

CAI - LI Chapter News

Serving Long Island, New York

Published by the Long Island Chapter of CAI

Issue No. 28 – Spring 2015



HOW TO GET THE BEST BANG FOR YOUR BUCK — CONSTRUCTION & RENOVATIONS

By MARSHA GRANT, PRESIDENT, GRANT MANAGEMENT SERVICES

When the topic of large renovation and construction projects come up so do the concerns of extra costs and other problems. Here are some ideas and recommendations based on my 25 years experience of managing these projects.

First, it important to stress that since each community is unique, your attorney, insurance broker and carrier, and your accountant must be consulted on any of the suggestions in this article. It is impossible to anticipate By-Laws and other special circumstances at each community when writing this. Of course the Board themselves must agree to the plan.

To begin the process, if the job requires an architect or engineer, you will have to review their contract and how they work. Some items to consider are: how many inspections they are including in their proposal, rates for redesigns, if any, plans and specs sheets, bid sheets and bid process. (I recommend that all plans have specs written right on them and not on separate sheets. It is very common for contractors to grab plans without the specs, which have

the details for working on the job. Putting specs on the plans ensures that the contractor will always have them to refer to.) As with any contract, it should be sent to your community's attorney before signing for review.

The next step is the bid process. The bid process will start with a bid sheet if you are working with an architect or engineer. The bid sheet should be broken out by distinct line items that relate to specific costs within the project. Bid sheets should be sent out with a due date and also the proposed contract.

Contracts should have maximum workable days for the project, penalties for work days missed (not due to weather), lead time for materials, maximum start date after contract is signed, it should state who pays for permits, and have penalties for no foreman on the job per day, minimum crew size, name of foreman, as well as a Hold Harmless Clause, among other items. (The Hold Harmless Clause may be obtained from your insurance carrier.) The contract

Continued on Page 2

INSIDE THIS ISSUE:

HOW TO GET THE BEST BANG FOR YOUR BUCK	1
GET READY FOR THE TRADE SHOW!	5
CONGRATULATIONS!	8
NEWS FROM NATIONAL...	8
CHAPTER EVENT CALENDAR	12
PROPER USE OF COMMITTEES	13

Community Associations Institute — Long Island Chapter

P.O. Box 221, Commack, NY 11725 • 631-882-8683 • info@cai-li.org • www.cai-li.org

CAI National Office 1-888-224-4321 • www.caionline.org



CAI - LI Chapter 2015 Board of Directors

President

J. David Eldridge, Esq.
Taylor, Eldridge & Endres, P.C.

President Elect

Suzanne Borelli
Belfor Property Restoration

Vice President

Thomas C. Lowenberg
Fuller Lowenberg & Co. CPAs, P.C.

Treasurer

Robert E. Plank
Capital One Bank

Secretary

Joyann Makarewicz
Hampton Vistas Condominium

Past President

Frank X. Riggio
Country Pointe at Coram

Board Members

Christopher Byrnes, Esq.
Schroder & Strom, LLP

Christopher W. Duffy
Millennium Alliance Group

Steven Free

The Bug Stops Here, Inc.

Patrick Matheis
M&T Bank

John Ryley
Dryer Vent Wizard

Frank Socci, Jr.
NAI Long Island

Douglas Weigler
Total Community Management

Chapter Executive Director

Christine M. Majid

2015 ANNUAL SPONSORS

CAI Long Island gratefully acknowledges the help and financial support of our 2015 corporate sponsors, without whom our activities would not be possible. All of our sponsors are important players in the community association industry.

GOLD SPONSORS

BankUnited
Capital One Bank
M&T Bank
Schroder & Strom, LLP

SILVER SPONSOR

Belfor Property Restoration

BRONZE SPONSORS

American Pool Management
Brickman Group
Fuller Lowenberg & Co. CPAs, P.C.
James F. Sutton Agency, Ltd.
JPG Electric Corporation
NAI Long Island
Securitas USA
Taylor, Eldridge & Endres, P.C.
Union Bank HOA Services

Continued from Page 1

should state that the contractor will insure the community and managing agent as Additional Insured for General Liability and Workers Comp.

Bid sheets are sent out with the plans, and the specs should be on the plans, with a date for a mandatory walkthrough. Walkthroughs are to show the contractors all details of the project at the community. It is recommended that overages be discussed at this walkthrough as something to be avoided as much as possible. An example can be given for ways to avoid overages: If the project is for a flat roof or shingle roof, it is recommended that the contractors be allowed, after providing insurance, to do a test-cut or lift a few shingles to inspect fascia board so that there are as few surprises as possible. Similar types of exploratory work can be done for other projects.

When bids come back, we have developed a process whereby we put all line items on one spreadsheet so that they be compared by item. If an architect or engineer is on the project, this spreadsheet should be sent to them to help

Continued on Page 3


Continued from Page 2

analyze pricing by line item. After this is done, contractors come in to our office to discuss how they plan to do the project, mobilize, etc. and to explain different pricing, both higher and lower, on the spreadsheet.

After all comparisons are done, a contractor is selected with the Board, and any architect or engineer, and the contract with those details is sent to the communities attorney for review along with the signed bid sheet, plans and specs for the work.

There are plenty of other ideas for managing projects depending on the type of community and buildings that you have. These are just a few suggestions I have learned over the years that help save money and help jobs run smoothly. I hope you use a few to get the best bang for your buck for your projects! ■

If you have any comments or questions, Marsha Grant, President of Grant Management Services, may be reached at info@nygms.com.



RICHARD S. PICCOLA
Certified Public Accountant

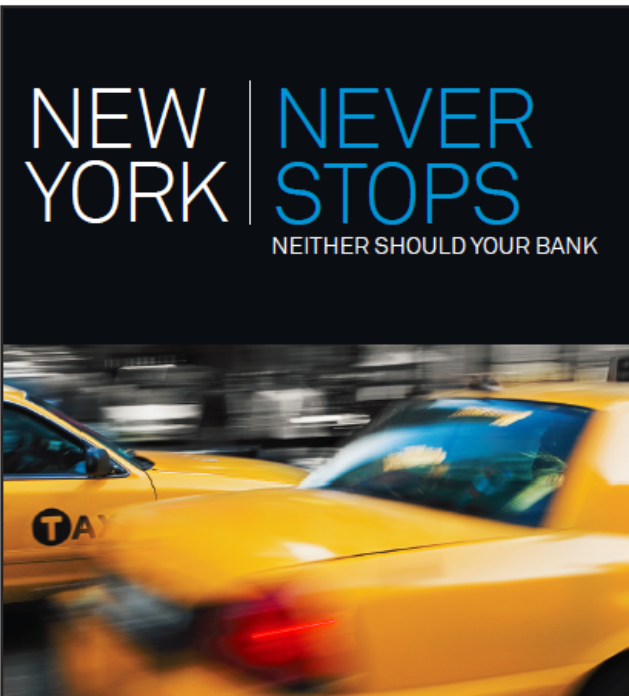
340 Veterans Memorial Highway, Suite 5
 Commack, New York 11725
 T 631 543 4933
 F 631 543 1862
 E info@rspcpa.com
www.richardspiccolacpa.com

We are proud to **manage** some of Long Island's most prestigious **communities** - *like your's.*

NALong Island
 Commercial Real Estate Services, Worldwide.



3 Huntington Quadrangle, Suite 307N | Melville, NY 11747 | t 631.270.3000 f 631.270.3088 | www.nalongisland.com



**Better relationships.
 Better tools. Better banking.**

At BankUnited, our talented banking professionals are committed to helping you get to where you want to go. That's better banking with your interest in mind. Contact us today to get started.

Melville 445 Broadhollow Rd. Melville, NY 11747 (631) 454-4700	57th & Lexington Ave. 136 E. 57th St. New York, NY 10022 (212) 705-8600	50th & 5th Ave. 623 Fifth Ave., 11th Fl New York, NY 10022 (212) 409-1200
48th & Park Ave. 299 Park Ave. New York, NY 10171 (212) 409-1300	35th & 6th Ave. 960 Ave. of the Americas New York, NY 10001 (212) 356-7600	Brooklyn 1333 60th St. Brooklyn, NY 11219 (718) 522-8400



www.bankunited.com

BankUnited, N.A.
 Member FDIC



BankUnited
 We're with you.



For All Your Electrical Needs

Electric Corp.
Maintenance & Construction

Phone (631) 467-6744
Phone (631) 878-1221
Fax (631) 467-6745
www.JPGcorporation.com
P.O. Box 386, Ronkonkoma, NY 11779

ANTHONY BALDINO
jpg@jpgcorporation.com



Fire & Water - Cleanup & Restoration™



24-Hour Emergency Service
Independently Owned and Operated

Deborah Rashti
Sales and Marketing

SERVPRO® of Great Neck/ Port Washington
207 Mineola Ave Suite 810
Roslyn Heights, NY 11577

Bus: (516) 767-9600
Mobile: (917) 597-7133
Debbie@servproofgreatneck.com
servproofgreatneck.com

Like it never even happened.®



John Ryley
President

1-866-498-SAFE
(7233)

JRyley@dryerventwizard.com

Dry Clothes - Safe Homes

www.dryerventwizard.com

Dryer Vent Cleaning · Repair · Alteration · Installation



Susan Cirrone
Branch Manager

Securitas Security Services USA, Inc.
500 Bi County Blvd.
Suite 110
Farmingdale, NY 11735
Tel 631-773-6009
Cell 516-652-3279
Direct 516-501-9703
e-mail Susan.Cirrone@securitasinc.com



Fuller Lowenberg & Co., CPAs

Serving Condominiums,
Homeowner Associations &
Co-ops for over 20 years

200 Motor Parkway, D-24, Hauppauge, NY 11788
(631) 499-7900
flcpas.com



PICK THE RIGHT TOOLS
FOR YOUR NEXT PROJECT.

With community association lending expertise
like ours, you'll get the job done right.

TAKE THAT TO **THE BANK.**



Matthew Driscoll
VP/Regional Account Executive
443-866-9076
Toll Free 866-800-4656, ext. 7561
matt.driscoll@mutualofomahabank.com



mutualofomahabank.com

AFN66933_0913

Member FDIC
Equal Housing Lender

GET READY FOR THE TRADE SHOW!

By TRADE SHOW COMMITTEE CO-CHAIRS

SUZANNE BORELLI - BELFOR PROPERTY RESTORATION

PATRICK MATHEIS - M&T BANK

Get Ready! Our CAI-Long Island Ninth Annual Trade Show will be held this upcoming **October** on **Saturday the 17th** from **9:00 a.m. to 3:00 p.m.** at the **Hilton Long Island**. The show is appropriate for Community Board members with all levels of expertise, knowledge, and years of involvement on the board.

Our chapter mission is to inspire professionalism, effective leadership and responsible citizenship — ideals reflected in communities that are preferred places to call home. As such, we believe strongly in education and offer a host of **educational seminars** during the trade show. Previous topics have included: Collecting Condominium & HOA Fees, Dealing with Problem Homeowners, Effectively Handling Foreclosures, Habits of Highly Effective Board Members, Insurance Risk Transference and Problem Solving, and our very popular class - Ask the Experts.

While attending the event, you will have the opportunity to meet **over 60 exhibitors** from various professions which include but are not limited to: Accountants, Attorneys, Banking & Financial Services, Contractors, Dryer Vent, Insurance Agents, Landscaping, Pest & Insect Control, Pool Management, Property Managers and Management Firms, Property Damage Restoration, and Security Services.

Board members from numerous communities throughout Long Island attend this annual event which provides the opportunity of **networking and sharing of ideas** with different communities to help each other, and not to “reinvent the wheel” regarding specific issues or problems.

We highly encourage you to mark the date on your calendar and **register to join us** as we never charge a fee for attendance by Community Board Members. You certainly will be well fed as breakfast and lunch are served along with coffee throughout the day... so you don't need to bring anything but your questions! And if you have a friend that is

serving on the Board of another community association — invite them to the show as your guest and let them experience firsthand the benefits of CAI-Long Island.

Don't forget, many of the **exhibitors raffle** off exciting prizes throughout the day as a **“Thank You”** to the Community Board members for taking their time to attend the event. You may be lucky and possibly be one of the Big Winner's this year! ■

If you have any questions, feel free to contact one of us at Suzanne.Borelli@us.belfor.com or pmatheis@mtb.com.

M&T Bank. Helping you meet the financing needs of your association.

At M&T Bank, we understand the challenges faced by condominium and home owner associations when major projects, unexpected repairs or improvements need to be addressed. Our experienced relationship managers will partner with you and your board members, review your project requirements and offer the best solutions to help meet your needs. Please call Patrick Matheis at 516-391-7628 to learn more.



M&T Bank

Understanding what's important®



mtb.com ©2013 M&T Bank. Member FDIC.



Total Community
Management Corp.
"Let TCM Be Your Winning Team"

YOUR #1 PROPERTY MANAGEMENT CHOICE

SERVICING CONDOMINIUMS, COOPERATIVES,
HOMEOWNER'S ASSOCIATIONS

"LET TCM BE YOUR WINNING TEAM"



We currently manage over 100 condominiums, cooperatives, & Homeowner's Associations in Nassau, Suffolk, and NYC.

Let the trusted professionals at TCM be part of your "winning team"

TOTAL COMMUNITY MANAGEMENT
2375 BEDFORD AVENUE BELLMORE, NY 11710
OFFICE: 516-826-9700 FAX: 516-826-3937
WWW.TOTALMGMT.COM

Ralph LaMagna, Vice President / Owner
RLaMagna@totalmgmt.com

David Goldstein, President / Owner
DGoldsein@totalmgmt.com

Have a Safe and Successful Pool Season 2015!

We would like to thank all of our Long Island customers for the opportunity to service their communities!



AquaSafe Pool Management, Inc.
Safeguarding the most precious

Professional Pool Management Exceeding Industry Standards | Lifeguards | Pool Repairs | Pool Renovations



P: 631-887-3674 | F: 888-927-8272 | www.AquaSafePool.com | 105 Maxess Road, Suite 124, Melville, NY 11747

MEET A BANK WITH 20 YEARS IN THE NEIGHBORHOOD.

No matter what size your community is, managing it can be a daily challenge. Union Bank® Homeowners Association Services is here to help.

For over 20 years, we've streamlined the assessment collections process for community associations with specialized tools and services powered by Union Bank product solutions and our proprietary Smartstreet® technology platform. We offer a customized HOA lockbox with same-day processing to accelerate payment collection, reduce mail-in times for checks, and provide homeowners with convenient online payment options.

Whatever your needs, Union Bank provides solutions that make it easier to control your daily financial operations. Contact us today at 866-210-2333 to learn more.

HOAbankers.com Smartstreet.com   



©2015 Mitsubishi UFJ Financial Group, Inc. All rights reserved. Union Bank and Smartstreet are registered trademarks of MUFG Union Bank, N.A., Member FDIC.

Congratulations!!!

**EDWARD M. TAYLOR, ESQ.
HAS BEEN ADMITTED TO THE
COLLEGE OF COMMUNITY
ASSOCIATION LAWYERS**

Good news to share!

On February 20, 2015, Edward M. Taylor, Esq., managing partner of the Smithtown law firm of Taylor, Eldridge & Endres, P.C., and a Past President of the CAI-Long Island Chapter, has been named a Fellow of the College of Community Association Lawyers (CCAL) – one of fewer than 150 attorneys nationwide to be admitted to the prestigious organization.

CCAL was established in 1993 by the Community Associations Institute (CAI). Fellows of the College must demonstrate substantial contributions to the practice of community association law through writings, teaching and service as well as a commitment to high standards of professional and ethical conduct.

Mr. Taylor's firm represents over 100 condominiums, cooperatives and homeowners associations throughout Nassau and Suffolk Counties. Taylor was a founding member and first President of the CAI-Long Island Chapter. He also has taught classes on condominium, co-op and homeowners association law at Touro Law Center as an adjunct professor and is a frequent lecturer and author of articles on community association issues. Taylor is active in CAI's NYS Legislative Action Committee, Government and Public Affairs Committee, and the Foundation for Community Association Research.

Warmest congratulations Ed on your successful achievement of this most prestigious industry designation, and as always... many thanks for all that you do!

News From National...

2015 Board Member Scholarship Winners

We are pleased to report we received 34 applications — the most ever received — for scholarships to attend the recent 2015 Annual Conference and Exposition in Las Vegas. The \$1,000 Board Member Education Scholarships, including free conference registrations worth \$399 each, were awarded to CAI homeowner members Frederick Curry of Chesapeake, VA; Leonard Fox of Yorba Linda, CA; Karla Perkins of Washington, D.C.; and Larry Towner of Kennewick, WA. The four recipients were selected by members of the Community Associations Volunteers Committee (CAVC). The applications were sent to CAVC members with names and geographic locations blocked out. The committee's decision-making was based on essays provided by the candidates. Questions about this scholarship initiative should be directed to Frank Rathbun at frathbun@caionline.org or (703) 970-9239.

POWERFUL ONLINE SOLUTIONS

For Leaders in the Community Association Industry

AtHomeNet's premiere web services provide your communities with customized, affordable solutions for all your needs.

- Association Websites
- Mobile Web Applications
- Accounting Integrations
- Front Desk Services
- Voice & Text Alerts
- Online Dues Payments
- Newsletter Builder
- Community Networking
- Social Media Integration

AND MORE!

Visit www.AtHomeNet.com for more information about AtHomeNet's Online Services

1.800.556.7852
Sales@AtHomeNet.com



AtHomeNet
ONLINE SOLUTIONS FOR THE COMMUNITY ASSOCIATION INDUSTRY

Follow us on [Twitter](#) [Facebook](#) [YouTube](#)

© 2012 AtHomeNet, Inc. All rights reserved. "AtHomeNet" and the AtHomeNet building logo are registered service marks of AtHomeNet, Inc. All other trademarks and service marks shown are trademarks and service marks of AtHomeNet, Inc.

Whether your needs are business or personal Capital One Bank is here to serve them all with products and services that meet your financial needs.

Robert Plank, Senior Vice President, Business Banking Specialist, provides customized services and products with a full range of Treasury Management, Merchant Services and financing options for homeowners and condominium associations.

For more information contact: Robert Plank | 631-531-2863

Capital One Bank



GO to a Capital One Bank branch in NY, NJ, or CT CALL 1-888-855-BANK CLICK www.capitalonebank.com

Branch bank products and services are offered by Capital One, N.A., Member FDIC. "Capital One Bank" is a trade name of Capital One, N.A., and does not refer to a separately insured institution. ©2009 Capital One. Capital One is a federally registered service mark. All rights reserved.

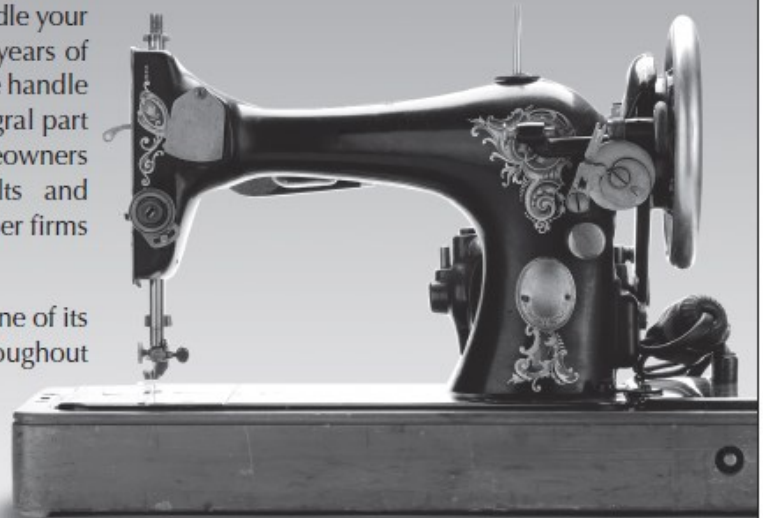
**MEMBER
FDIC**

Attorney Advertising

We Help Sew Up All The Details In Your Annual Tax Appeal.

Filing annual tax appeals can be a real chore for multi-family communities. Selecting the right law firm to handle your appeal is an essential Board responsibility. With our years of experience representing multi-family communities, we handle all the hard work on your behalf. We become an integral part of your Board and Owners meetings and talk to homeowners daily. Frequent communication, exceptional results and personal attention set Schroder & Strom apart from other firms handling tax appeals.

We strive to make the Board's decision to hire us just one of its success stories. Which is why managing agents throughout the Metropolitan area like working with us and recommend our firm. Creative negotiation strategies and success as trial attorneys have made us trusted advocates and Boards that retain us look their very best.



SCHRODER & STROM, LLP
REAL ESTATE TAX COUNSEL

Accountability. Communication. Results.

114 Old Country Road • Suite 218 • Mineola, NY 11501

P: (516) 742-7430 • F: (516) 742-7433 • www.nytaxreview.com

Prior results do not guarantee a similar outcome.

WE GO TO EXTREMES TO BUILD YOUR DREAMS®
Your Community Solution



See What Your Community Will Look Like *Before* We Begin Any Work!
 Our Design Imaging Technology Will Allow You To See All the
 Different Options Of Styles, Color And Textures.



CALL TODAY FOR A FREE
 Visual Property Assessment Report

WHY ALURE? TRUST • CREDIBILITY • AWARD-WINNING WORK • PEACE OF MIND
 STABILITY • NO RISK REMODELING • SAFE CHOICE • VALUE



ALURE HOME IMPROVEMENTS, INC.
 1999 Hempstead Tpke. • East Meadow, NY

877-44-ALURE
 877-442-5873

Only Alure Can Offer You...

- Over 68 years experience
- A dedicated staff to service your project for years
- Digital imaging to show what your community can look like
- Free Visual Property Inspection Report



Nassau HI 625710000, Suffolk 5284-H, NYC 1013025, Westchester WC-11906-H01

www.alure.com

KITCHENS • BATHS • BASEMENTS • SUNROOMS • SIDING • ROOFING • WINDOWS • HANDYMAN SERVICES • HOME PERFORMANCE • INSULATION • DORMERS & EXTENSIONS



Live safely. Play freely.



ALL YOUR POOL SERVICES, COVERED.

Well-trained lifeguards, attentive maintenance staff and full construction services mean American Pool is the only pool company you will ever need.

Contact us for a free site evaluation or estimate.

1-877-494-7665 americanpool.com/li

SAVE THE DATE
TRADE SHOW

SATURDAY – OCTOBER 17, 2015

9:00AM - 3:00PM

Breakfast & Lunch will be served.



BRICKMAN

Brickman offers comprehensive landscape and snow removal services to all of the New York area.

Ray Nobile
 Phone: 631-589-5470

www.brickman.com



Management that Pays for Itself

Experience the difference with Fairfield Properties, the region's **PREMIER MANAGEMENT COMPANY** with more than 40 years' experience managing Condominiums, Cooperatives, and Home Owner Associations in Suffolk, Nassau, and Queens Counties. We offer a wide array of resources, along with the **PURCHASING POWER** that have generated **SIGNIFICANT SAVINGS** for our clients.

At Fairfield, we have the **resources to get you the best results**—including our:

- Professional Property Managers – Experienced and Knowledgeable
- Accounting Staff – In-house CPA's and MBA's for Accurate Financial Reporting
- Purchasing Department – Buying Power and Competitive Bidding
- Emergency Service Dedicated # For Every Property – Live Operators
- Fairfield Community Coverage – For All Insurance Needs
- Fairfield Mortgage – Financing and Refinancing

Why Choose Fairfield?

We are the total-solution property management company. It's a way of life enjoyed by thousands who have become accustomed to Fairfield's Standard of Excellence in administration, financial services, and maintenance. You'll wonder why you settled for less.

What Your Neighbors Are Saying:

*“In a short period of time, Fairfield **saved us enough money** to equal their management fee.”*

—Board President, Central Islip

*“It is rare in this day and age to find such **courteous, helpful service.**”*

—Owner, Blue Point

*“Over the years we have engaged several management companies. Fairfield has shown why, hands down, they are so **highly regarded** among their peers. I have been impressed by the wealth of knowledge of each person we have interacted with at Fairfield.”*

—Board President, North Babylon



538 Broadhollow Road, Third Floor East, Melville, NY 11747 • 631-499-6660, ext. 229 • Fax: 631-499-2042
For more information, email us at: Alvin.Wasserman@FairfieldProperties.com

© 2015 Fairfield Properties. All Rights Reserved.

Long Island Chapter Upcoming Events

Thursday, May 28th - 6:00 p.m.
"Hoarders... and Other Difficult Issues"
 HQ3 - Lower Level Meeting Room
 3 Huntington Quadrangle, Melville

Wednesday, June 3rd - 3:00 p.m.
LI Chapter's 4th Annual Golf Outing
Sandpiper Nine at Spring Lake Golf Course
 30 East Bartlett Road, Middle Island

Tuesday, July 14th - 6:00 p.m.
Summertime Social
 Trento
 1058 Broad Hollow Road, Farmingdale

Thursday, September 24th - 6:00 p.m.
Managing Construction Projects
 Capital One Bank
 275 Broad Hollow Road, Melville

Saturday, October 17th - 9:00 a.m. to 3:00 p.m.
9th Annual Trade Show
 Hilton Long Island
 598 Broad Hollow Road, Melville

Thursday thru Saturday - November 5th-7th
M-100 Class: The Essentials of
Community Association Management
 Belfor Property Restoration
 60 Raynor Avenue, Ronkonkoma

Saturday, November 7th - 8:00 a.m.
Basic Essentials Class
for Community Association Board Members
 Belfor Property Restoration
 60 Raynor Avenue, Ronkonkoma

December — Chapter Holiday Party



Yorkshire
Management

A Full Service Property Management Company

"Serving all of Long Island and the 5 Boroughs"

775 Brooklyn Avenue | Suite 103 | Baldwin N.Y. 11510
 516-868-5224 | www.yorkshiremanagementcorp.com

SAFE & EXPERIENCED PEST CONTROL

(631) 563-3900

thebugstopshere@optonline.net
www.thebugstopshere.com

T H E
BUG
STOPS
HERE
 INC.

NYS Certified #C1629938

Condominiums. Cooperatives & HOA's

Call

Jim Sutton

Sutton Agency, Ltd.

www.SuttonIns.com

Insurance Services Since 1963

143 East Main Street East Islip, Long Island, NY 11730

631.581.7978

See Us for All Your Insurance Needs
Representing more than 20 Companies

PROPER USE OF COMMITTEES


COMPILED BY CHRISTINE M. MAJID, CAI-LI CED

Committees are an integral part of every successful community and can be effectively used in several areas of association administration and management. Benefits achieved from the use of committees result from the pooling of knowledge and experience of its members. Creating sound committees will enable your board to gather information from non-board owners who should represent a cross-section of the community. Of course, if there are volunteer members willing to serve who have expertise in areas such as insurance or finance, that's even better. Committees may be formed for a limited duration or as a standing committee and when it comes to size, a general guideline is that the committee shouldn't be so large that it becomes unwieldy rendering it useless.

As a board, you may wish to solicit committee members at your monthly meetings, print announcements in your community newsletter, post notices in common areas, or simply approach individuals that are actively involved in community events. Once formed, the board should provide the committee with a clear mission and task members with specific goals. Be mindful that the board must also provide the committee with not only a timeline but the proper resources such as documents, reports, access to professionals, and be prepared to educate the committee on community policies and procedures.

For example, the formation of a **budget committee** comprised of members of your community association, would enable residents to have a say in how their money is spent. It makes sense for the board treasurer to chair the budget committee and as chair, it's the treasurer's job to keep everyone on track during budget preparation. The treasurer should make sure that all committee members understand the three basic components of the budget:

1. Funds needed for daily operation of the community, such as electricity and water, grounds maintenance, management, insurance, and general maintenance. These expenses are either contractual or can be reasonably estimated based on experience. An important consideration when looking at items in the **operating budget** is the expectations of the community — for example, do members want a landscaper who is a "mow, blow, and go" type, or do they want a landscaper who provides a higher level of service?
2. Funds needed to maintain reserves at sufficient



Taylor, Eldridge & Endres, P.C.
Attorneys and Counselors at Law

J. David Eldridge, Esq.

811 West Jericho Turnpike
Suite 201 W
Smithtown, New York 11787

Phone: (631) 265-5550
Fax: (631) 265-5590
david@taylor-eldridge.com

www.taylor-eldridge.com

levels. **Reserve funds** provide money for the repair and replacement of the community's assets—such as the pool, roofs, pavement, etc.

3. Funds for **additions or enhancements** to the existing property. This is a function of what members of the community want and are willing to pay for. The community should provide input and approval for this component.

Armed with this knowledge, the committee will estimate total expenses for the coming year and compare that sum to the association's potential revenue (assessments, interest on investments, concession income, and so on). If expenses are greater than revenue, the committee will look for ways to lower expenses without compromising service. If that doesn't balance the budget, the committee may have to make a tough decision — whether to increase fees or levy a one-time special assessment.

Also very popular is the **architectural and landscape committee** which looks out for the entire community. Aside from stopping residents from painting pink polka dots on their houses, the committee's job is to make sure that the size and style of all projects, including the type of materials being used, and the overall look of grounds, adhere to the association's design requirements. Not only does this keep the community looking cohesive, it also helps to keep property values up by preventing individual structures from standing out. Of course, it's also important to note that unapproved projects might legally have to be removed at the owner's expense.

The **biggest advantage** of a committee is that it provides a convenient means for the **exchange of ideas and information** leading to a joint decision. By careful selection of the membership of committees, it is possible to bring together a wide range of ideas, expertise, and interests to achieve the ultimate goal... which is the **true success** of the community as a whole! ■

www.cai-li.org
Commack, NY 11725
P.O. Box 221
ASSOCIATIONS INSTITUTE
community
LONG ISLAND CHAPTER

A HELPING HAND

WHEN NEEDED MOST

EMERGENCY RESPONSE
RECONSTRUCTION
CONTENTS RESTORATION
MOLD REMEDIATION
CONSULTING SERVICES
CORROSION CONTROL
WATER EXTRACTION
EMERGENCY POWER
VITAL RECORDS RECOVERY



When Disaster Strikes, Experience Matters Most.

Whether your problem is minor water damage or a major fire, every property crisis calls for effective solutions — immediately. Knowing that the first 72 hours are critical to a successful recovery, our team of experts will work in a timely manner to expedite the process — helping to save your assets and your money.

BELFOR — There When You Need Us.

BELFOR 

PROPERTY RESTORATION

www.belfor.com

Please call Suzanne Borelli
(631) 478-7824