



Management Professionals, Inc  
WWW.ELITE-MGMT.COM



*Best wishes for a happy and safe holiday!*

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**Elite Management Professionals, Inc.**

**Contact Info**

**Phone Number**

919-233-7660

**Fax Number**

919-233-7661

**Emergency Maintenance Number**

919-634-4545

**Office Hours**

Monday-Thursday 8:30-5:30

Friday 8:30-1:00

**Mailing Address**

1401 Sunday Drive

Suite 116

Raleigh, NC 27607

**Web Address**

[www.elite-mgmt.com](http://www.elite-mgmt.com)



**W i n t e r   H o m e   T i p s**

- During the heating season, keep the draperies and shades on your windows open during the day to allow the sunlight to enter your home and closed at night to reduce the chill.
- Set your thermostat as low as is comfortable when home.
- By resetting your programmable thermostat from 72 degrees to 65 degrees for eight hours a day (for instance, while no one is home or while everyone is tucked in bed) you can cut your heating bill by up to 10 percent.
- Caulk and weather-strip any doors and windows that leak air.
- Properly maintain and clean heating equipment.
- Replace furnace filters regularly.
- Check the insulation in your attic, ceilings, exterior and basement walls, floors, and crawl spaces to see if it meets the levels recommended for your area

**Leaving town for the holidays? Here are some helpful tips.**

- Shut off the main water valve to prevent a burst in your water pipes. A broken water pipe can deliver tens of thousands of gallons of water into your home over a period of just a few days.
- Fill all drains/traps with water. If you are gone for a few days or a week you don't want sewer gas in your home upon your arrival.
- Turn off all non-essential electricity. Shut down the power to parts of your home that do not need electricity during your absence.
- Stop your paper and mail or have a neighbor pick it up for you.
- Empty your garbage and refrigerator to prevent a foul smelling house when you return home.
- Shut down your computers properly and unplug them from power, telephone and cable modems. Surges can blow up your machine in your absence. Back up your data, absolutely make two copies of important data and store one off site.

**2010 Homeowner Coupons and Statements**

Statements and Coupons Booklets for 2010 will be sent to all homeowners, excluding homeowners who have signed up for automatic draft and homeowners who have submitted the opt out form because they use automatic bill pay through their personal bank. Statements and Coupons booklets will be sent to homeowners in December 2009. Homeowners who pay their dues annually or biannually will be receiving statements. 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 please visit [www.elite-mgmt.com](http://www.elite-mgmt.com) to download the forms. Please contact our office if you have any questions regarding statements or coupons for the upcoming year.

## Holiday Decorating Safety

Holiday decorations are beautiful to look at, but there are hidden dangers. As the holidays approach, we urge homeowners to look for and eliminate potential dangers from holiday lights and decorations that could lead to fires and injuries. Look for and eliminate potential danger spots near candles, fireplaces, trees, and/or electrical connections. Please follow these tips to make your holiday a safe one.



- Many artificial trees are fire resistant. If you buy one, look for a statement specifying this protection. A fresh tree will stay green longer and be less of a fire hazard than a dry tree.
- Place tree away from fireplaces, radiators and other heat sources. Heated rooms dry trees out rapidly, creating fire hazards.
- Keep the stand filled with water while the tree is indoors.
- Check each set of lights, new or old, for broken or cracked sockets, frayed or bare wires, or loose connections. Discard damaged sets or repair them before using.
- Use no more than three standard-size sets of lights per single extension cord.
- Turn off all lights on trees and other decorations when you go to bed or leave the house. Lights could short and start a fire.
- Keep candles away from other decorations and wrapping paper.
- Use only non-combustible or flame-resistant materials.
- Never place trimming near open flames or electrical connections.
- Keep matches, lighters, and candles out of the reach of children.
- Avoid smoking near flammable decorations.
- Make an emergency plan to use if a fire breaks out anywhere in the home. See that each family member knows what to do.

**Please visit Elite Management Professionals on the web at [www.elite-mgmt.com](http://www.elite-mgmt.com). The company website is up and running. We are offering free private website to all of the associations we manage and are working diligently to get those sites online. Homeowners will be able to access valuable information about their community association with the click of a mouse.**

### UPCOMING CALENDER OF EVENTS

**NOVEMBER 26 & 27, 2009**  
Office closed for Thanksgiving Holiday  
(office will be closing at 1:00 pm on November 25th)

**DECEMBER 1, 2009**  
Holiday Open House @ Elite Management Office

**DECEMBER 24 & 25, 2009**  
Office closed for Christmas Holiday

**JANUARY 1, 2009**  
Office closed for New Years Day  
(office will be closing at 1:00pm on December 31st)

**FEBRUARY 2, 2009**  
New Board Member Orientation

### Holiday Open House

*Please drop in for a toast of good cheer*

*For the Holiday Season*

*and the coming New Year!*

**Elite Management Professionals Office**

**1401 Sunday Drive, Suite 116**

**Raleigh, NC 27607**

**December 1st, 2009**

**5:00-8:00 pm**

We will be collecting non-perishable foods for local food banks.

*Saying "Thank You" does not express our gratitude for your continued support.*

*We appreciate the faith that you have placed in our company and the services we provide.*