

Partial Management

The partial management agreement is our basic contract for condominium management. We will assist the board in collection of condominium fees and the administration. We will assist the condominium board in selecting trades and you will be added to our major bid list for all trades and insurance. If you would like to receive a proposal for our partial contract please click [here](#)

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 and year-end reports, statement of accounts, and detailed record keeping.
- Payment of all accounts and cash flow management.
- Assist with Reserve Fund Study and Annual Audit.
- 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.
- 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 accounting;

Meetings:

- Attend introductory board meeting.
- Attend Annual General Meeting or Budget Meeting

Availability:

- Schinkel Properties would be available to supply telephone support to the Board on any issue
- Schinkel Properties will supply you with a list of tradesmen and contractors for various services.

Other:

- Schinkel Properties will help secure condominium insurance for the Corporation

Duties -Partial Management – Board Member Duties

Day to day decisions regarding the operation of the project will be made by the Board via email or meetings when necessary

Partial Management

The condominium Board can deal directly with tradesmen using the list supplied by Schinkel Properties. The Board will deal with day to day trouble calls and maintenance calls. The condominium Board will provide Schinkel Properties with a board contact and one alternate.