

## “The Key to your Success”

Directors once you have made your decision you need a competent management team 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 each Condo customized for the best level of service and price.

Key Property Management will help you manage your assets and work with your community and compliance with the CAO.



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

For active boards ask about our Management Lite program for small Condominium sites.

Key Property Management may be the best choice you make for your community and Condo.

## Key Property Management & Consultants Ltd.



John MacLeod, RCM, OCLM  
President  
[jmacleod@keymanagement.ca](mailto:jmacleod@keymanagement.ca)  
Over 30 years of experience

Member of CCI GHC and ACMO  
Licensed Service Provider CMRAO

To order a Status certificate to be digitized and e-mailed to you please go to:  
CONDUIT  
<https://www.statuscertificate.com/>

309-1030 Upper James St. Hamilton, ON

Phone: 905-538-6220

Fax: 905-538-4438

[info@keymanagement.ca](mailto:info@keymanagement.ca)

[www.keymanagement.ca](http://www.keymanagement.ca)



# Key Property Management & Consultants Ltd.

Management Packages



**SAMPLE OF PACKAGES call for your details.**

## 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

## 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

## 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