

Choices

Inside this brochure you will find the core of our services. CHOICES! Condominium management for directors is about making decisions, policy creation and asset management. To do that, you need timely information and choices. Who to hire for lawn care, what contractors to use. How do we get repairs done? Knowing where your corporation stands financially with timely monthly reports. Our aim is to provide the information and choices so directors can make informed decisions. Our property managers will build confidence by researching the problems and providing you with accurate information and choices.

Once you have made the choice you need someone to execute the decision. That is the *Key to your success*. Key Property Management has the experience and knowledge to help you make the informed choices and the ability to get the job done. The right package for management to the best information and choices. Key Property Management will help you manage your assets and community the way you want.

Call or visit our web site for a personal, confidential and comprehensive proposal or just learn more about us.

Ask about our Management Lite program for small Condominium sites.

Key Property Management may be the best choice you make.

Call or e-mail for a personalized written proposal
jmacleod@keymanagement.ca

905-538-6220

www.keymanagement.ca

Key Property Management & Consultants



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Canadian Condominium Institute



Association of Condominium Managers of Ontario



National Association of Condominium Managers

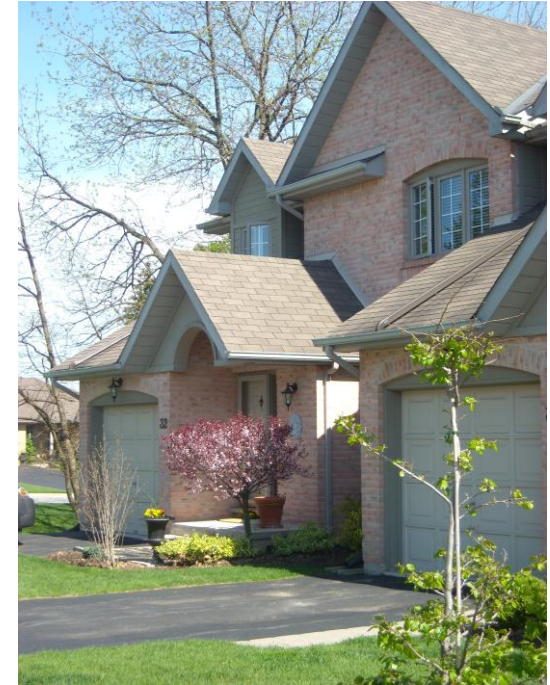


"The Key to you Success"
Condominium Management made easy

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GOLD 12 Meetings

- 12 meetings per year and AGM + any duly called owners meetings
- 24/7 Emergency services
- Manager for 12 meetings per year
- Manager to co-ordinate & attend AGM
- Co-ordinate and attend all duly called owners meetings
- Monthly bookkeeping (approved bills and invoice payments)
- Audit trail on all cheque's
- A/R ledger monthly
- Process lien forms as required
- Investment tracking and reporting
- Y/E prepare books for Auditor
- Consultant with Auditor
- Adjusting entries from Auditor
- Prepare draft budget 2 months in advance of y/e for Board review
- Maintain owners & residents list for contact
- Maintain unit files and corporate records
- Section 98, correspondence
- Prepare Specifications for common projects for quotes
- Prepare request for proposals for projects for tender
- Enforce Bylaws, rules & regulation as established and approved
- Consult with Board on by laws
- Rules and Regulations
- Section 98 requirements
- The Condominium Act
- Record minutes of Board meetings
- Work with the Condominiums Corporate specialist, lawyer, auditor, engineer & preferred trades/ provide choices if required
- Inspection of Common area with report and pictures
- Prepare seasonal newsletters for mail out

For a busy Condominium with lots of projects on the go this may be the best choice. Call to-day 905-538-6220

SILVER 6 Meetings

- 6 meetings per year and AGM
- 24/7 Emergency services
- Manager prepares Agenda and attends 6 meetings per year
- Manager prepare and attend AGM
- Monthly bookkeeping (approved bills and invoice payments)
- Audit trail on all cheque's
- A/R receivable ledger monthly
- Process lien forms as required
- Investment tracking and reporting
- Y/E prepare books for Auditor
- Consultant with Auditor
- Adjusting entries from Auditor
- Prepare draft budget 2 months in advance of y/e for Board review
- Maintain owners & residents list
- Maintain unit files & Corp. records
- Prepare Specifications for common projects for quotes
- Enforce Bylaws, rules & regulation as established and approved
- Record minutes of Board meetings
- Work with the Condominiums Corporate, specialist, lawyer, auditor engineer & preferred trades/provide choices if required

Optional Services

- Prepare seasonal newsletters to be sent out
- Manager available for additional meetings
- Section 98, correspondence
- Consult with Board on by-laws, Rules and Regulations and Section 98 requirements
- Inspection of Common area with report and pictures
- Prepare request for proposal for major projects for tender

For the active Condominium with house keeping to do or planning this may be all you need. Call for more details

BRONZE 4 Meetings

- 4 meetings per year and AGM
- 24/7 Emergency services
- Manager prepares Agenda and attends 4 meetings per year
- Manager prepare and attend AGM
- Monthly bookkeeping (approved bills and invoice payments)
- Audit trail on all cheque's
- A/R receivable ledger monthly
- Process lien forms as required
- Investment tracking and reporting
- Y/E prepare books for Auditor
- Consultant with Auditor
- Adjusting entries from Auditor
- Prepare draft budget 2 months in advance of y/e for Board review
- Maintain owners & residents list
- Maintain unit files & Corp records
- Prepare specifications for common projects for quotes
- Enforce Bylaw, rule & regulation as established and approved
- Record minutes of board meetings
- Work with the Condominiums Corporate specialist lawyer, auditor engineer & preferred trades/ provide choices if required

Optional Services

- Prepare seasonal newsletters to be sent out
- Manager available for additional meetings
- Section 98, correspondence
- Consult with Board on by-laws Rules and Regulations and Section 98 requirements
- Inspection of Common area with report and pictures
- Prepare requests for proposal for major projects for tender

For the Condominium with basic needs and price wise budget. Call for more details 905-538-6220