

CELEBRATE

INTERNATIONAL COMMUNITY ASSOCIATION MANAGERS DAY!



THIS GIFT IS CREATED FOR
YOU BY

PROPERTY LIFE MANAGEMENT

WWW.PROPERTYLIFEMANAGEMENT.COM



On June 13, 2022, Community Associations Institute ("CAI") recognized the more than 55,000 community association managers in the U.S. and thousands more worldwide. This inaugural year is significant for so many reasons. Community managers have had boots on the ground during a worldwide pandemic for more than two years.

While the world shut down to an unknown illness, community managers never skipped a beat. Instead, we pivoted and kept providing service to our communities.

At Property Life Management, our clients did not hear, "we'll call you back or leave a message because of COVID." Instead, we were steadfast and intentional in our strategic planning early on to meet our clients' needs as they developed.

Recognition in all aspects of life is important. Our tagline changed to "Please remember to show GRACE with your family, friends, vendors, and association. We Are All In THIS Together. Your Kind Word(s) in an email or on a call may be the ONLY voice that person hears TODAY."

We stand with CAI in recognizing the over 55,000 Community Managers worldwide, especially those at Property Life Management today and always.

Friends, we have assembled this small token of appreciation to our fellow Community Managers in celebration of the first International Community Association Managers Day! Let's celebrate US Together.

Linda S. Fmiroglu

President and CEO, Property Life Management



Property Life Management (“PLM”) is your one stop, full service real estate company, offering property management, maintenance, and janitorial services.

Mission

We provide systems, know-how, and manpower to manage and protect the life and return on your real estate investment. We help you plan and deploy your strategic assets to support your business development and management goals, nationwide.

Vision

Our focus is on customer value creation and results. We use an integrated team process that supports both financial and non-financial needs in achieving sustainable results.

Want to reprint these articles?

Any article may be reprinted and distributed with no charge in your HOA newsletter, your website, or in your print newsletter by adhering to the following:

1. Include the article in its entirety, unchanged (website links should be in clickable hyperlinked format).
2. Byline, author’s statement of copyright and signature must remain intact.
3. Send a courtesy copy or link to info@propertylifemanagement.com.
4. Article source should be indicated as: Source: [Property Life Management](http://www.propertylifemanagement.com) from www.propertylifemanagement.com.

Table of Contents

How to Do Your Annual Gutter Cleaning Like A Pro!.....	4
Fun Things to Do with Kids at Home This Summer.....	5
Top Five Favorite Summer Lawn Maintenance Tips.....	6
How to Clean Your AC Unit for Maximum Efficiency	7
How to Detect and Repair Window Frame Damage.....	8
11 Outdoor Project Tips to Make Sure You Get it Right.....	9
Covid-19 Pandemic: Protection from Loss- Homeowner’s Insurance.....	10
Short-term rental license application grace period extended: Here’s what you need to know	12
Creating a Sense of Community during the Pandemic: Ideas for Outdoor Activities	13
Planning to Plant in the Fall? Here are a Some Reasons You Should.	14
Ethical Behaviors of Community Association Board Members	15
Unethical Behaviors of Community Association Board Members	16
How to Protect Your Property from Fallen Trees this Winter.....	17
Preparing Your Homeowner’s for Winter	18
Eleven Tips to Prepare Your Heater for the Winter	20
HOA Holiday Light Policy	22
Top 10 Resolutions for Homeowner’s Associations in the New Year.....	23

[How to Do Your Annual Gutter Cleaning Like A Pro!](#)

It's that time of year again! No, we're not talking about the holidays. Instead, we're talking about gutter cleaning season. Believe it or not, if you don't clean your gutters regularly, you can cause some serious damage to your home. Not to mention, clogged drains can lead to some nasty water leakage and mosquito infestations. Yuck! In this blog post, we'll teach you how to do your annual gutter cleaning like a pro.

First things first, you'll want to make sure you have the proper equipment. This includes a ladder, gloves, a trowel or scoop, and a hose with an attached nozzle. You might also want to consider investing in Gutter Guards to make your life a whole lot easier next year. Once you have your supplies, you are ready to go.

- Gutters are filthy, so cleaning them is a dirty job. But it needs to be done if you want to keep your home in good condition. Here are the steps you need to take:
- If you must clean the gutters yourself, invest in a telescoping gutter cleaning tool. You can find them at your nearest hardware store or order one from Amazon. A gutter cleaning tool will allow you to keep your feet firmly planted on the ground.
- If you decide to clean your gutters by hand, start by removing any debris blocking the flow of water, such as leaves, branches, or nests. You can do this with a trowel or scoop. Next, use a hose with an attached nozzle to rinse away all of the remaining dirt and gunk. Make sure to get into all of the nooks and crannies!
- Finally, inspect the gutters for any damage or wear and tear, and make repairs as needed.

If you're looking for an easy way to keep your home in good condition and extend the life of your roof, gutter cleaning is a must.

Owning real estate is one of the most significant investments you will ever make, and regular upkeep and general maintenance will help you maintain its value over the years. In addition, hiring a maintenance company to handle the big and small jobs will provide you the peace of mind of receiving expert handiwork from an experienced team with the right tools.

[Fun Things to Do with Kids at Home This Summer](#)

Summertime means fun time! Kids are out of school and looking for ways to enjoy their summer break. But, if you're stuck at home with the kids, don't worry – we've got you covered. This blog post will share fun things that you can do with your kids at home this summer. From arts and crafts to outdoor activities, we have something for everyone. So, grab your sunscreen and get ready to have some fun!

Get Active!

Summer is the best time to get active with your family. Go for a swim, play some tag, or go on a nature hike. You can also set up an obstacle course in your backyard or have a water balloon fight. Go camping in the backyard – Set up a tent and camp out in your own backyard! You can tell stories, roast marshmallows, and look at the stars together. Have a picnic spread a blanket out in the yard and enjoy some snacks and drinks while spending time together as a family. Whatever you do, make sure you get moving and have fun!

Get Creative!

If you're looking for something more low-key, try some arts and crafts projects with the kids. Painting, drawing, and making things out of paper are great ways to spend an afternoon indoors. The kids will love getting messy! And if you need some inspiration, there are plenty of resources online – just do a quick search for “arts and crafts for kids.” Then, put on a play. Let the kids use their imaginations to put on a show for you. They can make props and costumes from things around the house.

Learn Something New!

This is also a great time to learn some new skills. Have your kids help you with dinner or teach them how to do laundry. They can also help you in the garden or other projects around the house. Organize a scavenger hunt. Hide items around the house or yard and give the kids clues to help them learn while having fun.

Whatever you do, make sure you enjoy this time with your kids! They'll be grown up before you know it.

Have fun and stay safe this summer!

Top Five Favorite Summer Lawn Maintenance Tips

There are plenty of signs that warmer weather is here to stay, including longer days, birds nesting, and gardening. This article will provide our top five favorite summer lawn maintenance tips.

1. Water your lawn in the morning

As the temperature rises, your soil will begin to dry out faster. Try cutting your grass earlier in the morning or after the sun goes down in the afternoon.

2. Don't cut your grass as low

Did you know that tall grass keeps the soil below it cooler and it allows the roots to grow deeper? Try it, if you haven't done so already and see the difference.

3. Leave some grass clippings on the lawn.

Instead of bagging the grass clippings after cutting your lawn, leave some of the grass clippings on the lawn to allow the nutrients to return into the soil.

4. Get rid of weeds

Keeping up with lawn maintenance also means treating weeds, which steal water and nutrients from the grass. Check with your local nursery for the best treatment products in your local area to obtain the best results for your lawn.

5. Trim bushes and foliage

Inspect and trim the bushes and other foliage that grows close to your house and HVAC system. Keeping your garden, flower beds and lawn trimmed can protect your foundation and discourage unwanted pests.

For more information on lawn care maintenance year-round, download this [FREE GUIDE from the Virginia Department of Conservation and Recreation.](#)

How to Clean Your AC Unit for Maximum Efficiency

Now that the weather is starting to warm up, it's time to start thinking about AC unit maintenance. We will show you how to clean your AC unit for maximum efficiency. Many people forget to clean their AC units, and as a result, their energy consumption goes up, and they end up spending more money on cooling costs. Don't let that happen to you! Follow these simple steps and save yourself some money in the process!

The first step is to remove any debris that has accumulated around the unit. This can include leaves, twigs, and other small pieces of debris. If you don't remove these items, they can block airflow and make it more difficult for your AC unit to cool your home.

Next, you need to replace the filters in your AC unit. Filters can get clogged over time, which makes it harder for air to pass through. Clogged filters can also lead to lower air quality in your home. Check the manufacturer's instructions to see how often you should be replacing the filters in your AC unit.

After replacing the filters, it's time to clean the ducts and vents. Make sure to turn off the power to your AC unit while you get to work on cleaning the vents. Use a vacuum with a brush attachment to remove any dust or debris built up in the vents.

Spring cleaning is the perfect time to take care of all those pesky tasks you've been neglecting all year. Don't forget to add cleaning your AC unit to the list! This will help keep it running efficiently and save you money on your cooling bill in the long run. Don't hesitate to reach out to Property Life Management if you need assistance. It is now more important than ever to protect your investment by partnering with a quality property management company. Please schedule an appointment today to see how we can help you!

[How to Detect and Repair Window Frame Damage](#)

Windows are one of the most important features of a home. They provide natural light and ventilation and can add beauty and style to a room. Over time, however, windows may start to settle or experience other problems.

If you notice that your windows aren't fitting as snugly as they used to or that they're starting to become difficult to open and close, it's probably time for some spring maintenance. In this blog post, we'll discuss addressing common window issues like settling and moisture accumulation. We'll also recommend some tips for keeping your windows in good condition throughout the year!

If you notice that your windows aren't fitting snugly or are challenging to open, it may be due to settling. Windows settle when the house's foundation shifts slightly, causing the window frame to move as well. This is a common problem in older homes but can also occur in newer homes if the foundation wasn't properly prepared before construction. You'll need to re-shim and re-level the window to fix this issue. This process involves removing the old shims (if any) and adding new ones until the window is level and fits snugly in the opening. You may also need to add or remove caulk around the perimeter of the window to seal it further.

Another common issue is damaged caulking. The caulking around your windows helps seal them and keep out moisture, so it's important to check it regularly for cracks or gaps. If the caulking is damaged, remove the old caulking and apply the new caulk in its place. Be sure to smooth it out with a wet finger or a putty knife to form a tight seal.

If you notice any other issues with your windows, such as cracked glass or broken hardware, be sure to have them repaired as soon as possible. By addressing these problems early, you can help prevent further damage and ensure that your windows continue to function properly for years to come.

If your windows have a wood finish, check them regularly for cracks, peeling, or flaking. You can touch up most wood finishes with some paint, but if the damage is extensive, you may need to replace the finish entirely.

Windows are an important part of your home, so it's important to take care of them. By performing some simple maintenance tasks regularly, you can help keep your windows in good condition for years to come. Thanks for reading! We hope this post was helpful.

If you're experiencing window-related issues, it's important to take care of them as soon as possible. Not only can they be an eyesore, but they could also be a sign of bigger problems with your home. Protect your investment by hiring Property Life Management company today! Please schedule an appointment to see how we can help you!

[11 Outdoor Project Tips to Make Sure You Get it Right](#)

Are you ready to take your home's exterior up a notch? Outdoor projects can be a lot of fun, but it's essential to do your research first. Depending on your location and the type of project you want to undertake, you may need to follow specific guidelines or get approval from your Homeowner Association. In this blog post, we'll give you some tips on how to make sure your outdoor project goes off without a hitch!

1. Start by deciding what you want to do. Outdoor projects can be big or small, so it's important to have a clear idea of what you want before you start planning.
2. Start early in case there is a lengthy approval process by the committee overseeing the architectural review applications or in case supply chain shortages affect your ability to receive the materials you need for your project.
3. Call your utility companies. Outdoor projects involve digging, and it's important to know where your gas lines, electrical wires, and water mains are located before you start breaking ground.
4. Set a budget for yourself in advance so you can avoid overspending on materials or labor costs. If something unexpected comes up during.
5. Find out when the home and garden shows are this Spring; you may get some fantastic ideas and good deals from contractors.
6. If you have a homeowner's association, be sure to check their rules and regulations before starting your project. Some HOAs require architectural review applications or special permits for certain types of projects like fences, sheds, and landscaping.
7. Be a good neighbor and inform them of any projects that might cause an inconvenience or disturb the peace, even temporarily.
8. Get three estimates so that you can compare and contrast for the best deal.
9. Ask for your contractor's MHIC license to ensure they are licensed and bonded.
10. Make sure you consider your climate and landscape when planning your project. If you're doing a landscaping overhaul, for example, be sure to factor in drainage issues and choose hardy plants that can withstand your region's weather.
11. Check your roof and gutters for any winter weather damage signs.

Contact Property Life Management for advice on how best to proceed with your project – we can help make sure that everything goes smoothly from start to finish.

Covid-19 Pandemic: Protection from Loss- Homeowner's Insurance

The Covid-19 pandemic has had a significant effect on the housing market. Home prices and homeownership rates have increased in many areas due to the shortage of homes for sale. Homeowners also face higher costs when rebuilding their homes following a casualty loss due to pandemic-related supply chain issues and labor shortages in the construction industry.

After a catastrophic event, it is important to know that homeowners' insurance may provide some relief from these losses. Still, it is important to review your coverage limits before making decisions.

If you live in a condominium, there is a difference between what your insurance covers and the condo association's insurance covers. The condo association may be responsible for the exterior of the building, common areas, and some fixtures inside your unit. You are responsible for the interior of your unit, appliances, and any improvements you make to the unit.

Homeowners have a choice of purchasing replacement cost or cash value insurance. Homeowner's Replacement Cost Insurance pays the total insured amount to replace your home and its contents with materials similar in type and quality but not necessarily identical. Homeowner's Cash Value Insurance only reimburses you for the actual cash value (the depreciated market price) of any loss minus any deductible. If you choose this option, it may be necessary to take out additional insurance coverage to protect yourself from catastrophic losses.

This blog article will discuss the eight measures you can take to make sure that your most important investment, your house, is adequately insured.

1. Check your policy to find out if you have replacement cost coverage or cash value insurance.
2. Review your policy limits. Most Homeowners' policies limit how much they will reimburse you per incident. Make sure you know what these limits are before an event.
3. Many people are using their homes in different ways while they self-quarantine. Consider how you are using your home now compared to how you used your home before the pandemic.



4. Before your annual renewal date, you will want to do some comparison shopping to make sure you're getting the best rate.
5. Most insurance agencies offer relief programs to insurers in response to the pandemic. Relief may include flexible billing options or discounts.
6. Make sure you inform your insurance carrier of any additions or renovations to your home so that those areas are covered.
7. Discuss your home office and make sure all of your new office equipment is covered.
8. Did you install a new security system lately? You may be entitled to a discount.

If you're a good customer, your insurance company may be willing to work with you.

With the pandemic sweeping across the country, knowing how high homeowner's insurance rates will climb isn't easy. So contact Property Life Management today to get some guidance on your options for affordable home protection that can keep pace with changes in our economy, give us a call today; we are here to help.

Short-term Rental License Application Grace Period Extended

If you're a property owner in the District of Columbia and thinking about renting out your space on a short-term basis, now is the time to do it! The application grace period has been extended until June 9th, 2022. That means you have three months to apply for a Short-Term Rental license. But don't wait too long – after that date, any unlicensed properties will be subject to fines and penalties. So what do you need to do next? Read on for more information.

There are currently two types of licenses:

1. Short-term rental license
2. Short-term rental vacation rental license

For more information about the difference between a short-term rental and a vacation rental and a list of frequently asked questions about the application process, visit the Department of Consumer and Regulatory Affairs (DCRA) website [here](#).

The application grace period has been extended until **June 2022**, so you have plenty of time to get your paperwork in order.

“As this is a new requirement in the District, we want to give people a reasonable amount of time to get their licenses before enforcement begins,” said DCRA Director Ernest Chrappah. “Over the last several months, we’ve worked with short-term rental hosts to gain feedback on our online license application process. Our goal is to make it as easy as possible for District residents looking to earn extra income by renting out their homes.”[1]

Why is this important?

The short-term rental industry in the D.C area was largely unregulated for far too long. With input from residents, DCRA adopted new regulations to clarify requirements for booking services, the process for denying, suspending, and revoking a license, and exemption from the 90-day limit on short-term rentals for vacation rentals. For more information about the [Short-Term Rental Regulation Act of 2018](#), visit the DCRA website.

What you need to do next

If you are a District resident and would like to apply for a Short-Term Rental License, please [click here](#) for a list of everything you need to know to get started.

Property Life Management is here to help you succeed in the short-term rental market. It is now more important than ever to protect your investment by partnering with a quality property management company. Please schedule an appointment today to see how we can help you![1]
Retrieved on April 13, 2022 from: <https://dcra.dc.gov/release/dcra-begin-accepting-license-applications-short-term-rentals-effective-january-10-2022>

Creating a Sense of Community during the Pandemic: Ideas for Outdoor Activities

Neighborhoods are often the first places to feel the effects of a pandemic. With neighbors under quarantine and no way to escape, how do you keep your community together? One solution is through outdoor games! The best way to stay connected during Pandemic and take advantage of the changing cooler weather is by getting out of the house, connecting with friends and neighbors for a game or outdoor activity! These activities can be done in close quarters and will help build strong connections with others. Here are some ideas for Pandemic-friendly outdoor activities:

Pandemic Bingo – Play bingo as usual, but use words like “quarantine” or “antibiotics”.

Pandemic Scavenger Hunt – Go on a scavenger hunt for items like an umbrella or gloves. Give gift cards for winning teams.

Pandemic Pictionary – Draw pictures about pandemic safety tips as a great reminder to help keep your family and community safe instead of drawing pictures related to words. There are some great games we can play that will help everyone have fun while staying healthy.

Play a game of tag or Frisbee football in the yard with family and friends! This will keep everyone active, have fun together, and provide an opportunity to break out your favorite old games from when you were younger. Keep it safe by staying on property lines.

Play a game of bear hunting. Hide teddy bears in the yard or in windows to see who can find it first. The person with the most points wins! This game is great for kids, but don’t forget to keep safety a priority by staying off your neighbors property.

Walking or cycling groups are another way to get everyone together outside during Pandemic. Not only will this help build community, it will also help you stay active.

Lawn gatherings or meet and greets are a great way to build community while being outdoors and maintaining a safe social distance.

In the event that a pandemic occurs, your community will be key in helping each other stay safe. Include safety tips for each activity and remember to stay on property lines. Make sure you have emergency contact numbers and are updated on Pandemic updates from your local government agency so everyone can stay on top of the latest information.

It’s probably no surprise to you that your neighborhood is one of the first places a pandemic will make its way through. With neighbors under quarantine and unable to escape, it can be hard for people in your community to keep their spirits up. Luckily these are some simple and fun ways you can help maintain your connection with others even when they’re not able to come over or visit on the phone. Be Safe.

Planning to Plant in the Fall? Here are a Some Reasons You Should.

Fall is the perfect time of year to plant trees and plants. Fall is a great time to prepare plants that will bloom in the coming Spring. While the leaves begin to change color in the Fall, it should remind you that it is time to start planting. Here are several benefits to Fall planting:

Not only does Fall still provide warmer weather with less humidity, but it also provides cooler temperatures in the day which plants love! Fall plants include chrysanthemums, dahlias, asters, junipers, and more. When planting in Fall, you will need to consider how much sunlight your plants will receive through the winter months as this can affect how well they grow (more light = better growth).

Planting in the Fall also allows plants to establish a root system before the winter. As a result, plants will have more natural protection from cold temperatures when they go into hibernation during the winter months and are less likely to die in their first few years of life.

As Fall plants grow, they often lose leaves, allowing hardier plants to survive long winters without losing their foliage (think evergreens).

Fall also offers you an opportunity for planting perennials that need time to establish themselves as well as annuals — but don't forget about bulbs! Planting bulbs now will give them ample time to bloom at just the right moment come Springtime with stunning colors ranging from white daffodils and tulips or deep red amaryllis and paperwhites.

Planting in the Fall gives you time to set up watering systems or transplant smaller plants into larger pots so they'll have room to grow next season.

Fall plants can be the most rewarding plants! The cool weather that Fall brings allows plants to grow and establish roots before winter arrives. And if you plan on spending time outside this holiday season, then it might not hurt to plant some cheerful blueberry bushes too; there is nothing like freshly picked berries from your garden.

Fall plants are perfect for landscaping. Fall plants provide an explosion of color come Springtime with their blossoming and will help you create a warm, welcoming place to enjoy your surroundings.

For more information, please check out www.propertylifemanagement.com

Ethical Behaviors of Community Association Board Members

A homeowners association's day-to-day management, governance, and administration involve ethical considerations. Codes of conduct for HOA board members outline the policies you must follow and state what is acceptable and what is not. We will conclude our series with the lists of the top unethical behaviors for community association board members.

Board members should not:

- Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
- Make unauthorized promises to a contractor or bidder.
- Advocate or support any action or activity that violates a law or regulatory requirement.
- Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
- Spend unauthorized association funds for their own personal use or benefit.
- Accept any gifts—directly or indirectly—from owners, residents, contractors, or suppliers.
- Misrepresent known facts in any issue involving association business.
- Divulge personal information about any association owner, resident, or employee that was obtained in the performance of board duties.
- Make personal attacks on colleagues, staff, or residents.
- Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee, or contractor.
- Reveal to any owner, resident, or other third party the discussions, decisions, and comments made at any meeting of the board properly closed or held in executive session.
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.

Retrieved on June 1st, 2021 from [Model Code of Ethics for Community Board Members](#).

Unethical Behaviors of Community Association Board Members

Running a community requires all board members to conduct themselves in their roles ethically. It should be outlined in a Code of Ethics for Board Members.

As part of this series, we will discuss the top ethical and unethical behaviors of a community association's board members. The following list is not exhaustive but can be used as a starting point for developing and/or strengthening your community association's code of ethics.

Board members should:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
- Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
- Act within the boundaries of their authority as defined by law and the governing documents of the association.
- Provide opportunities for residents to comment on decisions facing the association.
- Perform their duties without bias for or against any individual or group of owners or non-owner residents.
- Conduct open, fair, and well-publicized elections.
- Always speak with one voice, supporting all duly-adopted board decisions even if the board member was in the minority regarding actions that may not have obtained unanimous consent.

Retrieved on June 1st, 2021 from [Model Code of Ethics for Community Board Members](#).

How to Protect Your Property from Fallen Trees this Winter

Winter is a great time to enjoy the outdoors and the beautiful scenery that comes with it. However, winter can also be dangerous, as cold temperatures and heavy snowfall can cause trees on your property to fall.

If you want to protect your property from falling trees this winter, there are some steps you should take now!

- Before it snows, inspect your property for any large or overhanging branches that need to be pruned. Strengthen dead limbs with tree ties.
- Remove damaged or diseased branches or trees.
- Invest in a professional landscaping service to correctly add mulch to protect your tree roots.
- Don't shake or bang on trees to remove ice and heavy snow because it could cause their branches to break.
- Keep a supply of rope, twine wire, or chain saw chains on hand if you need to remove any fallen timber yourself. Be careful not to go near any downed power lines.
- Prepare a winter emergency kit in case of a power outage.

If the neighbor's tree falls into your yard, you are responsible for the cost of removing the tree. However, your home insurance coverage could cover removing the tree and repairing the damage it caused after you pay your deductible. Likewise, your neighbor would be responsible for the tree removal if your tree falls in their yard. The only exception would be if the tree was found to be in visibly poor condition. Falling trees in the winter is why it is necessary to hire a professional landscaper to regularly inspect your large trees. When in doubt, call your insurance company, and they will help you sort it out.

As winter sets in, it's important to take the proper precautions so you can enjoy your property without worrying about falling trees. First and foremost, contact Property Life Management for a consultation on how we can help protect your property from any potential dangers that come with snowfall or stormy weather. We'll provide you with all of the essential information needed to keep your HOA running smoothly this season while making sure residents stay safe too! Contact us today for more info about our property management services.

Resources

Red Cross Winter Storm Safety Checklist

<file:///C:/Users/trobe/AppData/Local/Temp/WinterStorms.pdf>

National Weather Service

<https://www.weather.gov/>

Preparing Your Homeowner's for Winter

As the winter season approaches, with it comes a list of important topics to discuss so that everyone can stay safe during the cold months ahead. With 10 tips compiled below for your consideration—we hope these will help you prepare the residents in your HOA as we head into yet another treacherous year!

1. Ensure that roofs are inspected and repaired as needed. This is extremely important in areas where snowfall may pose a threat to your home, especially if there has been an increase of icicles forming on your residence or building due to heavy winter precipitation. Icicles can cause major damage not only during their initial formation but also throughout the season because they will continue growing until they eventually fall off.
2. If you notice any leaks around skylights, chimneys, or other places where water may accumulate, be sure to address it immediately before mold starts developing inside walls.
3. Remove the vegetation from around your HVAC system so that it can operate efficiently and won't create an attractive hiding place for rodents.
4. Remind residents about the community snow removal process.
 - Who to call about snow removal if they live on a county or city road
 - Inform them if the HOA budget doesn't include snow removal.
 - Refer homeowners to the section in the community bylaws that discuss if homeowner's are responsible for clearing sections of their sidewalk.
 - Encourage homeowners to create a snow removal plan if they don't want to shovel sidewalks themselves.
5. Post winter maintenance reminders throughout November/December time period and at association meetings.
6. Solicit advertisements for your community newsletter. Homeowner's love to give back, so offer Homeowner's the chance to be featured in your newsletter. The Homeowners will gladly contribute their winter maintenance tips for others within the HOA community!
7. Be prepared during bad weather. Make sure Homeowner's are aware of expected snow days and cancel association meetings accordingly if there is a possibility that they may get postponed or canceled. Furthermore, make it clear when Homeowner's should expect street parking bans (to allow plows through) and avoid fines by abiding by them.
8. Create an at a glance calendar to be included in the winter newsletter for the upcoming year. Homeowner's will appreciate knowing what's going on in their community to include street parking bans and Homeowner association meetings.
9. Stay in touch with Homeowners! The winter months are a great time to reach out via email or social media posts about the HOA community. Homeowner's love hearing from you during this time of year as it may not be readily apparent that their HOA is up and running during the cold seasonif nothing else but for them to hear you're thinking about them!



10. Include contact information where Homeowner's can easily find it throughout your website or even on printed materials such as newsletters or business cards given out at formal events. Make sure Homeowners know who to call/write when there is an issue.

As the winter season approaches, it is important to take precautions to ensure that the Homeowner's in your association will be ready for anything. Whether you are a homeowner or property manager, there are many things you need to do in order to prepare for cold months ahead.

If you would like more information about any of these topics or want help with any other questions related to managing your HOA please contact Property Life Management at (703) 737-0072 today!

Eleven Tips to Prepare Your Heater for the Winter

It seems like summer is never going to end this year but there are some things you need to do before turning up the heat in your house. The winter is coming! Are you prepared for it? There are a few things that you can do to keep your house warm this season.

- Heaters use the most energy to heat up your home, so we will start there. Heat pumps and furnaces take about twice as much power than an electric heater does, but they also distribute heat more effectively.
- It's important not to put anything in front of the vents because it will create air pockets and cause drafts.
- If your HVAC system has been turned off for a while, be sure to turn on the fan before turning on the furnace or heating unit. This helps circulate air throughout your home where it needs to go.
- Make sure all windows are closed and curtains are drawn to keep the cold air out.
- Be sure to trim all the vegetation from around your HVAC system to prevent any blockages. If you've had any problems with your HVAC system, contact the experts at your local heating and air conditioning company. They can diagnose the problem and take care of it.
- All HVAC systems require regular maintenance, which includes checking for blockages around vents and vents that might be blocked with debris from trees or other outside objects. Sometimes a simple cleaning will clear up any blockage so make sure you get on top of these issues as soon as possible so they don't turn into something more costly later on (i.e., high bills).
- If your system has been turned off for an extended period of time, be sure to start by turning on the fan before turning on the heater to help you get it back up and running smoothly for winter!
- Dust and dirt can enter your air ducts and cause problems for your HVAC system. If you see a buildup of dust on the filters, just change the filter and make sure to brush away any excess dirt from the outside vents before trying to start up again.
- Homeowners can invest in efficient insulation that provides excellent protection against cold air drafts while also reducing noise levels inside a house year-round; they might even choose radiant floor heaters which work by providing consistent warmth through panels installed under hardwood floors or tile surfaces.
- Renters may have less control over the HVAC system in their home, which is why they might want to invest in space heaters that don't require electricity or gas service; portable electric blanket heaters are designed for quick warmth without having to wait around all day for them to reach full power levels. Heaters with adjustable thermostats allow tenants who are not at home most of the time during winter months to set up schedules so that they're only using energy when needed.
- After cleaning, adding or replacing any of these items, keeping it running smoothly will allow you to keep heating costs down this winter! Keeping your HVAC system operating smoothly requires regular maintenance, but it can boost efficiency and cut down on your



heating bill by as much as 30%. Homeowners should be proactive about finding issues like a clogged filter, a frozen condenser coil or an insufficient return air vent.

There are plenty of ways for homeowners and renters alike to protect themselves against high heating bills during winter months without turning their home into an icebox. Maintaining your heating and air conditioning system is one of the most important things you can do to ensure it will be ready for winter.

For more information, please check us out at www.propertylifemanagement.com.

HOA Holiday Light Policy

HOA holiday light policies are a hot topic this time of year. HOA board members and HOA managers alike want to make sure that their homeowner's associations have an effective policy in place for the holidays.

HOA holiday light policies can be challenging to write, especially when the previous years' HOA set no prior precedent. This blog post will walk through 5 tips that will help you write a successful HOA Holiday Light Policy from scratch!

Tips for HOA Holiday Light Policies:

1. Familiarize yourself with state laws and city ordinances that affect your holiday light policy.
2. Make sure the policy is enforceable and not discriminatory.
3. Discover what other HOAs in the area are doing so you can learn what works and what doesn't work.
4. Ensure that your HOA holiday lights policy is written in a language that is easy to understand.
5. Make sure the information is distributed widely and posted on your website to increase awareness.

So, there you have it! We hope these five tips helped get your mind thinking about how to craft a successful HOA Holiday Light Policy. If you're still struggling with some of the ideas or need help developing an entire policy for your community, contact Property Life Management today. We will be happy to guide what should go into the content of this vital document. Contact us at (703) 737-0072 or email us at info@propertylifemanagement.com if you have any questions!

Top 10 Resolutions for Homeowner's Associations in the New Year

With the new year upon us, Homeowner Associations are looking for ways to improve in 2022. Homeowners' associations can work on several goals this year that will help keep their members happy. Here are 10 top resolutions for Homeowners Associations in the new year

- Increase transparency.
- Use social media effectively.
- Engage residents offline.
- Promote community events.
- Build relationships with other HOA's and real estate professionals.
- Offer incentives to residents who maintain properties well and communicate with board members.
- Educate prospective homeowners about the benefits of living in an HOA.
- Give yourself a report card to identify areas of improvement.
- Survey to get feedback from residents.
- Create and distribute an annual calendar of all important dates and activities.

With the new year upon us, there is no better time to start fresh and improve your Homeowners Association. Get in touch with Property Life Management today if you want a team of experts to help you create a sense of community within your HOA. These are all resolutions we've seen many HOAs make over the last few years – would you like our help? Let us know how we can be a part of making 2022 even more successful for your homeowner's association!

Happy International Community Association Managers Day 2022!