

The RealManage Family of Brands Presents

# COMMUNITY Moments

JULY 2020



## ORNA SHAUGHNESSY

Townhouse Condominiums Association

## COMMUNITY SUMMER PREP CHECKLIST

Is your community ready for a safe summer?

## DAVID JONJEVIC

Community Association Manager  
RealManage South Carolina

## 7 HARDY SUMMER PLANTS

Living up your common areas

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# 4TH OF JULY LAST MINUTE SAFETY CHECKLIST

Your community association could be planning an event for the fourth of July, but even if not, it's important residents know how to safely celebrate. Every year more than 50,000 fires are caused by fireworks in the U.S. and most of those occur on Independence Day. Making patterns in the dark with a sparkler and setting off the occasional big burst in the sky may be fun, but it is important to remember the safety aspect that comes with any flammable, combustible material.

### **KNOW THE RULES**

Your city may have rules and regulations regarding where, what type, and when fireworks of any kind are permitted. More than that, your association may have specific rules and guidelines on what types of celebrations are permitted. If you are planning something, make sure your community isn't violating any of the rules set by the city or community association.

### **PAY ATTENTION**

This might sound like something you should be doing every day, but it's especially important when fireworks are present. Here are a few good tips to making sure everyone is safe this holiday:

- i. Dress in light-colored clothes at night to ensure you are visible to others.
- ii. Only light fireworks on nonflammable areas, like sidewalks or gravel roads. Check to make sure that the direction of the fireworks isn't going into any trees or grassy areas.
- iii. Have fire extinguishers, sand, or plenty of water handy.
- iv. Have your first aid kit and burn gel ready in case of any accidents.
- v. Don't ever point sparklers or fireworks at yourself or others.
- vi. Supervise all children, even if they are only using sparklers.
- vii. Use only approved legally obtained fireworks.

### **REMEMBER YOUR PETS**

Our furry friends are not always the biggest fans of the loud festivities. If you have pets, remember to keep them safely inside or at a safe distance from the fireworks, grills and pools. Also be wary of outdoor animals who may be spooked by the noises.

### **COOKOUT SAFELY**

Grilling is often a big part of summer celebrations and it's important to stay safe when using any type of outdoor cooking device. Check gas and propane lines to make sure there aren't leaks, and always remember to keep grills at least two feet away from any outdoor equipment that may catch fire. If you live in a condominium association, make sure you are aware of your community rules regarding outdoor cooking.



## Employee Spotlight

# DAVID JONJEVIC

Community Association Manager  
RealManage South Carolina

David joined our team here in South Carolina, working out of our Charleston office in the fall of 2019, and we are very fortunate to have him on our team! He came to us from Palos Heights, Illinois, after 18 years in community management. When we interviewed David, he said two of the things he was most excited about was not having to worry about snow removal and getting to spend time at the beach.

David works extremely hard and has built great relationships with his boards. Due to his experience, he jumped right in working with some of our larger associations and meeting the challenges that can bring. Members of the community, as well as board members, always let us know how much they enjoy working with David. They've backed this up by submitting great Google reviews on his performance. I think part of the reason for the great reviews is he is a "people" person and wants the client to be happy and satisfied with our service.

*”David has a great attitude, even in the difficult times we are now facing*

David has a great attitude even in the difficult times we are now facing with COVID-19 and managing our associations. He has great relationships with his fellow teammates, always has a smile on his face, and is simply a pleasure to be around. He volunteers to jump in and help others even though his plate is full. In my book, that is a true sign of a leader, putting others and their needs ahead of himself. We are truly grateful to have him on our team!

Written by Jerry Watson, PCAM®



## Board Spotlight **ORNA SHAUGHNESSY**

Board Secretary

Townhouse Condominiums Association



**T**he Townhouse Condominiums Association Secretary, Orna Shaughnessy is our featured board member this month. Orna joined the board of directors in October 2019.

Originally from the Bay Area in California, Orna moved to the Denver Metro Area seven years ago and has been a homeowner at Townhouse Condos for the past five years.

Orna Shaughnessy received her Ph.D. in Japanese literature from the University of California, Berkeley. She has received a Foreign Language & Area Studies Award (FLAS) for

Japanese, a Fulbright IIE Fellowship to conduct research at the National Institute for Japanese Literature in Tokyo, Japan and an Andrew W. Mellon Foundation Award for faculty research, scholarship and professional development. Her areas of research include hizakurige mono, 19th century Japanese travel literature, translation studies, urban studies, and digital humanities. At the University of Denver, she teaches a wide array of classes on Japanese literature, film and cultural production, and received the William T. Driscoll Master Educator award in 2018.

One of the things she enjoys most about being a board member is the fantastic feeling to be able to fix something in the community and have happy neighbors. Her biggest challenge in her short tenure is making decisions by group consensus, which is antithetical to the world of academia where she works, where there is a dedicated decision-maker after feedback is gathered. With a community that has just approved a special assessment as part of an insurance claim for roof replacement and other big capital projects the Board is contemplating, Orna faces these issues with a systemic approach and is excellent at communicating with the other board members and homeowners.

“Orna is an amazing board member to work with, and she’s interested in learning all she can about what makes good governance of a condo project such as Townhouse and is a wonderful asset to the Association,” said Steve Walz, Colorado Market Leader for RealManage.

Orna lives at Townhouse Condos with her husband Nyoman and their two daughters, ages 12 and 3.

Written by Steve Walz, CMCA®

*”Orna faces these issues with a systemic approach and is excellent at communicating with the other board members and homeowners*

# COMMUNITY SUMMER PREP CHECKLIST 2020

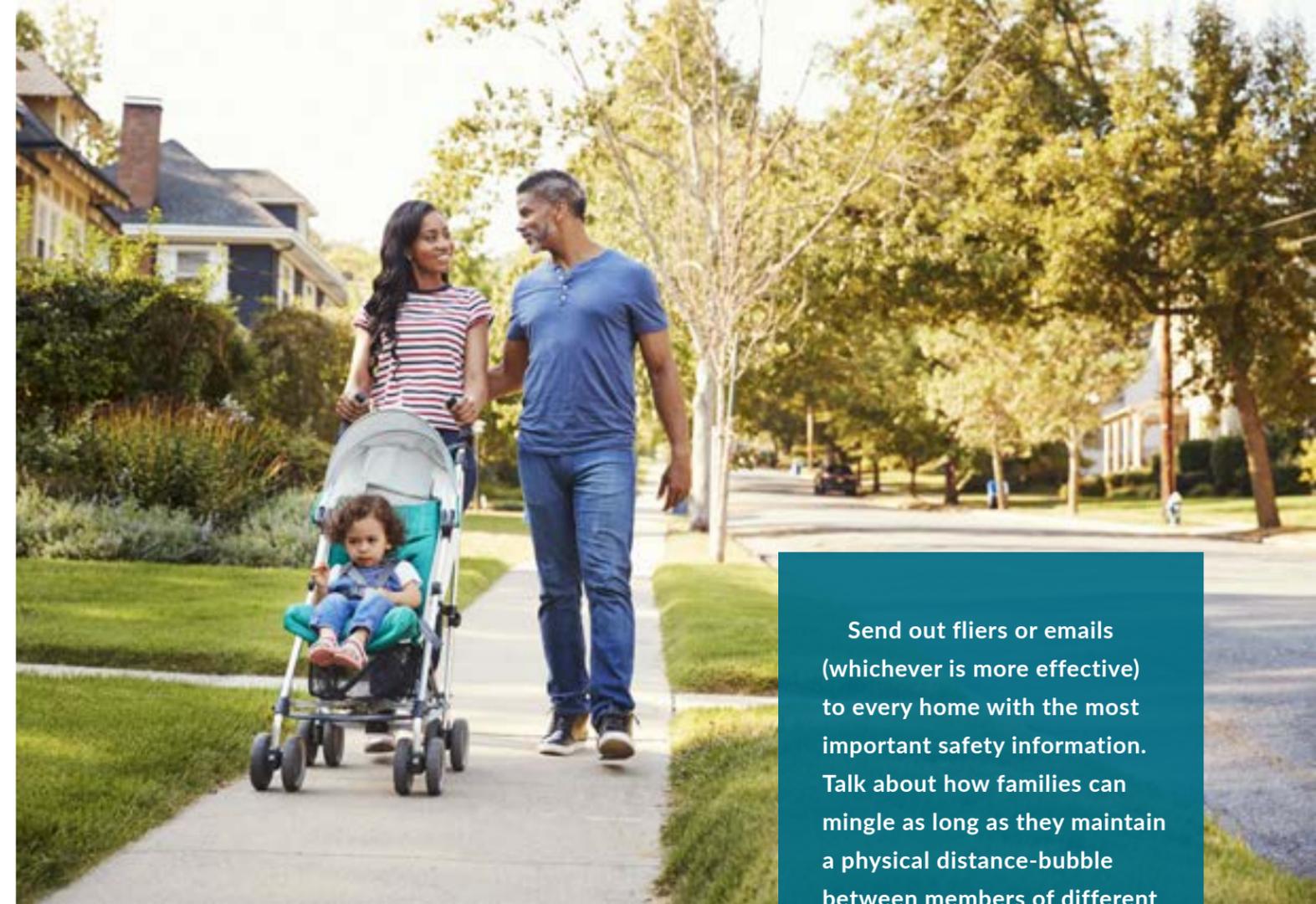
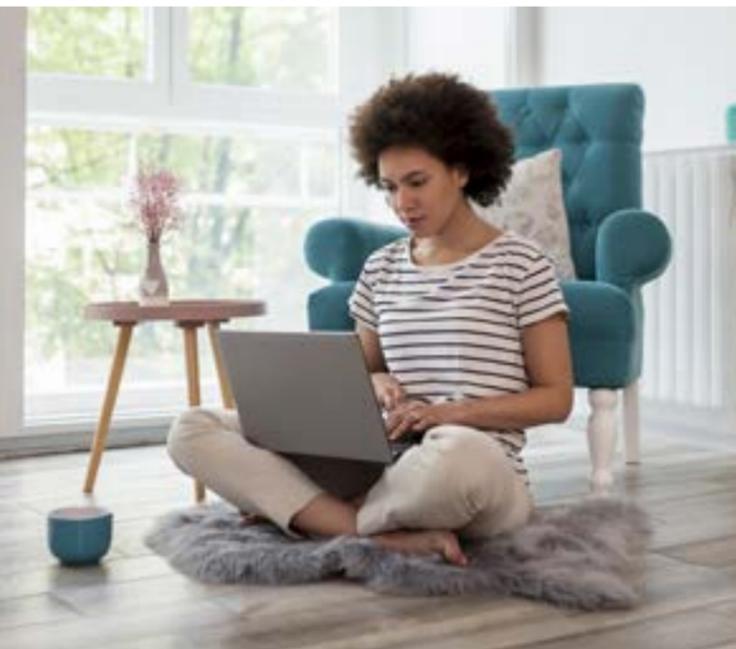
IS YOUR COMMUNITY ASSOCIATION READY FOR A SAFE SUMMER?



Summer is coming and for any homeowners' association that means prepping for summer activities. Not only will you need warm-weather maintenance, but your members will be emerging from their homes to enjoy the nice weather and traditional summer celebrations. As the community association board, it's ideal to prepare the shared properties for public use and to ensure that your community members remains safe through the warm social months.

With the current COVID-19 situation, we have a little more to think about this year. Summer can still be a time for fun and frolicking in the sun, as long as we also implement careful social distancing and cleaning protocols. Help your community enjoy this summer with the right COVID-safe summer plan.

In preparing to reopen amenity areas, it is recommended that the board of directors review all updated CDC Guidelines, as well as local and state orders/restrictions, additionally the board should consult with the associations legal counsel with regards to associated risks and protocols specifically necessary to reopen the pool.



Send out fliers or emails (whichever is more effective) to every home with the most important safety information. Talk about how families can mingle as long as they maintain a physical distance-bubble between members of different families. Outline in bullet-points the key forms of COVID transmission. An informed population who are all working together has a much higher chance of preventing any transmission in the community.

## COVID-19 SUMMER SAFETY CONSIDERATIONS

Start by holding a meeting with your association council on COVID safety concerns. Cover the CDC facts on transmission and cleaning requirements. Consider how businesses are making it safe for customers to safely enjoy public spaces and how to emulate their best practices. Talk about the amenities and your normal summer activities and how to make them safe. It's important that the entire community association team is on the same page. If necessary, hold meetings with your service crews as well to talk about their plans and yours to make this a successful, safe community summer.

## INVITE MEMBERS TO PERMIT THEIR SUMMER PROJECTS

Home improvements are the perfect activity for families this summer, as they keep people busy at home instead of going out to mingle. Of course, your community likely needs to approve any exterior home improvement plans. Make sure to get your ACC requests in early to allow the proper time for approvals. Refer to your community's governing documents to ensure the modification complies with the association rules.

## SUMMER PREP MAINTENANCE AND UPGRADES

Naturally, you'll also need to address the usual summer maintenance tasks. Get your sprinkler system up and running. Clean the pool and prepare it for swimmers. Touch up the clubhouse and make sure all the amenities are in place for community events. Get your summer lawn care teams ready for the warm-weather grass explosion and have your community playgrounds safety-inspected.

”*Summer can still be a time for fun and frolicking in the sun, as long as we also implement careful social distancing and cleaning protocols*



## PREPARE FOR SANITIZING AND RE-SANITIZING

Anywhere there are people, there must be sanitizing. HOA meetings? Sanitize before and after. Private clubhouse party for one family? Sanitize, sanitize, sanitize. Have your supplies and routine ready. Address all surfaces, especially those most-often-touched like counter-tops and doorknobs. It's also handy to know that if an area is locked up for five days, all the virus cells will have died on their own.

## FAMILY BOOKINGS FOR SUMMER AMENITIES

Consider safely opening summer amenities like the pool and clubhouse and book them for private parties only. Let your members know that if they have a birthday or anniversary or want to throw a party, individual households are welcome to book the venues for a private event. This will keep our immunity bubble intact while allowing your community to continue enjoying the amenities that are part of their neighborhood membership package.

## MAKE PLANS FOR "CURBSIDE" SUMMER PARTIES

If your association often throws a few parties in the summer, or one big party for the 4th of July, you still can. But it'll be a little more like Halloween this year. To throw a neighborhood-wide event, invite everyone to hang out on their front lawns and curbs, toasting neighbors at a distance. Bump music down the street, shoot fireworks (if it's legal in your area), and have a wonderful time. You can even pass out sealed refreshments or send this year's BBQ meats to members to cook on their grills.



\*It is important to note that RealManage, LLC is not a primary source of information and guidelines related to the COVID-19 pandemic. Our goal is to simply provide information as it relates to community associations, and we attempt to provide the most accurate data possible at the time of posting, but for more up-to-date and primary resources we always recommend you visit [Centers For Disease Control or World Health Organization](#).

# 7 HARDY SUMMER PLANTS FOR COMMON AREAS

Summer is upon us, and that means gardening is in full swing. For many community associations, choosing the appropriate plants to use in common areas throughout the summer is a challenge. However, selecting the right plants can save you money, energy, and time, so it's worth being strategic about it.

## PERIWINKLE



Periwinkle, also known as *Vinca minor*, is a short, evergreen ground-cover that produces light purple flowers throughout the spring and summer. According to some master gardeners, it's one of the [most low maintenance flowering plants](#) you could plant in your community. First, and perhaps most importantly, you won't have any [weed problems](#) with periwinkle. It grows thickly, creating a ground cover that most weeds cannot penetrate. This attractive perennial spreads quickly, so if you have a large area to cover, it's a good choice.

[Periwinkle Care Guide](#)

## PERENNIAL DIANTHUS



A member of the carnation family, dianthus comes in both annual and perennial versions, so don't get confused. You want the perennial version, which has pink blooms. A long bloomer in the summer, this pretty plant produces a lot of little flowers. You won't have to check on this flower much as it needs minimal tending.

[Perennial Dianthus Care Guide](#)

When it comes to saving time and money, perennials (plants that come back every year) make much more sense for community associations than annuals (plants that have to be replaced every year). There is plenty of variety for every type of community common area, whether it's your entrance or you have a pond and walking path, these lovely plants can boost your spirits.

## BLUEBEARD



Also known as blue mist spirea, bluebeard is a low-growing shrub that reaches 2-3 ft in height. This perennial presents blue-colored flowers in late summer that last into fall. Bluebeard grows best in a hot, sunny space. It's heat and drought-resistant, and rarely needing watering. Bluebeard is an excellent choice for a dry-soiled area that many other plants won't thrive in.

[Bluebeard Care Guide](#)

## BLANKET FLOWER



Part of the sunflower family, blanket flowers feature cheerful yellow and red blooms that resemble daisies. Blanket flower is drought-resistant and very tolerant of heat. It also adapts well to poor soil. These traits make it a good curbside flower for your community. You'll see blanket flower bloom throughout the summer into the fall.

[Blanket Flower Care Guide](#)

## HOSTAS



More appreciated more for their beautiful foliage, than for their flowers, hostas are an excellent choice for shady spots in the summer. These plants are easy to grow and [live quite a long time](#). You'll have some decisions to make at the outset, as there are a great variety of colors, leaf shapes, sizes, and textures to choose from. Hostas are tolerant of humidity and temperature swings and can grow in many different climates.

[Hostas Care Guide](#)

## BLACK-EYED SUSAN



Black-eyed Susans are a garden staple, known for their cheerful flowers and hardiness. These flowers, also called rudbeckia, can live in any type of soil, so they're a good option for any full sun or partial sun area. Black-eyed Susans are drought tolerant, making them easy to care for. One reason the flower is so beloved is that it [self-sows](#) and has a continued presence in the garden.

[Black-eyed Susan Care Guide](#)

## SALVIA



If you're looking to add some height to your floral landscaping, a perennial salvia is a good option. Usually deep purple or blue, the salvia plant produces tall spikes of flowers that can reach up to 3 ft tall. These long-blooming summer flowers are heat, drought, and chill tolerant and are beloved by butterflies and hummingbirds.

[Salvia Care Guide](#)

Whether you're looking to plant along a walkway, fill in a median, or simply create a more colorful landscape for your community, these seven flowering perennials will do well throughout the hot, summer weather.

# KARA'S CORNER

BOARD PORTAL TRAINING SESSIONS

**KARA CERMAK** CMCA®, AMS®, PCAM®

**Community Manager Success Group**



## BOARD MEMBER TOOLKIT

Thursday, July 9th

7:00 PM, Eastern Time

[Register Here](#)

## BOARD PORTAL TRAINING

Tuesday, July 14th

7:00 PM, Eastern Time

[Register Here](#)

## BOARD MEMBER FINANCIAL AND BUDGETING TOOLS

Thursday, July 16th

7:00 PM, Eastern Time

[Register Here](#)

