

Full Service Management

With our full management agreement you will receive complete assistance which includes financial and administrative support as well as full maintenance with regular property inspections and reports.

Duties

- Collection of condominium fees.
- Set-up and maintenance of pre-authorized debit agreements.
- Follow-up and collection of any arrears.
- Full-service, computerized, property accounting including monthly financials and year-end reports, statement of accounts, and detailed record keeping.
- Payment of all accounts and cash flow management.
- Maintain operating and reserve fund bank accounts.
- Annual budget forecasting.
- Offer assistance with annual reserve fund planning.
- Submission of government reporting/registration as required.
- Obtain quotations and negotiate insurance rates annually.
- Corporate record keeping including: registered owners, mortgagees, tenants, Minute Book, by-laws, declaration, banking agreements, building plans, contracts, reserve fund account balances, financial records.
- Provision of required documents for pre-sale or sale of condo units (Status Certificates, Disclosure Certificates & Proof of Insurance).
- Provision of Corporation documents as requested by owners or potential owners.
- Obtain quotations on annual audits, provide reports to auditor.
- Obtain quotations on reserve fund study, provide required documents for study.

Maintenance

- Contract sourcing and price negotiation for all operating services, including snow removal, lawn & yard care, building maintenance, and HVAC.
- Maintenance and regular follow-up with all contracted services.
- Management of any insurance claims.
- Regular property inspections and reports.

Meetings

- Attend Board of Directors meetings and special meetings as required.
- Organize and facilitate Annual General meeting including: notice of meeting, preparing agenda, proxy, minute and record keeping, and financial statement presentation.

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Availability

- Emergency response and prompt communication.
- Communication and enforcement of the Corporation's Declaration, By-laws, and rules and regulations.
- Advise and consult with the Board of Directors with respect to any further By-laws, or rules and regulations which in the opinion of the manager or the Board ought to be established.
- Solicitation of and action upon requests, suggestions and questions from residents.

Other

- Full knowledge of the Manitoba Condominium Act and related requirements. Including education on the most recent Act updates which took effect February 2015.
- Communication and enforcement of the Condominium Act.