



Elite Management Professional's 1 year anniversary is September 9, 2010. We would like to take a moment to thank all the board members, homeowners, and vendors for making this year an exciting and successful inaugural year!

Elite Management Professionals • 1401 Sunday Drive, Suite 116 • Raleigh, NC 27607
www.elite-mgmt.com

Phone (919) 233-7660

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Emergency Maintenance Number

(919) 634-4545

Office Hours

Mon.-Thurs. 8:30-5:30

Friday 8:30-1:00



Elite Management Professionals
FALL FESTIVAL



Elite Management Professionals invites your board, committee members, and interested homeowners to attend a fun and educational Fall Festival Seminar. Food and refreshments will be provided. Come enjoy time with others in the HOA Industry. Several local professionals be speaking on major points of interest for community leaders .

Speakers include: **Tina Frazier Pace**, HOA Attorney, Hatch Little & Bunn

Association Delinquency

Kim Angeli, Insurance Agent, Powell Angeli and Langford Insurance

Association Insurance Coverage

Kevin Giles, Criterium-Giles Engineers

Reserve Specialist

When: October 5th, 2010

5:30-8:00

Where: 1401 Sunday Drive

Suite 116

Raleigh, NC 27607

(Directions: Edwards Mill Road to Trinity Road, left onto Sunday Drive, left onto Kingdom Drive.)

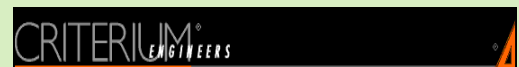
RSVP by

September 30, 2010

(919)233-7660

or

dawnhatcher@
 elite-mgmt.com



???Elite Question of the Month ???

We want to hear from YOU! We will be putting a question of the month in every newsletter. We hope to get feedback from board members. Everyone who sends in a response will be entered in a drawing to win an Elite Prize . We will also include some of the feedback we received in the following month's newsletter.

Feedback can be sent to dawnhatcher@elite-mgmt.com.

September Question: Have you visited the website for Elite or your community? If so, how often do you visit? We would like suggestions and feedback so that we can improve this service.

Last Months Question: In consideration of the new pine straw regulations, will your board be recommending that homeowners make a change even if your community is not governed by the ordinance? Why or why not? Do you think the Association should enact any other fire prevention regulations?

Answers:

1. Our property manager, Star Smith, and her teammates at Elite Management did a fabulous job at keeping our community up-to-date on the City's pine straw discussion. We appreciated receiving the details which confirmed our community was not, by law, prevented from applying pine straw. We will review a middle-of-the-road proposal at our upcoming Board meeting: consideration of applying pine straw but with a provision that it be applied "x" inches from the foundation (x to be defined during the discussion). We feel this approach will respect the potential fire hazard the City identified while allowing us to maintain our property.
2. Our community is not mandated to use pine straw but we are currently getting bids to replace these applications with mulch in the next year. If the cost allows, we will do the whole community in 2011 and if not we will do this in stages.
3. We will not be making a change because it is not required and we don't feel that there is a danger in using this product.

Congratulations to JOY for winning the Question of the Month drawing!
Prize: A new insulated cooler with wheels.

Don't miss out on being entered to win next month's prize.

How to Avoid Gaps in HOA Insurance

- Shop around for an agent who has extensive knowledge on HOA insurance.
- Review policies and checklist with your agent.
- Communicate insurance coverage's with unit owners and residents.
- Supply contact information for the association insurance agents so homeowners may call if they have questions.
- Keep good records and record decisions accurately.
- Review your HOA's Covenants to ensure that you know what your association is responsible for covering.





Preparing a Bid Request or Request For Proposal



A bid request or request for proposal (RFP) is an announcement that an organization is interested in receiving proposals for a particular project. A bid request or RFP includes detailed instructions about the services request, information about the association that the contractor will need, and a request for information about the contractor that will help the association evaluate the contractor's ability to perform the work and meet the specifications.

Preparing for a bid request or RFP involves:

Gathering preliminary information: This includes surveying the area where the work is to be done, outlining the work to be done in detail, specifying the materials to be used, and setting a realistic deadline for the completion of the work.

Identifying potential contractors: You can obtain names of potential contractors from your management company, supply firms, manufacturers, engineers, and local trade associations.

Preparing thorough bid specifications: You want your bid specifications to be as thorough and accurate as possible before you send out your bid request or RFP. This will ensure that your bidders are bidding the same job.

Preparing a complete bid request or RFP: A complete bid request or RFP includes:

- The full name, address, and telephone number of the community association that is the contracting party.
- A detailed description of the work to be done (or the product to be purchased). Be specific about the scope of work and the results expected.
- Key Dates: Deadlines for submitting a bid, date work is expected to begin, date work is expected to be completed.
- Who to call for information or inspection of the site.
- Where to submit a bid.
- Request 3-5 references from previous jobs.
- Warranties required: This should state what parts, materials, or labor it guarantees, length of warranty, what is expected if any of the above is defective.



Upcoming Seminars and Events

The next **Board Member Seminar** is on November 2, 2010 at 6:30 at our office. This seminar covers roles and responsibilities of the Board, Management Company, and Homeowners along with other important information.

To sign up contact Dawn Hatcher at dawnhatcher@elite-mgmt.com or 233-7660.

Community Financial Planning, Contracting, and Budgeting
Time and Date TBD

Elite Fall Festival
October 5, 2010 at 5:30pm

Elite Holiday Open House
December 7, 2010 at 6:00pm

All upcoming seminars and events will be held at the Elite office located at 1401 Sunday Drive, Suite 116 Raleigh, NC 27607

Calendar of Events

September 6, 2010
Labor Day (Office will be closed)

October 1, 2010
NC CAI Conference in Charlotte

October 5, 2010
Elite Fall Festival

November 2, 2010
Board Member Seminar

November 25 & 26, 2010
Thanksgiving Holiday (office will be closed)

December 7, 2010
Elite Holiday Open House

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