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## *Hurricane Preparedness— Part 2*

### **HURRICANE FACTS**

#### What is a hurricane?

An intense tropical weather system of strong thunderstorms with a well defined surface circulation and maximum sustained winds of 74 mph or higher.

#### When is hurricane season?

**June 1 to November 30** - “Peak season” usually runs from mid-August to late October, but dangerous storms can happen any time.

#### What are the main hazards associated with hurricanes?

Storm surges, inland flooding, high winds, and tornadoes.

### **ACTION /CRISIS PLAN- NING LIST**

The first step to prepare for a hurricane or other natural disaster is to compile an action plan in case of an emer-

gency. Items you may want to include in your Crisis Plan may include, but should not be limited to:

Assign someone to update your website with information, photos and status updates.

Post your local evacuation plan on the website along with emergency phone numbers and contacts.

Encourage residents to include emergency or alternate contact information in their profile on the website.

Include a list of local vendors on your website as a reference/resource for residents who may need to do repairs following the storm.

Suggest ways and procedures for residents to prepare their property to sustain minimal damage (Family Action Plan)



Add a weather “widget” or link on the website to have up-to-date weather information added automatically to the website.

Prior to a hurricane, invite residents to a meeting about community emergency procedures and provide tips on how to protect themselves and their property in case of an emergency.

Remind them that the community website or e-mail blasts communication is a great resource of information, available anywhere they have an internet connection, 24-7.

## *August is Client Appreciation Month*

We want to thank you for your business!! There wouldn't be an Elite Management Professionals without your patronage. We want you to know that we appreciate that you have chosen us to work with you and your homeowners to preserve your property values, promote a sense of community

and enhance your living experience. This year at Elite Management Professionals we have a great deal to be thankful for. Within a month we will celebrate our 2nd Anniversary and this year we achieved the designation, AAMC, a prestigious achievement for any Association Management Com-

pany to achieve. However, we would not have been able to accomplish this without our clients. It has been a pleasure to work with you and we truly value your business. At Elite Management Professionals, we strive to satisfy our clients by providing a level of customer service unparalleled in this industry.

## *An Ounce of Prevention*



We all love to leave on a nice long vacation, relax and leave the hectic world behind. It is a good time to remind everyone to make sure you don't come home to a water disaster. Install a whole house water shut-off valve in a convenient location (a ball valve is

ideal). When leaving for an extended time, simply close the valve (1/4 turn) to prevent a downstream catastrophe. We've all heard horror stories of burst wash machine hoses, broken pipes and water heater failures.

You know what they say, "an ounce of prevention...."

Contact your neighbors when you leave so they know the water is off in case of fire and someone needs to enter your home. Make sure your neighbor does the same.

## *FDIC Remains Financially Strong*

### **FDIC Remains Financially Strong in the Face of U.S. Debt Concerns**

In the event any customers ask, ABA is advising bankers to assure them that the national debt ceiling is completely unrelated to FDIC insurance coverage. The association also is emphasizing that there is no need for any special outreach to customers on the issue.

The FDIC, an independent agency **fully funded by banking industry premiums**, is financially secure and has the resources it needs to protect customer deposits. Eighteen

months ago banks paid to the FDIC three years of assessments -- totaling nearly \$46 billion -- to assure the agency had the necessary funds to protect insured depositors. It has sufficient cash on hand today to meet its needs for the foreseeable future.

The banking industry remains committed to making sure the FDIC has the resources it needs to protect insured depositors, and this commitment is independent and unrelated to the how the debt ceiling discussions are ultimately resolved. The banking

industry's capital -- \$1.53 trillion -- stands behind the FDIC to assure it remains strong.

An FDIC spokesman today confirmed the agency's strong financial position. "The FDIC's Deposit Insurance Fund has more than adequate liquidity, currently more than \$44 billion, to meet all of our deposit insurance responsibilities," he said. "The FDIC receives no federal tax dollars -- insured financial institutions fund the DIF."

## *Association Website Corner*

**New Monthly Newsletter Feature.**

**Association Website Corner-- Tips for getting the most of your Association Website**

To visit your Association website go to [www.elite-mgmt.com](http://www.elite-mgmt.com) and click on Communities. Select your community to get started. Spend some time getting familiar with the many benefits that your website offers to Board members and your homeowners. The websites will get better with your input and information. Ask your manager if you have questions on how to get started.

### **Post Disaster Usages of Your Website**

Offer a list of approved vendors for repairs (roof, siding, etc.) and utilize a [Neighbor Selected Vendor](#) page to find information about what other residents have experienced with certain vendors.

The [Private Board Member](#) sections can be used to communicate with other Board members vital information during a disaster.

The [Documents](#) section of

the website makes important information and community documents easily accessible, for example, Condo Insurance Policies and more.

The [Photo Gallery](#) feature of the website is a great way to document damage and repairs being done to the property for a variety of reasons.

Communicate these website features to your Homeowners now so they know where to go when disaster strikes.

## Process for Bidding and Contracting (Part 1 of 2)

Budget season is upon us and time will be needed to get the specs and bids for next years contracts.

- ◆ The first step in the process is to recognize that there is a need for work or a scheduled repair. This seems like an easy statement but it may involve review of the documents, analysis of the reserve study, consultation with professionals and review of maintenance responsibilities.
- ◆ Once it has been determined that a “project” is needed it should then be analyzed for cost, timing and professional education or specialization.
- ◆ Time consideration-It is necessary to determine the time needed for completion of project. Is this an emergency project? If so, the bidding process may not fit the need for the project to be completed in an emergency timing manner.

Is this a project that will be needed on a scheduled basis? This means that a contract could be placed ultimately that will be in effect for a year (such as landscaping) or on an annual basis (such as termite, audit) or is it going to be a one-time need and repair.

- ◆ Cost- what will this project cost? Once you determine the baseline for the contract bidding procedure, it is determined the perimeters have been met requiring the need to bid the contract. How will the project be funded? Will this come from Reserves, is it budgeted in operating or is the project going to require a special assessment or loan?
- ◆ We review contractors constantly and use referrals and references – All contractors presenting bids must pass minimum requirements for insurance, licensing and permit-

ting, references etc.

- ◆ Once you have determined most of the information you are ready to create bid specifications, the bid specification should include the area the work is to be done, outline the work to be done in detail, specify the materials to be used and a realistic deadline for completion of work. The deadline for your project should take into account enough time for developing bid requests, contractor’s time to prepare bids, time to evaluate bids received and make necessary recommendations, time for the board to review bids, time to negotiate final details so the board can execute the contract and selected contractor time to do the work.

(Part 2– More on Process for Bidding and Contracting-coming up in September newsletter.)



**Its Budget Time!**

**It is time to review your contracts and services for 2012.**

## 2011 Calendar of Events

### **Tuesday, August 2**

**28th Annual National Night Out**

### **Wednesday, August 3**

**Board Member Seminar and Orientation–**

Please contact Dawn Hatcher to register-dawnhatcher@elite-mgmt.com

### **Friday, Sept. 9**

Deadline for completing the Elite Management Services Survey

### **Monday, Sept. 5**

**Labor Day–** Office Closed

### **Friday, Sept. 23**

**CAI–NC Chapter Fall Conference.**

All Board members are invited to attend this informational conference being held in Raleigh. Contact your Manager to sign up.

### **Tuesday October 4**

**Fall Festival!**

Put it on your calendar!

