



Elite Management Professionals • 1401 Sunday Drive, Suite 116 • Raleigh, NC 27607

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Office Hours

Monday-Thursday 8:30-5:30

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Elite Management Professionals Earns the Prestigious AAMC Designation



We are proud to announce that Elite Management Professionals was recently notified that we achieved the AAMC (Accredited Association Management Company) designation. This means that we joined a prestigious group holding the only national designation, which recognizes our company as an outstanding professional community association management company whose foundation is based on experience, integrity, professionalism and continuing education. There are over 10,000 management companies nationwide and only approximately 150 hold this designation. We are one of only 9 in North Carolina. We are very excited to announce to our clients and advocates that we have achieved one of the largest long term goals set for the company.



Elite Management Professionals

Cordially invites you to our
Holiday Open House
 Tuesday, the seventh of December
 From 5:30 to 8:00 pm
 1401 Sunday Drive, Suite 116
 Raleigh, North Carolina 27607
 (919)233-7660



We will be collecting non-perishable foods for local food banks. Last year over 242 lbs of food was raised through community participation. We hope to collect even more this year. All food collected will be donated to the local Food Bank of North Carolina.

We hope you will help us celebrate our inaugural year and spread the cheer of the holiday season!

Winterizing Your Home

Ten tips to prepare your home for winter

1) Furnace Inspection

- Call an HVAC professional to inspect your furnace and clean ducts.
- Stock up on furnace filters and change them monthly.
- Consider switching out your thermostat for a programmable thermostat.
- Remove all flammable material from the area surrounding your furnace.

2) Get the Fireplace Ready

- Cap or screen the top of the chimney to keep out rodents and birds.
- If the chimney hasn't been cleaned for a while, call a chimney sweep to remove soot and creosote.
- Buy firewood or chop wood. Store it in a dry place away from the exterior of your home.
- Inspect the fireplace damper for proper opening and closing.

3) Check the Exterior, Doors and Windows

- Inspect exterior for crevice cracks and exposed entry points around pipes; seal them.
- Use weather-stripping around doors to prevent cold air from entering the home and caulk windows.
- Replace cracked glass in windows and, if you end up replacing the entire window, prime and paint exposed wood.

4) Inspect Roof, Gutters & Downspouts

- If your weather temperature will fall below 32 degrees in the winter, adding extra insulation to the attic will prevent warm air from creeping to your roof and causing ice dams.
- Check flashing to ensure water cannot enter the home.
- Replace worn roof shingles or tiles.
- Clean out the gutters and use a hose to spray water down the downspouts to clear away debris.
- Consider installing leaf guards on the gutters or extensions on the downspouts to direct water away from the home.

5) Service Weather-Specific Equipment

- Drain gas from lawnmowers.
- Service or tune-up snow blowers and replace worn rakes and snow shovels.
- Buy bags of ice-melt / sand.

6) Check Foundations

- Rake away all debris and edible vegetation from the foundation.
- Secure crawl space entrance and seal up entry points to keep small animals from crawling under the house.
- Seal foundation cracks and inspect sill plates for dry rot or pest infestation.. Mice can slip through space as thin as a dime .

7) Install Smoke and Carbon Monoxide Detectors

- Install a carbon monoxide detector near your furnace and / or water heater.
- Test smoke and carbon monoxide detectors to make sure they work.
- Buy a fire extinguisher or replace an extinguisher older than 10 years.

8) Prevent Plumbing Freezes

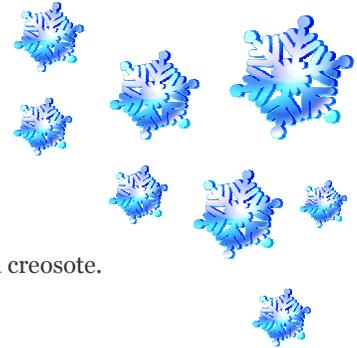
- Locate your water main in the event you need to shut it off in an emergency.
- Insulate exposed plumbing pipes.
- Drain air conditioner pipes and, if your AC has a water shut-off valve, turn it off.
- If you go on vacation, leave the heat on, set to at least 55 degrees.

9) Prepare Landscaping & Outdoor Surfaces

- Trim trees if branches hang too close to the house or electrical wires.
- Plant spring flower bulbs and lift bulbs that cannot winter over such as dahlias in areas where the ground freezes.
- Seal driveways, brick patios and wood decks.
- Move sensitive potted plants indoors or to a sheltered area.

10) Prepare an Emergency Kit

- Buy indoor candles and matches / lighter for use during a power shortage.
- Find the phone numbers for your utility companies and tape them near your phone or inside the phone book.
- Buy a battery back-up to protect your computer and sensitive electronic equipment.
- Store extra bottled water and non-perishable food supplies (including pet food, if you have a pet), blankets and a first-aid kit in a dry and easy-to-access location.
- Prepare an evacuation plan in the event of an emergency.



FDIC Insurance / Dodd-Frank Act

The Dodd-Frank Act effective July 21, 2010 permanently raises the standard maximum deposit insurance amount to \$250,000.

- **What does the Dodd-Frank Act do to the FDIC Transaction Account Guarantee (TAG) Program? Does the Dodd-Frank Act extend the TAG Program?** The Dodd-Frank Act provides unlimited FDIC insurance for noninterest-bearing transaction accounts in all banks effective on December 31, 2010 and continuing through December 31, 2012. The current FDIC TAG Program – which ends this year – is not changed by this Act. Thus, while this new two-year coverage picks up where the current TAG program leaves off, there are important changes to the coverage which are discussed below.
- **Does the Dodd-Frank Act provision mean any changes for banks currently in the TAG Program?** No. Banks that have remained in the TAG Program will still have the **same coverage** under that program through the end of this year and will still pay for the extra coverage at the **same rates** as before through the end of this year. Those banks that opted out of the TAG Program will not have any coverage of noninterest-bearing transaction accounts (above the standard \$250,000 level) until next year, when all banks will be subject to the new law.
- **Do banks need to opt into or out of the TAG Program for next year?** No. The Dodd-Frank Act provides FDIC coverage for **all** noninterest-bearing transaction accounts in **all** banks for 2011 and 2012.
- **Is the extra coverage under the Dodd-Frank Act the same as under the TAG Program?** No. For banks that are in the current TAG Program, there is unlimited FDIC coverage for noninterest-bearing transaction accounts, as well as for NOW accounts (where the interest rate is contractually limited to no more than 25 basis points) and Interest on Lawyers Trust Accounts (IOLTAs). The extra coverage provided for in the Dodd-Frank Act in 2011 and 2012 includes **only transaction accounts that pay no interest**; it does not include any interest-bearing NOW accounts or IOLTAs.
- **Link for FDIC Insurance Information** – <http://www.fdic.gov/deposit/deposits/>



The Role of Committees in Community Associations

Committees are an important part of association operations. Committee members help keep our communities vibrant and save the association thousands of dollars each year. The associations wouldn't be what they are without active and effective committees. They deserve our sincerest thanks. To be successful, associations need to cultivate fresh ideas and encourage additional resident involvement on committees. Committees give the board a way to gather information, offer new ideas and opinions and provide a training ground for future board members. All committees are advisory to the board unless given specific decision-making authority by the board or CC&Rs. The board provides each committee with a job description, goal and mission statement to help it succeed as a community resource.

Associations have different types of committees:

- Administrative committees, like our architectural control committee, are set out in our association's bylaws and CC&Rs. They are ongoing, permanent and often have clearly defined power and authority.
- Standing committees, such as our finance and facility management committees, are established by the board for an ongoing and specific purpose. These committees generally make recommendations to and act under the supervision of the board.
- Ad-hoc committees, such as our summer picnic committee, are established by the board as needed for specific projects and tasks. When the task is complete, the committee is disbanded.

2011 Payment Statements & Coupons

Statements and Coupons Booklets for 2011 will be sent to all homeowners, excluding homeowners who have signed up for automatic draft and homeowners who have submitted the opt out form. Statements and Coupons booklets will be sent to homeowners by the first week of January 2011. Homeowners who pay their dues annually or biannually should receive a statement. Homeowners who pay their dues quarterly or monthly will be receiving coupon booklets.

Please send all payments to: PO Box 97454, Raleigh, NC 27624-7454. If you wish to sign up for automatic draft or would like to submit an opt out form you may visit www.elite-mgmt.com to download the forms. Contact our office if you have any questions regarding statements or coupons for the upcoming year.

Calendar of Events

December 7, 2010
Elite Holiday Open House

December 24-27, 2010
Christmas Holiday
(office will be closed)

December 31, 2010
New Years Eve
(office will be closed)

January 1, 2011
New Years Day