

Fall 2011

The CASI Connection

EASY HOLIDAY ENTERTAINING

By Valerie Atwell, CMCA®, Assistant Community Manager

The family is coming over and you have no idea what you are going to do. Party planning doesn't have to be a stressful, hair pulling, or expensive event. You just have to be smart, creative and frugal.

Now that we have that established, what kind of party are you going to have? Will it be an elegant sit down meal or a casual/buffet style meal? According to Martha Stewart Living, "Buffets make dinner parties easy: you can get the dishes out quickly and keep them warm while guests can help themselves."

Say you have established your get together will be casual/buffet style. A crock-pot (or two) is a perfect go to tool for buffet style gatherings. Add your ingredients to the pot, turn it on and let it go until it is time to serve your meal. Electric roaster pans are also great for buffet style entertaining. From roast turkey to roast rack of lamb to a large pan of seasoned green beans, the roaster pan is an easy way to feed your guests.

Dinner is taken care of, now what are you going to do to entertain your guests? Sure

there are football games to watch, but what about family time and bonding? An easy way to bond is board/card games. One of our family's favorites was Monopoly.

We could play for hours! Another great go to for holiday fun are themed crafts. This is especially great if you have children attending your gathering. Oriental Trading Company is a good place to get themed craft kits for almost any occasion. There is no cutting, sorting or measuring. The pieces and instructions are right in each kit. Visit their website at www.orientaltrading.com to see ideas and browse the products.

However you decide to celebrate the holidays, make sure you spend time with your family and friends. You will create lasting bonds and lifelong memories.

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Associa®

Community Association Services of Indiana

AAMC
ACCREDITED ASSOCIATION
MANAGEMENT COMPANY



HOLIDAY ENTERTAINING, CONT.

CROCKPOT SCOTCH TENDER STEAKS

These steaks are an inexpensive, but a tough cut of meat. They are best braised or slow roasted, so they are perfect for the crock pot. Serves approximately four people.

Ingredients:

- 5 Scotch Tender Steaks (approx. 2 pounds total)
- 2 Beef Bouillon Cubes (use beef broth if you prefer)
- 2 c. water (reserve ½ c for later use)
- 4 dashes Worcestershire Sauce (or to your taste)
- 2 t. jarred or 2 cloves of minced garlic
- Seasoned Salt, approx. 2 T.
- Black Pepper to taste (fresh cracked is best)
- Small bag of Baby Carrots
- ½ c. flour
- 1 T. canola or vegetable oil

Leave your steaks out at room temperature for 30 minutes to take the chill off.

In a bowl or measuring cup, add the bouillon cubes in 1 ½ c. of hot water. Add a dash of pepper and the Worcestershire sauce. Set aside for the bouillon cubes to dissolve. If you are using beef broth, just add the pepper and Worcestershire sauce to the broth and set aside.

Preheat a large skillet and add the canola oil. Be careful not to let the oil get too hot.

While your pan is preheating, place the flour, seasoned salt and pepper into a shallow dish. Coat each of the steaks with the flour and place into the preheated skillet. Brown the steaks on each side for approximately 5-8 minutes. Remove the steaks from the pan and place in a crock pot. Discard the oil from the pan. Add a small amount of your broth mixture to the pan to draw the flavor from the pan. Add this and the rest of the broth to your crock pot. Add your carrots and garlic. Stir to coat the meat and veggies.

Cook on low for 6-8 hours or until the meat is fork tender. This broth and meat is excellent for making Beef and Noodles or Dumplings.

Community SPOTLIGHT

WELCOME TO AUSTIN OAKS, a beautifully wooded community in Zionsville. The community features a unique clubhouse. The clubhouse was converted from a horse stable. The barn area includes a pool with a slide, an indoor playground, an indoor basketball court, indoor/outdoor tennis court, clubhouse area, an apartment and some of the unused area still contains horse stalls. Austin Oaks also features a nature preserve. CASI is excited to share highlights of this distinctive and interesting community.



Photo Courtesy of Rob West

Angie's List

CASI and CASI Maintenance Services are listed on Angie's List. CASI would love to earn the Super Service Award in 2012. Help us by visiting www.angieslist.com/review to review us today!

REFER US: PLEASE KEEP US IN MIND...

... if you know of a Homeowner Association looking for a quality, professional AAMC certified HOA management company. If so please refer them to us.

We greatly appreciate your support!



AssociaLiving.com

AssociaLiving is a fun and insightful online magazine created specifically for our Associa communities and homeowners.

A resource of useful and inspiring information for residents and community associations across North America, AssociaLiving includes relevant stories about Entertaining, Home, Practical Living and Community, each geared toward enriching our homes and building stronger community associations.

Sign up for AssociaLiving (www.associaliving.com) to get great recipes for fall or to discover activities for the whole neighborhood. Keep reading to be inspired with holiday decorating ideas or to learn the ins-and-outs of weatherproofing your home. AssociaLiving has something for everyone in your family and community.

For those everyday clever ideas, visit AssociaLiving's Neighborly Notes blog. Neighborly Notes provides quick and savvy ideas to help make your home a happier,

healthier and more efficient place to live. Blogger Carol, like many of our homeowners, juggles a life comprised of many roles: spouse, parent, child and working professional, to name just a few. She has hectic days like everyone else, but no matter where they are spent, she ends them all at the same place: home. The editors of AssociaLiving hope the helpful tips and tricks about everything from organizing things around the home to entertaining with a twist will help make your days run a little smoother.

Celebrate the best of community living.

Visit www.associaliving.com and sign up to get the latest ideas in Home, Community, Entertainment and Practical Living.



the CASI corner - FEATURE EMPLOYEE

Troy Britain, Assistant Accounting Supervisor and HR Manager

Britain started his career with CASI in 1984 with the then Revel & Underwood as an accounting clerk with a Co-Op program at his High School. Britain currently serves as the Assistant Accounting Supervisor and HR Manager. His duties include financials for 22 communities, company and association banking, Corporate payables, Human Resources, Payroll and employee benefits.

Britain has earned several awards during his 27 years as a CASI employee. He earned the Individual Achievement award in 2010 and 2011 at the Associa Annual Conference. The Individual Achievement award is given to Associa employees who display exemplary customer service skills and client service.

Britain was also inducted into the prestigious Associa Financial Forum in 2008. Membership in the Associa Financial Forum is a distinct honor for those selected and a symbol of the true excellence exhibited by the members. Nominations are limited annually to one for every fifty communities under management per Associa Company.

In his spare time, Britain enjoys going to antique stores, estate sales, thrift stores and occasionally auctions looking for bargains. He and his sister had owned an antique store on the east side of Indianapolis at one time. His interest in antiques comes from his family who owns a furniture and antique store on the east side of Indianapolis. Britain loves to travel and travels to the gulf coast of Florida several times a year.





IMPORTANT SECURITY TIPS...KEEPING YOUR HOME AND CAR SAFE.

These security tips, offered by the US Justice Department and Eagle/ Trident Security, represent affordable hints to deter crime during the holidays and throughout the year.

OUTSIDE HOME

- Prune lower tree limbs near the house.
- Trim bushes so windows are visible to neighbors.
- High fences shield burglars from sight.
- Lock up ladders and tools.
- Trellises help burglars reach second stories.
- Porches and entrances should be well lit.
- Street numbers should be clearly visible to emergency services.

DOORS AND WINDOWS

- Entry doors should be solid core wood (at least 1-3/4" thick), or metal.
- Doors should fit tightly, 1/8" maximum clearance.
- Doors with glass panels should have a break resistant plastic panel or a metal grill.
- Sliding doors need special locks or a wood strip in the track.
- Install door hinges on the inside.
- Use dead-bolt locks with a strike plate attached by 3" screws.
- Use special locks for double hung windows.
- Metal grills on windows should have an interior "quick release."

VACATIONS

- Advise police or security that you will be away.
- Have a neighbor pick up deliveries, mail and newspapers [or have delivery stopped].

- Hide garbage cans in a garage or basement.
- Be sure all doors and windows are securely locked.
- Leave blinds and shades in their normal positions.
- Keep the house warm enough to avoid condensation on windows.
- Turn phone ringers down so burglars cannot hear them.

KEYS

- Never carry ID tags on your keys.
- Do not hide keys outside.
- Have locks re-keyed or changed when moving.

ALSO...

- Keep daily routines secret.
- Do not put valuables where visible.
- Do not let strangers into your home to use the phone.
- Avoid listing name or address in newspaper advertisements.
- On the day of a funeral, you should have a sitter in your home. [This may also be a good idea during weddings.]
- Consider installation of a security system.
- Mark your name or a special ID number on your valuables.
- If you think your home has been broken into, do not enter. Leave and call the police immediately.

KEEPING YOUR VEHICLE SAFE

Recently, CASI was sent an e-newsletter from the Indianapolis Metropolitan Police Department. The district sergeant shared a few tips to keep your vehicle safe when it is parked in an open area such as a common parking lot or even the driveway of your home.

- Never leave valuable items out on display. Never give a thief an opportunity to break into your vehicle to take something that has been left out. Make sure items such as laptops, GPS, purses/handbags, mobile phones and even your sunglasses are stored where they cannot be seen. Better yet, take them inside with you when you get out of your car.
- Don't forget to close your windows and lock your vehicle each time you get out of it.
- Keep your vehicle keys safe. Never leave your keys in your vehicle and NEVER leave your vehicle running. A thief will take any opportunity to steal your belongings and even your vehicle.
- Make sure your keys are kept in a secure place at home and work. Per the IMPD, burglars have been known to break into houses and even offices to steal car keys. At home, don't leave your keys by the front door. If a thief gets into your home, they will have an easy time stealing your car as well.
- Think about where you park: Be mindful of your surroundings, take note of any vehicles next to you. Don't be distracted when you enter or leave your vehicle. This is a perfect opportunity for a thief to sneak up on you. At home, use your garage if you have one. If you don't have a garage, park your vehicle in a well lit area where it can easily be seen.
- Consider installing a vehicle security device. Many devices are fitted as standard and there are many options. Alarms are a very effective way to deter theft of the contents of your vehicle and even theft of your vehicle.

FOLLOWING THESE TIPS CAN HELP TO KEEP YOU AND YOUR VEHICLE SAFE.

CASI Employees Awarded at Associa Summer Conference

CASI is proud to announce four of its employees won awards at the 2011 Associa Summer Conference in Washington, D.C. in August. At its annual conference, Associa recognizes exceptional employees who have been nominated by senior staff members at each branch company throughout the United States and Mexico.

Sarah McWilliams, an Accounts Payable Clerk, was awarded an Individual Achievement award and has been with CASI for four years. She is responsible for half of the accounts payables for the communities that CASI manages. Sarah has completed the M100, The Essentials of Community Management, a course given by Community Associations Institute, which is a valuable tool for anyone working in association management.

Marilyn Michael, Administrative Assistant, earned an Individual Achievement award and has also been with CASI for four years. Marilyn is a valuable asset to CASI as she assists the Accounting as well as Maintenance and the Community Management departments as her time allows.

Troy Britain, Assistant Accounting Supervisor and HR Manager, won an Individual Achievement award and has been with CASI for more than 27 years. Troy's longevity

with CASI means he has gained valuable experience and knowledge of association accounting. Along with his job as Assistant Accounting Supervisor, Troy is responsible for preparing financial statements for several of CASI's communities, as well as corporate accounting duties, human resources and payroll.

Trish Neff, Staff Accountant, was awarded the Financial Forum designation. Trish has been with CASI for five years and her duties include invoice billing, receivables, posting payments and preparing financials for several of CASI's communities.

Congratulations to all of these exceptional individuals.



CASI is proud to welcome four new employees to our staff.

LORI MILLER, Community Accountant, joined CASI in July. Lori brings three Associate Degrees with majors in Accounting, Small Business, and Marketing to her position at CASI. She has twenty-eight years of accounting experience that has been centered on the tax preparation, retail store, radio broadcasting, construction equipment, and the hotel management industries. CASI is thrilled to add Lori's education and experience to its accounting team.

SHERI WILSON, Assistant Community Manager, joined CASI also in July. Sheri transferred to CASI from another Associa company, Benchmark in Las Vegas, Nevada. Sheri has experience in Accounts Receivable and Accounts Payable. While at Benchmark, she accepted a position of Administrative Assistant after her position in Accounts Receivables ended. CASI is excited to have Sheri's accounting and administrative experience to add to its community management team.

ZACH SALTER, Maintenance Technician, joined CASI in May. Zach is also a career Fire Fighter and an EMT. He came to CASI with four years of apartment maintenance experience. CASI is proud to have him as a part of its maintenance team.

STEPHANIE STONE, Community Manager, has been managing community associations for four years and joined the CASI staff in October. Stephanie has experience in condominium and single family community management. She has her Certified Manager of Community Associations (CMCA®) designation from the National Board of Certification for Community Association Managers.

"We are thrilled to be adding these four quality individuals to our already wonderful staff," said CASI President Matt Englert. "Each person will strengthen their individual department to help us better serve our clients."

PRESIDENT'S MESSAGE



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