



SKYLINE SQUARE CONDOMINIUM
5503 Seminary Road, Falls Church, VA 22041
Phone: (703) 379-3992

In-Unit Service Program

Effective September 2, 2003, Skyline Square re-established the In-Unit Service Program to provide assistance to unit owners for handyman services. The services consist of specific repairs for which the unit owner is responsible, not the Association. This will allow a unit owner to make use of Association staff, in accordance with time available, and materials to facilitate prompt repairs and encourage energy conservation within a unit. All work is scheduled on a priority/first come, first-served basis as determined by Management.

Only unit owners who are current in their monthly condominium assessments, ADEC charges, In-Unit services charges levied by the Condominium Association, and are not in violation of the Association's Bylaws or Rules and Regulations, are eligible for this program. **A unit owner must complete and submit a new membership application to the Management Office.** Tenants desiring such services must apply through the Unit Owner.

All charges incurred by the unit owner/resident will be due at the time services are requested. The unit owner will be responsible for any delinquent payments if not paid within ten (10) days. Fees will be added to the unit as an assessment. Delinquent members shall be ineligible to participate in the program for three (3) months. If a second delinquency occurs the unit owner may be permanently removed from the program.

NOTICE

The Board of Directors has determined that as of September 2, 2003, no employee of Skyline Square will be permitted to perform services currently offered under the In-Unit Service Program on a direct-hire/private basis. **Direct payment of Skyline Square employees for In-Unit services is prohibited.**

LABOR RATES

Labor Charge: \$25.00 one hour minimum.

If supplied by the Association, all parts and material costs, plus an overhead of 20% for administration, will be passed on to the individual owner/resident.

The Association maintains the hallway entrance of your unit, including the replacement of your entrance light. Additionally, the Association will replace the fluid master and flapper valve in your toilet at no charge.

HOURLY SERVICES OFFERED

- ❖ The charge for unclogging a condensate drain is going to be \$150.00. We strongly recommend that you secure a licensed contractor to do a preventative maintenance service on your A/C and Heat pump unit to prevent condensate drain blockages.

FLAT RATE CHARGES

Hardware:

Filters Installed – (labor only)	\$25.00
Bathroom Fan	\$75.00
Mail Box Lock & Keys	\$30.00
Doorbell Kit	\$75.00
High Pressure Washer Hoses	\$75.00

Electrical:

Bulb Replacement	\$25.00
Standard Bulbs (each)	\$5.00
Replace Ballast (per fix)	\$70.00
Each additional ballast	\$35.00
Smoke Detector Replacement	\$55.00
>Supplied by resident – Labor only	\$35.00
Hardwire Range (plug & cord)	\$200.00
Switches & Receptacles	\$35.00

Plumbing:

Snake / Unclog Drains	\$75.00
Auger / Unclog Toilet	\$50.00
Pull Toilet and Snake	\$200.00
Install Toilet (Labor Only)	\$150.00
Replace Toilet Wax Seal	\$75.00
Repair Faucet	\$50.00
Faucet Replacement (Labor Only)	\$75.00
Parts & Labor	\$150.00
Tub Spout (Part/Labor)	\$70.00
Shower Head Install (Plain Type)	\$50.00
Ice-Maker Line Basic Install	\$85.00
Replace Garbage Disposal	\$150.00
>Supplied By Resident – Labor Only	\$75.00
Un-Jam Garbage Disposal	\$25.00
Toilet Handle	\$35.00
Angle Stop Shut Off Valve (EACH)	\$65.00 \$25.00
Pop-Up Assembly	\$100.00
Balancing Spool	\$75.00

HVAC/Heat Pump:

Unclog Condensate Drain	\$150.00
Algae Tablet for Heat Pump (labor Only)	\$25.00

***WE DO NOT SERVICE HVAC/HEAT
PUMPS,
PLEASE CALL YOUR CONTRACTOR.**

Replace Pressure Reducing Valves

¾" Valve	\$271.00
1" Valve	\$295.00
1 ¼" Valve	\$440.00
1 ½" Valve	\$480.00

Main Valve Replacements

¾" Valve	\$215.00
1" Valve	\$265.00
1 ¼" Valve	\$310.00
1 ½" Valve	\$350.00

Non-Business Hour Backups \$150.00 (Resident responsibility only)

Any rate adjustment(s) would be made only after notice is given. If it is not clear whether the particular service is to be covered by the In-Unit Service Program, management will make such a determination. The Association employees are not trained in certain aspects of your unit, such as repairing large appliances, and may not extend their area of expertise beyond their formal training. In no event will the Association perform any services for which a license or permit is required.

Disclaimer

Each unit owner, by requesting services under the In-Unit Service Program, agrees to Indemnify and hold harmless the Association and its staff from and against any and all damages or claims for damages associated with entry into the unit or the performance of work requested except in the case of gross negligence or willful misconduct.

The Management Office maintains a list of competitive contractors as a convenience only. The list contains the names of contractors recommended by other unit owners or in some cases, contractors who have performed work successfully for the Association. The Association assumes no responsibility for any services provided by these contractors.

In Unit Service Hours Monday - Friday 8:00 a.m. to 4:00 p.m.

Skyline Square Condominium
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