

# THE HOUSE SPECIAL

NEWSLETTER OF THE SKYLINE HOUSE UNIT OWNERS' ASSOCIATION

## MANAGEMENT REPORT

### 2019 Pool Plaza Repairs - Phase II



The next phase of the pool deck project is as follows:

**Ev-Air Tight** - overhead protection was installed over the



garage exit door, and demolition work on the parapet wall is well underway. There is a large visible gap between the brick and the garage wall structure that will be pinned to the garage structure once all demo work is completed.

**Millennium Pool** - completed the removal of the skimmers and pool repairs will begin on the main drain. The pool plumbing lines were pressure tested and a water test will be done to determine leak locations.



**Raintree Services** – was notified of repairs needed to the temporary flashing over expansion joints. Until the joints are repaired, the garage will continue to experience excess water leaks on the outer West wall of the garage. The contractor is waiting for a portion of the parapet wall work to be completed so they can begin the installation of the waterproofing membrane. They expect to start work mid to end of December, weather permitting.



### ANTICIPATED CHANGE ORDERS:

**Ev-Air Tight** - The brick wall is severely buckled since there are no pins to secure the wall to the concrete back up structure in the garage. Now is the best time to install the pins. Estimated cost is between \$23,000 (best case) and \$53,000 (worst case). A more definite cost will be determined after the parapet wall has been demolished.

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## SKYLINE HOUSE 2020 Election Calendar

January 2 - Nominations Open

February 3 - Nominations Close

February 24 - Mailout to owners

March 10 Meet the Candidates Night

March 24 Annual Board Elections

2 Seats for 3 Years Each

**Millennium Pool** - Due to the poor condition of the pool's waterproofing membrane around skimmers, a \$3,000 Change Order was proposed to:

Demo skimmer Gunite to the structural box.

Demo all pool shell Gunite from pipe connection to the plastic skimmer and back up to the structural box. This work was not part of the original scope of work and is estimated to take two extra days to complete. **Management authorized approval of the \$3,000 Change Order for Millennium to proceed with the work.** Millennium will attempt to salvage and reuse as many of the existing coping stones for both pools as possible.

However, they will provide a Change Order with the cost to purchase additional new coping stones.

**Raintree Services** - An additional \$3,960 Change Order was submitted by Raintree for Demming Plumbing to install:

One (1) new roof drain (near the restrooms) with associated PVC piping, GPR (ground penetrating radar) new roof drain location to ensure correct and safe placement. **Management authorized approval of the \$3,960 Change Order.**

A \$4,450.00 Change Order to install new flexible cementitious protective waterproofing at nine (9) skimmer boxes was received from Raintree. After skimmer boxes are demolished and prepared for new waterproofing, furnish and install Aquafin-2K/M flexible cementitious protective waterproofing over prepared surfaces. Install new Garland waterproofing down over Aquafin-2K/M waterproofing approximately 6" and terminate with a new aluminum termination bar.

**Management authorized approval of the \$4,450 Change Order.**

## 2020 – Façade & Balcony Repair Project- Phase 2



The Construction Committee and Management met with SK&A on 11/12/19, to discuss the planning process for Phase-2 of the façade and balcony repair project. SK&A will develop an RFP for bid purposes. It was decided that the project should attack the same end of the West building but on both ends simultaneously. For instance, the South George Mason side and the opposite side of the building (i.e., 905W & 904W; 906W & 907W, etc.). There are 8 units on each side. Quiet rooms need to be established for residents in the West building to retreat to during heavy demolition noise periods. The East Party room will be open during the day. The Library is currently under consideration for renovation to provide additional space for residents to retreat from the noise.



### Mice!

When there's a change in season, we generally see an increase in service calls to eliminate mice. This year, we've received more than the usual number of extermination requests for mice, primarily due to construction projects. Management is working with our contractor to remedy the problem through a combination of chemical and non-chemical strategies.



Smart Box is a multi-catch system used in addition to standard rodent stations. Smart Boxes were placed in various locations outside of the property to prevent mice from entering the building.

Residents should also take the following steps if they have mice, and to prevent other residents from getting mice or roaches:

- Sign up at the front desk for weekly services conducted each Wednesday.
- Let the Contractor know if there are any holes in walls, floors, ceilings - especially near or behind appliances (i.e., stove, fridge, washer/dryer, utility closet).
- Do not leave food out – store dry goods (i.e., cereals, grains, flour, etc.) in plastic or metal containers.

## Lobby HVAC System Replacement



The lobby is still running on the original 40-year-old HVAC unit. It is now time to replace the outdated system. There are three R-22 units left to be replaced in the building: the lobby, back lobby, and West Party Room. Some of the heat coils have burned out, and the condenser may not last another cooling season since the unit is old, uses R-22 (freon), and isn't a heat pump - it is very inefficient. We received a \$53,000 proposal to replace the unit with a heat pump system with back-up electric heat. However, an RFP will be developed so that a full bid process can be conducted. The West Party Room and back lobby units can wait two more years for a replacement.

## Building Link



To introduce Building Link, Management mailed all Owners a memo, along with a yellow form, to update current information that will be input into Building Link. The memo and form were also included in the November House Special Newsletter and were delivered to rental units as well.

**Residents can call to schedule a meeting to input their information into the computer directly with either:**

Noemi (**West Building** - Monday and Wednesday from 4pm-6pm)  
Donte (**East Building** - Tuesday and Thursdays from 4pm to 6pm)

Management is working with Building Link and an IT Consultant to assist with the transfer of information from our database to Building Links system. We do not expect to go live until the end of the first quarter of 2020.

## Attorney fees - Unit Owners Collections:



\$336.5 was paid to the Associations' attorney in October 2019, for routine delinquency collections.

## Attorney fees - General: \$51,260



Fees to review: (1) the pool project phase 2 - AIA contracts for Millennium Pool and Raintree Services; (2) an HR matter; and (3) multiple resident issues.

## Collections update- \$25,068 (October 2019) Delinquencies



3 units owe \$15,861 for delinquencies that are 60 days past due. 12 units owe \$9,207 for delinquencies that are 10-60 days past due. Collection is being handled by the Association's Attorney.

## GARDENING CLUB - VACANCY

BY A CONTRIBUTING WRITER



If you've been reading this newsletter regularly, you may have noticed that the Garden Club has a vacant leadership position. That's unfortunate because Skyline House is blessed with vast and beautiful grounds that can use a magic touch from our residents who have green thumbs. And don't think we don't know who you are! All we have to do is look up at those wonderful balconies and know you from the overflow of plants, flowers, and herb gardens that grow in your patios. The work shouldn't be very time-consuming. It would mainly involve planting flowers and perhaps some trees in the back of the East building and maintaining the indoor plants. If you become part of this group of volunteers and have better ideas, then here's your chance to see them through.

**Anyone interested in leading or volunteering for this club should contact the SHUOA Management Office with any questions.**

Let's get colorful this spring!

## BOARD MEETING ACTIONS

Due to the Martin Luther King, Jr. Holiday:

The next regular Board meeting is Wednesday, January 29th, at 7PM

## PRESIDENT'S REPORT

BY RICHARD PORTER, PRESIDENT

### HATS OFF TO THE PAST. COATS OFF TO THE FUTURE



As we meet for our last board meeting in 2019, it's appropriate to look retrospectively at what we have accomplished in the last few years. We have replaced the building roofs and repaired the plaza deck. We replaced the bridge between the east building and the garage. We redecorated the lobby under budget. We addressed gardening issues near the garage entrance and at the lobby entrance, *inter alia*, to enhance the appearance of our property. We have identified and contained hazardous materials and assured they do not affect our living units. We are in the process of fixing the pool and reinforcing the steel and brick facades in the buildings.

We have improved the responsiveness of Management. We have added a kiddie room and reopened the East Building Penthouse lounges. We have included holiday arrangements that now encompass Christian, Jewish, and Muslim traditions while remaining open to other faith traditions as well. We have insisted on orderly behavior for the safety and comfort of our residents on the grounds, in the halls, and in our parking areas. We have successfully pursued people who damaged our property. And we have collected damages from them (for instance, the rocks that clogged our water pipes); we have insisted on restitution from delinquent service providers.

Also, we have just added the task of finding a new General Manager; we have begun the process of defining the qualities of the person we should hire, and we may engage a job hunter firm to assist us.

All of this has entailed major expense to the Association. Many of these expenses were anticipated, but the facade work has come as a surprise. We have adjusted our priorities to stay within our financial abilities.

The coming year or so will require close financial management of our expenses so that our dues are as low as possible while maintaining a quality product.

Accomplishing all of these things and doing them well requires a Board that works well together. I'm pleased to say that your Board has worked well together and shared responsibilities so that everyone has a say in what gets done and how.

This summer, when I returned from 30 days in the hospital, we discovered that we were in danger of losing our way with regard to moving forward with the plaza/pool/facade projects and getting a grip on our expenses. I was pleased to work with our Finance Chairman to pull together the numbers which showed us what we could do with a timetable and put us back on track.

Given the opportunity, we look forward to staying the course and finishing the job for you.

## STAFF SPOTLIGHT – MARCOS HENRIQUEZ

BY A CONTRIBUTING WRITER



This month, staff member Marcos Henriquez is celebrating 20 years of service at Skyline House. He is hardworking, friendly, and kind. Marcos is highly respected among residents and staff alike, and he is a valued member of the custodial team. Congratulations, Marcos!



Marcos  
Henriquez

## COVENANTS COMMITTEE

BY BERT BARROIS, CHAIR

The Board has now adopted the new and improved Rule F3 on safe driving in the garage, and you will see reminders on yellow signs at the entrance door:

- a. *Use headlights inside the garage **at all times**, and outside after dark, so that others can see you.*
- b. *Obey the posted speed limits: **5 mph inside the garage, 15 mph on the grounds.***
- c. *Obey directional signs for traffic flow. (**Under normal circumstances, most lanes and end ramps are one-way.**)*
- d. *Yield right-of-way to pedestrians, to traffic on-ramps and driveways, and cars which are backing out of parking spaces.*
- e. *Do not pass cars that have just stopped. (Please assume that they have stopped to yield to pedestrians or cars that are backing out.) If it is necessary to pass a car that has stopped more than momentarily, pass at very low speed.*
- f. *Do not pass moving cars under any circumstances. (Assume that they are preparing to turn into a parking space or have slowed to yield to pedestrians or cars that are backing out.)*
- g. *When exiting a parking space, exit slowly, so that oncoming cars have time to stop.*

Lest anyone complain that compliance will delay their ascent to the A-level, let me remind them that it will do even more to prevent their descent to Hell should they cause an accident or injure a pedestrian.



## IMPORTANT CHANGE COMING FOR VIRGINIA DRIVERS LICENSES

BY ANN JOHNSON, CO EDITOR



Here's a New Year's resolution for you! Don't delay getting your driver's license upgraded. Beginning on October 1, 2020, any traveler over 18 will need to have a REAL ID driver's license. It will be needed for boarding any commercial flight or entering a military base or a federal building. **REAL-ID licenses have a star on the top of the card.** You can still use a passport to board a plane, but most of us don't want to carry our passports while on domestic travel.

**Here are the types of documents you will need to take to the DMV to obtain your new license:**

- Official identification (original or certified copy of a birth certificate with a raised seal) or valid U.S. passport);
- Social Security card;
- W-2 form, proof of legal name changes
- Two proofs of your Virginia address, such as vehicle registration, insurance card or bank statement.

There are five categories of needed documents, with several possibilities in each category.

There are two offices in Arlington, one on South Four Mile Run and one at Virginia Square, plus one at Tyson's.



## FINANCIAL MANAGEMENT

BY JUNE BAKER, COMMITTEE CHAIR



The Financial Management Committee (FMC) met on Monday, November 18, 2019 for a short meeting.

Financial figures for **September 2019** were:

Total Income	\$ 388,061
Total Expense	\$ \$289,182
Reserves Contributions*	\$ 128,334
Federal & State income tax payments	\$ 0
Net Income*	\$ -\$29,455

\* YTD net income is a positive \$39,310

Since this meeting was the last FMC meeting of the year, I handed out and read a list of our major accomplishments. During 2019, the FMC:

- After several meetings, recommended operating and reserve budgets for 2020 to the Board;
- Asked DMA for a Level III update to the Reserve Study, reviewed it, made changes as needed;
- Reviewed and recommended change orders for the two major projects – pool deck and façade; Reviewed and recommended proposals for standard and emergency building maintenance work;
- Because of the unanticipated façade expenses and increased pool deck estimates, prioritized 2019 reserve fund projects, delaying some as needed;
- Recommended that SHUOA install Building Link, a tool for management and residents;
- Performed our fiduciary responsibility by reviewing invoices twice each month and reviewing SHUOA bank statements monthly.

We briefly discussed the status of phase 2 of the pool deck repairs and the planning process for façade work.

**Next scheduled meeting:**  
Monday, January 27, 2020 at 7pm.

## PHYSICAL PLANT & OPERATIONS

BY BRYANT STUKES, COMMITTEE CHAIR

This committee carried quite a load in 2019, with three major projects: Facade repairs, Pool repairs, and Plaza remodel, testing the skills of the committee, Board, and Management.



I wish to thank the GM and my fellow Construction Committee members: Charley Roberts, Wali Shairzay, and Greg Grimm, for their full-time participation in shepherding these projects along. Did we run into issues? Yes! Have we resolved those issues? Yes! Will we encounter more? Probably! As I've stated previously, this has been a learning process for everyone: Management, the Board, PPOC, FMC, and the Construction committee. We can now say that for any future major construction/renovation projects, no matter the size or scope, this Association can handle it. With 2020 around the corner, we will begin the next phase of the Façade/Balcony Repair project while continuing to keep our residents informed of any inconveniences that will occur, while asking for patience and understanding as we modernize our 40-year old home.

- PPOC was made aware of ETC's/EV-Air finding that the parapet wall along the northwest corner of the garage shows a substantial cavity between the plaza deck and the concrete structure (something we were aware of in November of 2018 after their Garage Inspection Report).
- PPOC invited Windows Plus to do a presentation to the community regarding replacement windows and doors on November 9<sup>th</sup>. It was a well-attended event with over 60 residents attending to learn about replacing their original windows and balcony door. **For residents that were unable to attend, please contact the Management Office for more information.**

**Next scheduled meeting:**  
Thursday, January 9, 2020 at 7pm

## TREASURER'S COMMENTARY (OCT)

BY KAREN JOHNSON, TREASURER



Preliminary data for October and for the year through the end of October are now available. As this is my last Treasurer's report for the year, I will take stock of how recent transactions have altered our overall financial condition.

Our net income after taxes was negative in October. As a result, this measure, year to date through October 31st, fell somewhat from its level in September. We should note that this net figure was substantially positive in September and remained at almost \$40,000 in October. The principal reason for the decline was a large expenditure on COGS in the In-Unit Maintenance Program. There was a big surprise in that expense that was not matched by a surprise in the corresponding In-Unit Maintenance income. We need to remember that purchases made under COGS are directed toward replacement items that will, at some point, be sold to owners. In September, the year-to-date figure for In-Unit Income was very much larger than the year-to-date total for COGS. It was large enough that it essentially corresponded to the year-to-date total for net income for the entire budget. In October, In-Unit Maintenance income continued to exceed COGS on the year-to-date basis, but less than it did in September. The timing of activity, spending and receipts in that program is variable. Costs will not continue to outrun income. So, on balance, I do not see any concern that the In-Unit Program poses a financial problem for the current budget year. Other expenses in October varied relative to budget; no other item was remarkable.

Our outlays from reserve holdings were limited in October. As we have every month, we contributed about \$128,000 to reserve accounts from monthly income. The expenses paid in October were a little over 20 percent of that amount. Accordingly, our total owners' equity amount rose in October to about \$5.1 million. We are thus well placed for expenses we will need to meet over the remainder of this year and in a good position for the start of next year.

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As of October 31, 2019, the total number of units in delinquent status to the Association rose to 15, with \$25,068 in amount due. The number of renter-occupied units remained at 141, 25 % of the total.

## MAINTENANCE NEWS CORNER

BY GREG GRIMM, CHIEF ENGINEER

### Christmas Tree Bags



As usual, for those who purchase live trees for the holiday, tree bags are available at the Front Desk for free.

### Bathroom Sprayers

We continue to have problems with bathroom sprayers leaking. When we encounter a leaking sprayer, we immediately disconnect it. We recommend not using these, as they eventually leak. We recommend purchasing a bidet-type toilet seat, which is more suitable for the task and has fewer hoses that constantly move when used.

### Water Heaters

Many units still have old water heaters. If your water heater is more than 12-14 years old, it is time to replace the unit. Protect yourself and all your neighbors below you from a flood.

### Heat Pumps

We now offer two brands of replacement heat pumps, Bosch and Daikin. Product brochures are available in the management office. Also, more info is available at:

- <https://www.daikinapplied.com/water-source-heat-pumps-enfinity-vertical.php>
- <https://www.bosch-climate.us/products-bosch-thermotechnology/geothermal-heat-pumps/commercial-ac-products/commercial-wshps/fhp-water-to-air-geothermal>



# SKYLINE HOUSE CALENDAR



## DECEMBER 2019

SUN	MON	TUE	WED	THU	FRI	SAT
22	23	24 <b>OFFICE CLOSES AT 2:00PM</b>  Christmas Eve	25 <b>OFFICE CLOSED</b>  Christmas Day	26	27	28
29	30	31 <b>OFFICE CLOSES AT 2:00PM</b>  New Year's Eve!				

### BOARD OF DIRECTORS

- **President**, Richard Porter, 1005E, 414-870-0499, [rporter325@aol.com](mailto:rporter325@aol.com)
- **Vice President**, Norman Philion, 1605W, 703-434-9596, [normanphilion@gmail.com](mailto:normanphilion@gmail.com)
- **Treasurer**, Karen Johnson, 1511W, 703-379-0322, [kjohnson@shuoa.org](mailto:kjohnson@shuoa.org)
- **Director**, Ahmed Wali Shairzay, 606E, 703-341-6112, [ahwshairzay@gmail.com](mailto:ahwshairzay@gmail.com)
- **Director**, Gregory Grimm, T08E, 703-477-3656, [greg@shuoa.org](mailto:greg@shuoa.org)
- **Director**, Linda Nabha, 1402W, 412-447-5631, [lindanabha@gmail.com](mailto:lindanabha@gmail.com)
- **Secretary**, Charles Roberts, 914E, 703-998-6080, [charley.roberts@prodigy.net](mailto:charley.roberts@prodigy.net)

**HAPPY  
HOLIDAYS**