



Management Professionals, Inc
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Visit your Association Website Today!

Most of the free association websites for each community are up and running. Check them out today for immediate access to important documents and community information. To login, please complete the log-in request at www.elite-mgmt.com. Click on Communities and the login request screen is located on the Member Registration page.

N E W B O A R D M E M B E R O R I E N T A T I O N

Elite Management is excited to now offer a New Board Member Orientation to the Boards they work with. The first seminar will be on February 2, 2010 and there will be one offered every quarter. The next seminar is scheduled for May 4th, 2010.

The focus of this seminar is to educate new board volunteers on all aspects of their community association and what they can expect from their job as a new board member. The class covers a number of topics that are listed below:

- Board Member's Roles and Responsibility
- Governing Documents
- Role and Duties of the Board President, Vice President, Treasurer, and Secretary
- Homeowner Rights and Responsibilities
- Management Company Roles and Responsibilities
- Work Order Process
- Architectural Request Process
- Covenant Enforcement
- Contract Bids
- Board Packages
- Financial Management and Responsibilities
- Reserve Study

If you missed the first New Board Member Orientation but would like to attend the next seminar offered in May, please contact our office to sign up.

Future seminars will cover:

- New Industry Legislation and Conflicts of Interest
Special guest speaker Roger Knight
- Community Financial Planning, Contracting, and Budgeting

Time and Dates TBD



Guide to Condo Insurance



What questions should you ask before purchasing condominium insurance? Be informed about what kind of insurance your condo association carries and the parts of your home that are covered by the association policy and what you are liable for as a homeowner. You might also want to have some idea of repair cost in case of a loss and what kind of protection you have against liability claims.

- **Property Protection:** Condo associations are responsible for insuring the common areas. As a homeowner you are responsible for covering everything inside your unit and anything not covered by the Association policy.
- **Guest Medical Protection:** This coverage can provide payments for reasonable medical expenses if someone is accidentally injured on your property.
- **Liability Protection:** This coverage helps to protect you against the legal responsibility for any injury or property damage that you or someone else insured under your policy may have caused to other people on or away from your property.
- **Additional Living Expenses:** This policy will cover the reasonable expenses needed to maintain your normal standard of living if a covered loss makes your condo uninhabitable.
- **Loss Assessments Coverage:** If your condo association levies a special assessment against you for losses to your condominium complex, the policy will pay up to \$1000.00 of that assessment.

If you have questions regarding your homeowner insurance policy contact your insurance agent to make sure you are properly covered. If you have questions regarding the condo policy the association carries please contact your Community Manager.

A successful transition of community files and records to new management does not have to be a daunting process. However, it does require open lines of communication and information, common sense, perseverance, and a lot of smart, energetic people who aren't afraid of hard work. We appreciate the patience and understanding of the boards and homeowners we work with. We have worked hard to make the transition for each community a success.

Virginia Graeme Baker Pool and Spa Safety Act

Does your neighborhood have a community pool?

May 1st, 2010 is the date that all local pools must prove compliance with the Virginia Graeme Baker Pool and Spa Safety Act. This Act was designed to prevent the tragic and hidden hazard of drain entrapments in pools and spas.

This act requires all public swimming pools to have compliant grade drain covers installed. In cases where there is a single main drain, a second anti-entrapment system will be installed. Pools must also have approved skimmer equalizer grates installed. In addition, the work needs to be officially documented by an engineer study of the pool.



We have been working diligently with area pool companies to ensure that the community pools we manage are in compliance. Please contact your Community Manager if you have questions regarding this Act or your community pool.

UPCOMING CALENDER OF EVENTS

FEBRUARY 2, 2010

New Board Member Orientation
Groundhog Day

FEBRUARY 14, 2010

Valentine's Day

FEBRUARY 16, 2010

House Public Hearing on HOAs

MARCH 4 and 31, 2010

House Public Hearing on HOAs

APRIL 28-MAY 1, 2010

CAI National Conference in Las Vegas, NV

MAY 4, 2010

New Board Member Orientation