PMI parking garage.

For several years, various Board, PPOC, and FMC members have attended presentations for a management/resident software product called BuildingLink. We have weighed both pros and cons of getting a license for Skyline House, considering cost, moving our current databases, encouraging residents to use the communication facilities, etc. At this FMC meeting, PPOC Chair, Bryant Stukes, described his in-depth introduction to BuildingLink at Skyline Plaza and discussed their interaction with the product. Although there would be an annual cost of about \$15,000 for us and a one-time cost to convert our databases, we would get a new website, no longer have to work with the person who handles our front desk databases, and have the opportunity to allow our residents to make online payments. Several attendees supported moving towards the acquisition of the software. We asked Mr. Stukes to take the lead on raising the proposal in the PPOC. Realistically, we are looking at 2020 for initial implementation if the Committees make the recommendation to the Board and it passes.

Treasurer Karen Johnson discussed the results of the most recent conference call with our Merrill Lynch broker regarding our investments. She mentioned the three sources of funds to meet planned expenditures and assured FMC and Board members that we have the financial resources to pay for the planned spending. There were no contracts to review and recommend for action to the

Board.

The next FMC meeting is scheduled for Monday, February 25, 2019. As always, all residents are welcome to attend.

Chief Engineer Report

Greg Grimm

BATTERIES

Daylight saving time officially starts the weekend of March 10th, 2019. While your phones and computers will automatically adjust their time clocks, you'll still have to check your alarm clocks, ovens, microwaves, and most importantly - your smoke detectors and water leak detectors.

The two times a year we change our clocks also serve as a valuable reminder to change the batteries in our fire alarms and leak detectors in the utility closets.

When you go around your house on Sunday March 10th, you'll want to replace the batteries in each smoke detector, and leak detector. Changing batteries now will also prevent the purposefully annoying "chirping" reminder to change the battery. And don't forget, **when you hear the low battery chirp, Maintenance will not come to replace your batteries - you must do this yourself!**

Also keep an eye out for the date of manufacture stamped on the smoke detector. Smoke detectors lose their usefulness after 10 years and require replacement just like carbon monoxide alarms. If you have an original smoke detector, or you have no idea when your smoke detector was replaced, we urge you to replace now!

HEAT PUMP SERVICE

Spring is just around the corner. It's time to schedule your annual heat pump service. This service is very important to keep your heat pump operating in peak condition, and to help stop leaks from the unit due to condensation problems that damage your unit and the units around or below you.

WHAT YOU SHOULD KNOW ABOUT THE 2019 CONSTRUCTION PROJECTS TO KEEP YOU SAFE AT SKYLINE HOUSE

Pool and Mezzanine Renovation:

1. The pool and Mezzanine will be closed the entire year 2019.
2. The East loading dock and parking lot areas and doors are closed during construction (8:00 am to 6:00 pm) Opening after 6 pm for limited use.
3. All moves-ins, move-outs, and deliveries to the East building must be scheduled with the Management Office no less than 48 hours in advance; no exceptions.
4. Expect noise (after 8 am), dust, odors, and some inconveniences.

Parking:

5. The East garage entrance door will remain open Monday thru Friday 7am to 7pm
6. Guest parking spaces number 5 thru 14 were assigned to residents with handicap. Unauthorized cars will be towed!
7. Residents from the upper and lower level A of the garage, and the East street parking lot were assigned parking spaces across the street in the PMI Skyline (4, 5, & 6) garage anywhere on level G3.

Garage Entrance:

1. For your safety, the stair tower and the entrance door from the East parking lot will closed.
2. There will be no access to the East loading dock and parking area during the day.

Façade Sealant Replacement for Window Leaks:

1. Work began on the short ends of the East and West buildings (Tiers 5, 6, 13, &14).
2. Window screens were removed by the Management.
3. Window frames, concrete masonry, and joints are being re-caulked by the contractor as weather permits.
4. Brick repair work will be done during warmer weather.

Isolated Balcony Repairs - Phase One:

8. Balconies with tiles where water infiltrated and are badly spalled will be completely removed.
9. Retiling of the balconies will not be permitted.

Saturday Work:

1. In order to meet project schedule, residents can expect work to be done by contractor on Saturdays to make up for bad weather days.

*****We Thank You for your patience and cooperation*****

ما يجب عليك معرفته حول مشاريع البناء 2019 للحفاظ على السلامة في * *منزل سكايلاين

حمام السباحة وإغلاق الميزانين:

1. سيتم إغلاق المجمع والميزانين مدة سنة كاملة إذا 2019.
2. يتم إغلاق رصيف التحميل الشرقي وموقف السيارات والأبواب أثناء البناء
3. (من الساعة 8:00 صباحاً وحتى الساعة 6:00 مساءً). يفتح بعد الساعة 6:00 مساءً للاستخدام المحدود.
4. يجب أن يتم تحديد مواعيد جميع عمليات النقل الإضافية وعمليات التسليم إلى المبنى الشرقي بمكتب الإدارة قبل 48 ساعة على الأقل ؛ لا استثناءات.
5. توقع الضوضاء (بعد الساعة 8 صباحاً) ، الغبار ، الروائح ، وبعض المضايقات.

موقف سيارات:

1. سيبقى باب مدخل المرآب الشرقي مفتوحاً من الاثنين حتى الجمعة من الساعة 7 صباحاً حتى الساعة 7 مساءً.
2. تم تعيين أماكن وقوف السيارات غوم 5 من 14 إلى المقيمين ذوي الإعاقة. سيتم سحب السيارات غير المصرح بها!
3. سكان من المستوى الأعلى من المرآب المرآب (السفلي والعلوي A) والشرقي موقف للسيارات في الشوارع أماكن وقوف السيارات عبر الشارع في PMI الأفق (4، 5، و 6) المرآب في أي مكان على مستوى G3.

مدخل المرآب:

1. من أجل سلامتك ، سيتم إغلاق برج الدرج و باب المدخل من موقف السيارات الشرقي.
2. لن يكون هناك وصول إلى رصيف التحميل الشرقي ومنطقة وقوف السيارات خلال النهار. استبدال الواقية من الواجهات عن تسرب النوافذ:
1. بدأ العمل على المدى القصير للمباني الشرقية والغربية (الطبقات 5 ، 6 ، 13 ، و 14).
2. تمت إزالة نافذة الشاشة من قبل الإدارة.
3. يتم إغلاق النوافذ والهياكل الخرسانية والمفاصل من قبل المقاول كما يسمح الطقس بذلك.
4. سيتم عمل إصلاح الطوب خلال الطقس الحار.

تصليح شرفة معزولة - المرحلة الأولى

1. سيتم إزالة الشرفات التي تحتوي على ألواح حيث يتم تسلل المياه وتكسيدها بشكل سيئ.
2. لن يسمح بوضع بلاط جديد على الشرفات.

العمل في أيام السبت:



**Please join us for our first
Children's Interest Committee Meeting**

When: Saturday, February 23rd at 4PM

Where: Kidde Room (East Building - P Level)

**Come and share your ideas on how to improve the quality of our
children's lives.**



February 2019

Calendar

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 PPOC 7:00 PM Meeting Room	15	16
17	18 OFFICE CLOSED	16	20	21	22	23
24	25 FIN MGT 7:00 PM Meeting Room	26	27 BOARD 7:00 PM Meeting Room	28		

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