



**CROFTON PERDUE  
ASSOCIATES, INC.**

**Fall/Winter 2020-2021  
newsletter**

## Celebrating 37 Years of Service to Community Associations

### Barb's Briefing

#### **Breaking Down HOA Officers Job Descriptions**

When accepting one of the HOA Board positions, you should know that you're taking on a lot of responsibilities. But, don't let that scare you. Your role as a Board member can also be extremely fulfilling.

The Board is responsible for managing the entire association.

The specific duties of HOA Board members will depend on the officer's title, though. Here are the HOA officers job descriptions:

#### **HOA Board President**

Typically, the President runs all Board meetings. They also carry out contracts, orders, and documents on behalf of the association. The President also handles the daily administration of the association. In addition, they make sure all HOA Board duties are fulfilled with the community's best interests in mind.

#### **HOA Board Vice President**

The HOA Vice President, assumes the President's responsibilities when, for any reason, they cannot.



#### **HOA Board Secretary**

The Secretary's main duties are taking down meeting minutes and sending out notices of the meeting.

#### **HOA Board Treasurer**

The Treasurer manages the association's finances & budgets.

As you can see, the HOA Board takes on many duties and responsibilities.

Their job is not only time-consuming, but it also requires a lot of patience, communication, and effort.

Considering how much the Board contributes to the community, the positions are certainly rewarding.

*~ Barbara Perdue*

### Testimonials

The Colonial Heights Board expressed great appreciation for the work that Katrina has done on their behalf.

Katrina's organization skills, detailed summary of updates on various work status and upbeat disposition should be commended.

A Stonehedge homeowner complimented Chris for the great work he did on replacing our window box. It looks great. He's been out here a bunch of times and always does a great job.

### Key Dates

10/31	Halloween
11/7	Daylight Savings
11/ 11	Veterans Day
11/25	Thanksgiving
12/25	Christmas Day
12/31	New Years Eve
1/1	New Years Day
1/17	M.L.K. Day
2/14	Valentines Day
2/21	President's Day

Check the Calendar on your Community Website at: [www.CroftonInc.com](http://www.CroftonInc.com)

Change Clocks & Batteries: 11/7/21



*Working*  
**SMOKE ALARMS  
SAVE LIVES**

**Change Your Clock, Change Your Battery**

*"Dedicated To Life Safety"*

## Variance Request Forms



Crofton Perdue homeowners may fill out and submit a variance request online at:

[www.CroftonInc.com](http://www.CroftonInc.com)

Click on *Our Communities* and choose your association to take advantage of this great option.



## Welcome to Crofton Perdue!

Over the last few months we were fortunate to be chosen as the management company for:

### Bay Village

129 unit  
Condominium  
community on  
Irondequoit Bay



### Cross Creek

52 unit  
Townhome  
community in  
West Henrietta

### Brookview

82 unit  
Condominium  
community in  
Greece



## Crofton Perdue Halloween Party!!

Property Manager: Jeff Szalkowski won Most Original  
Assistant PM: Katrina Ashley, won Funniest



## **NEW** Online Payment Center

Paying your Monthly Association  
Fee has never been easier!

Crofton Perdue is offering a new way to pay your association fee.....ZEGO!

ZEGO is an online portal that allows you to make one payment, or set up autopay/recurring payments.

Credit & debit cards, e-check, checking accounts etc.

Visit your Association Website at [www.croftoninc.com](http://www.croftoninc.com) to register.



**ZE  
GO**



## SMORES PIZZA

By: **Guy Fieri**



### Ingredients -

- 2 1-pound store-bought pizza-dough balls
- 1/4 cup slivered almonds
- 3 tablespoons unsalted butter
- 1 sleeve graham crackers, crushed (1 1/4 cups crumbs)
- 1/2 teaspoon chili powder
- 1/4 teaspoon cayenne pepper
- 1/4 teaspoon fine sea salt
- 3 cups mini marshmallows
- 2 4-oz dark chocolate bars, broken into 1/4-inch chunks

**Directions** - Preheat the oven to 400 degrees F.

Form the pizza dough into two 12-to-14-inch rounds, 1/4 inch thick. Bake, preferably on a pizza stone or pizza pan, for 4 to 6 minutes, or until just beginning to brown. Leave the oven at 400 degrees F.

While the pizza crust is baking, toast the almonds in a medium dry skillet over medium-high heat. Transfer the almonds to a plate to cool.

Melt the butter in the skillet. Add the graham cracker crumbs, chili powder, cayenne and salt. Cook for 2 to 3 minutes, until the crumbs are well coated. Remove from the heat and set aside.

For each pizza, top the crust with half of the marshmallows and scatter half of the chocolate over the marshmallows. Return to the oven for 3 to 5 minutes, until the marshmallows are puffed and lightly browned. Sprinkle the pizza with half of the graham cracker mixture and top with half of the almonds. Let rest 3 to 4 minutes, slice and serve. Repeat to make the second pizza.

## More Testimonials

I would also like to compliment your organization on the timely and frequent communications experienced since your taking over management of Bay Village. I've been a resident there for over 20 years and this is outstanding! Thanks again!

**Gail Andrews - Bay Village**

Just a quick note to say how happy we are with the quick turnaround on our deck/door sill problem. Bill just left here after doing a good, professional job at remediation. He fully explained what the problem was and how he proposed to repair it. The finished repair looks solid and permanent. Many thanks to both Keith and Bill for removing this worry from our minds. It was greatly appreciated.

**Rick Squires - Pumpkin Hill**

Please keep sending all your messages! Your communication is AMAZING and greatly appreciated!

**Nancee Sanders - Bay Village**

I am President of the Enclave at Sable Oaks HOA and have been for 5 years. Our HOA was self managed for almost 8 years, and about 3 years ago we decided to hire Crofton Perdue for our Property Management Company. This was a great move, but the best part of our partnership was being assigned to Nik Albert as our personal property manager. I cannot say enough about Nik. He has been nothing but prompt, professional and deeply interested in the success of our HOA. Poor Nik has had to put up with me as being a very "hands-on" president, always asking questions, seeking advice and requesting proposals from various contractors. Nik is always "on it"! He has personally come to our community over and over again for a walk-around to get a better idea of our situation. I think we hit the jackpot with Crofton Perdue AND Nik Albert!!

**Jeanne Phillips - The Enclave at Sable Oaks**

## CHECK THIS OUT!

### Your Community Association Webpage has:

- Direct Debit/ACH electronic submission
- Live **Google** Calendar
- Variance request forms
- Declaration and By-laws
- Trash, lawn reminders
- Pay your bill online

## Holiday Office Closing

Thursday - Nov. 25th  
Friday - Nov. 26th  
Friday - Dec. 24th  
Friday - Dec. 31st



# Vendor Incentive Program - (VIP)

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# Vendor Incentive Program - (VIP)

These Vendors provide a high level of professional service that will exceed your expectations. Please consider using them for you needs.

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