

CAI - LI Chapter News

Serving Long Island, New York

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Issue No. 35 – Winter 2017

THE BENEFITS AND RISKS OF REPLACING A ROOF DURING THE WINTER

By CONLON EXTERIORS, INC. IN COORDINATION WITH
GAF ADVICE & INFORMATION FOR ROOFING

A customer calls in because of a leak, we assess the roof, and it requires a full replacement. It's the end of November and the homeowner asks if this can wait until spring. Intuitively, roofing in the winter doesn't seem to be such a good idea, right? Let's sort this out by looking at three components that affect the final result: the human factor, the tools' capacity to perform, and the shingle product itself.

First, there are human beings that will work on that roof. Not robots. Morale in roofing is very important, as it is in many other trades. When people hate their job, they cut corners, especially if those corners can make them go home faster! Starting the day snow shoveling and ice-breaking on the roof doesn't help the morale of the crew. Nevertheless, it is imperative to install on an "appropriate substrate" — and snow and ice are not on the list. We need to reach the bare deck, especially in new construction. Any kind of precipitation will render the slope slippery, adding to the level of hazard and reducing the speed and comfort of the workers. The temperature is not to be neglected, as roofing

is very physically demanding. Would you run a marathon carrying 30 pounds of gear? Wearing a winter jacket, pants, boots, hat, etc., can add another 15 pounds to your body weight. Because of the need to use your fingers precisely and bend your toes, a contractor can only wear thin gloves and boots. For most roofers, it is uncomfortable below freezing and impossible below 20°F.

Second, the roofing crew uses many different tools. Some of them aren't affected by temperature, but some, like compressors and nail guns, can be affected. When compressing and releasing the air in your system, humidity will turn into water. If the temperature is freezing, the water may freeze in the airlines and reduce the airflow that the installer receives on the roof. Nails need to be installed flush with the shingle, not over driven or under driven. When the air line is obstructed by ice, nails may not be pushed as deep as they should, which introduces a risk for under driven nails. This situation will require extra attention from the roofer to constantly set the depth adjuster on the

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The CAI Long Island Newsletter is published quarterly by the Long Island Chapter of Community Associations Institute (CAI-LI) and is distributed to its members and is available on the Chapter website (cai-li.org). This publication provides members of CAI with letters from the Chapter President, informative articles written by industry professionals and service providers, updates on current legislation, and business advertising. The Chapter strives to provide our members with timely information and tools needed to keep them informed on community association issues.

The Newsletter Committee is always looking for new articles to publish. Articles should be educational and non-promotional in nature and have a suggested word count between 500 and 1,500 words. CAI-LI retains the right to edit articles to conform to content and space requirements. If you are interested in submitting an article for possible inclusion, please contact Christine M. Majid, Chapter Executive Director, at info@cai-li.org. Are you interested in advertising with us? Let us know!

Quarterly Deadlines

Winter Issue - January 31

Summer Issue - July 31

Spring Issue - April 30

Autumn Issue - October 31

PRESIDENT'S MESSAGE

By TOM LOWENBERG, CPA - FULLER LOWENBERG & CO. CPAS, P.C.
AND CAI-LI CHAPTER PRESIDENT FOR 2017



As we embark into 2017, I would first like to thank Patrick Matheis for his leadership in 2016 while serving as president of CAI-LI. During his term, he assisted in developing an extremely successful Trade Show, for which we are also grateful to the Trade Show Committee.

For many years, the association has been guided by dedicated Past-Presidents with great leadership skills, who have helped build a strong foundation for our operations.

We have many great events planned for the upcoming year and I hope all of our members take advantage of attending these events. They give community board members an opportunity to meet other community board members and illustrates how the issues they face are similar within all communities. Board members are able to “kick the tires” and see what has worked and what has not worked in other communities. Our meetings are well attended by many of our business partners which affords board members an opportunity for “free advice” too! We provide the dates well in advance, so try and put all the events in your calendar today!

We would also like to challenge our Members to recruit other communities that have not participated with CAI-LI. Eric Clemente has done a great job as Membership Committee Chair, but he needs all of our help in getting the word out. It is challenging to reach non-member communities and board members. I challenge every current member – bring in one new member this year and help our association continue to grow!

I wish to welcome back Suzanne Borelli of Belfor Property Restoration to the Board of CAI-LI and welcome Linda Donato of LIMS, Inc. and Alan Lebowitz of Water's Edge Maintenance, Inc.

Many thanks to Gary Alexander of Belfor Property Restoration and Douglas Weigler of TCM for time served on the Board.

Finally, a heartfelt thank you to Bob Plank, Capital One Bank, for his long term commitment to CAI-LI as a Board Member and as Treasurer. He will be missed on the Board, but will continue to be involved with CAI-LI and has secured the Capital One facility for us for several meetings in 2017. ■

Hope to see you soon...

Thomas C. Lowenberg, CPA
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gun and from the crew to monitor the presence of humidity or ice in the system.

Third, there's the question of whether shingles can be installed in cold weather. The short answer is yes, but with some precautions. The asphaltic material in the shingle may lose its flexibility and resistance as the temperature goes down. It will become harder to bend the shingles and to cut them straight. Being more brittle, they'll be more likely to be over driven by nails when using regular pressure in the system. The "sweet spot" adjustment in pressure will become smaller and smaller. However, providing that the crew is extra conscious of that and takes the



time to do it right, there are ways to deliver a proper installation. Another important consideration is if cold weather application increases the chances of blow-offs. All shingles are equipped with a self-sealant strip, a line of glue that activates with the sun and tabs the shingles together, preventing the wind to catch them. This glue activates at different temperatures depending on the manufacturer and the manufacturer may specify that if the shingles are NOT tabbing properly because of temperature, they should be hand-sealed. That means the crew should apply the amount of roofing cement underneath every laminate shingle with a caulking gun and then

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Prolong Pond Dredging and Save Your Community Money.



Even with proactive management, all stormwater ponds will eventually become impaired due to accumulated sediment as a result of runoff. Dredging is an option, but is often the largest single expenditure a community will face. So, when the time does come to remove sediment from your lake or pond, consider hydro-raking as an effective, environmentally-friendly and economical alternative.

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Continued from Page 5

press the shingles into the cement. This will help prevent the wind from lifting them before there is sufficient heat for them to self-seal.

The manufacturer is responsible for the self-seal to properly bond to the roof when activated. The roofing contractor is responsible for making sure the crew is comfortable enough to apply the shingles properly and that the temperature or countermeasures taken are sufficient to have a constant airflow to avoid over driven or under driven nails. Finally, the crew leader is responsible for deciding if the roof is tabbing or not and if cold weather precautions (hand seal) should be taken. Sometimes, the seriousness of the roof situation outweighs the risk of doing the job in winter, but in most cases it's wise to wait until the temperature is above freezing. ■

Comments or questions? Feel free to reach Michele Conlon, Owner of Conlon Exteriors, Inc. at (516)781-5194 or at conlonexteriors@gmail.com.



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Long Island Chapter Calendar of Events

Thursday, March 23rd - 6:00 p.m.
Chapter Membership Meeting with
"The Dos and Don'ts of Managing Lawsuits
& Insurance Disputes" Seminar
Capital One Bank
275 Broad Hollow Road, Melville

Thursday, April 20th - 6:00 p.m.
Chapter Membership Meeting with Guest Speaker
Bob Gourley, President of CAI Connecticut 2010-2011
Founder of "Ask Mister Condo" and "MyEZCondo"
Fairfield Properties Conference Center
175 Broad Hollow Road, Melville

Saturday, May 6th - 8:00 a.m.
Basic Essentials Class
for Community Association Board Members
Belfor Property Restoration
60 Raynor Avenue, Ronkonkoma

Thursday, May 18th - 6:00 p.m.
Chapter Membership Meeting with
"Handicapped Residents and
Accommodations" Seminar
Fairfield at St. James HOA Clubhouse
1 Fairfield Drive, St. James

Thursday, June 15th - 3:00 p.m.
LI Chapter's 6th Annual Golf Outing
Spring Lake Golf Club, Middle Island

July - Summertime Celebration Social

Thursday, September 28th - 6:00 p.m.
Chapter Membership Meeting with Seminar
Capital One Bank
275 Broad Hollow Road, Melville

Saturday, October 14th - 9:00 a.m. to 3:00 p.m.
11th Annual Trade Show
Hilton Long Island, Melville
Free Admission for Community Board Members

VOLUNTEERS R.O.C.K.!

RALLY TO OPTIMIZE COMMUNITY KARMA

By MARGEY MEYER, CMCA, PCAM — PRESIDENT & CEO CADREXPERTS, LLC

COMMUNITY ASSOCIATION DISPUTE RESOLUTION EXPERTS

“Common areas do not automatically create a sense of community. Nurturing the community spirit is probably the greatest challenge facing community associations today.” — Clifford Treese, CPCU, ARM, CIRMS and community association guru extraordinaire

So, how can an association nurture community spirit? Through its volunteers! This article will offer a few thoughts on how to encourage volunteerism and some ideas on fostering community spirit.

First, the basics. If you’re a manager fortunate enough to work with a developer when the community is but a gleam in his or her eye, you’ve got the potential to cultivate the community spirit from the very beginning. It may take some persuasion, but convincing the developer that committees composed of volunteers help the community succeed, resulting in quicker sales and happy residents who encourage family and friends to join them, is a win-win for everyone.

As the community’s first cheerleader, your responsibilities may include drafting committee charters with volunteer input that address a real purpose, real responsibilities, and a detailed organization including reporting, leadership (picking the right

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chairman is crucial), number and required skills of members, frequency and location of meetings, minutes, board liaison and approval process for expenditures. Committees are not for the gadfly you think you can stifle – they are for legitimate, needed work to improve and advance the community – and foster community spirit

How do you appeal to residents' volunteer instincts?

- Find out what makes them tick. Are they interested in networking? Meeting their neighbors? Making new friends? Improving their resume? Working for the “greater good”? Giving back? Craft your appeal to hone in on specific personal, professional and emotional needs.
- Create catchy, positive, exciting and motivating recruitment material such as a YouTube video and upbeat handouts that describe each committee and the ideal committee member (necessary skills or talents, specific job description). Always include a sign-up sheet.
- Purchase logo material and apparel (your association DOES have a logo, right?) that's free for volunteers.
- Plan personal recruitment efforts through one-on-one appeals and at every membership event where recruitment handouts are always available.

- Budget for volunteer education and training specific to their role, such as CAI's Board Tool Kit and webinars and classes on maintenance, landscaping, budgeting and insurance.
- Post pictures on the association's website, in newsletters and other communications of happy volunteers having fun with their committee and at their events and projects.
- Update email and cell phone lists of every household member at every event to provide no-cost (and controlled frequency) communications and information about committee activities. Send out monthly postcard updates – they're cheaper than envelopes and have a better chance of being read.
- Hold volunteer get-togethers with meals/snacks/barbecue – fun!
- Charter a Welcome Committee with contagiously enthusiastic members who encourage new residents to join a committee.
- At the community's entrance(s), hand out bags of popcorn that say, “Pop into the clubhouse every third Thursday for

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CAI-Long Island would like to extend a very sincere thanks to Choice Professional Management for their tremendous commitment to grow the 2016 Trade Show by introducing CAI to all of their managed communities, and by having registered over 25 new community board members their actions benefitted the Chapter as a whole. While CAI-Long Island already has a substantial community association membership, we all benefit by having new communities in attendance at our events.



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As a CAI-LI business member, Choice Professional Management utilizes many of its vendors and is dedicated to helping communities like yours succeed. With recent growth, our newest team member showed his commitment to CAI and the property management field by inviting numerous non-members to the 2016 Trade Show. His enthusiasm in explaining to communities the benefits that CAI offers through membership have encouraged many of these communities to become new CAI-LI members.

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by attending classes and webinars to advance our overall knowledge so that we can guide our communities accurately.

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the Social Committee meeting!”

- Hand out bags of potato chips that say “Chip in to help the Landscape Committee the first Monday of every month!”
- On Valentine’s Day, distribute bagged or boxed candy hearts that say “Love your association – join the Board!”
- Enthral children in the community through conservation challenges or protecting the newly-planted saplings (kids are great about engaging their parents in their efforts).
- Ensure that your website is mobile-friendly so residents can access the calendar of events and committee information.

Sometimes it may be relatively easy to attract volunteers, but much harder to keep their interest and participation. Here are some **suggestions for keeping volunteers happy and involved:**

- The committee chair is prepared, organized, focused, warm, kind, friendly, helpful and welcoming, assigning responsibilities to the members instead of doing everything himself or herself. Meetings are as short as possible while still being productive.
- Volunteers recognize leadership opportunities – first serve on the committee, then chair the committee, then serve on

the board, then preside over the board.

- Board members are committee liaisons, not committee chairs, to allow for the incubation of future leaders.
- Shortly after the annual meeting, hold an organization meeting of the board and committee chairs to familiarize everyone with the community’s mission statement, progress and challenges and to brainstorm new goals and objectives.
- Recognize volunteers at every opportunity. Give credit every time there’s an audience. Showcase a volunteer in

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every newsletter and on the website. Acknowledge committees and committee members in newsletters, minutes and member correspondence.

- Allow each committee chair to present a 3 – 5 minute “committee in review” at the annual meeting or in the annual meeting handout, listing all the committee members.
- Install brick pavers honoring specific volunteers.
- Hold an annual Volunteer Appreciation Dinner/Barbecue/Lunch with spouses and families.
- Ask for a Mayoral Proclamation recognizing a particular volunteer or committee.
- Recognize a “Volunteer of the Year.”
- Ask contractors and vendors to contribute gift cards and other tokens of appreciation.
- The committee chair and board president should regularly communicate with and encourage volunteers so there’s no disconnect between the board and the committees’ goals. They should also attend committee meetings occasionally to personally thank the volunteers.

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Brian Arellano
President

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- Heartfelt, genuine hand-written thank-you notes are always appreciated.
- Surprise them with chocolates, a bag of sweets or an edible arrangement.
- Present “This is Your Life” for a long-term volunteer.
- Create and maintain a photo album or scrapbook highlighting volunteer projects and successes.
- Provide a comfortable, safe, welcoming, encouraging, appreciative environment.
- Provide snacks and non-alcoholic beverages at meetings.
- Encourage creative thinking and collaboration.
- Set reasonable workloads and deadlines.
- Cancel unnecessary meetings and disband superfluous committees.
- The true value of someone’s time and talents are measured by the sense of fulfillment and accomplishment they feel when they know that their work has been worthwhile. Treat volunteers with the respect, kindness and appreciation they deserve. They are the lifeblood of community associations – they help accomplish work of the

association but also establish values and priorities of the membership. The more effective and committed our volunteers, the more successful the community will be and the happier the members. The more positive their experience as a volunteer, the better chance they’ll continue to serve. Volunteers will also prove invaluable in recruiting other volunteers. So, go forth and recruit, welcoming those volunteers and expressing your appreciation at every opportunity. ■

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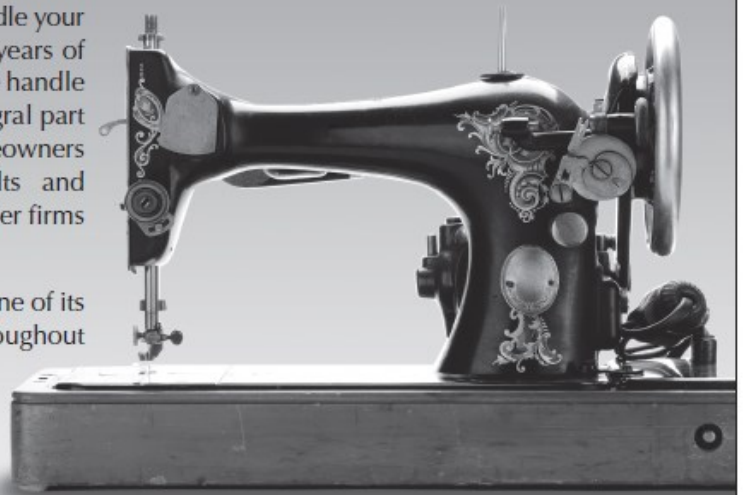
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