

## Condominium management : Specification

- Ensuring the upkeep of the building by arranging minor and routine works and reacting immediately when necessary to safeguard the building in the case of an imminent threat or deteriorating situation;
- Arranging works agreed to by the general assembly of co-owners;
- Ensuring that building utilities such as heating, hot water, air conditioning, lighting and elevators run smoothly, as well as maintaining outdoor spaces, etc.;
- Ensuring that the rules governing the building's management and use are abided by, along with any other rules or ordinances, as well as keeping them up to date and notifying official bodies of any amendments to them;
- Ensuring that the decisions of the general assembly of co-owners are acted upon;
- Overseeing the work of the caretaker and, where applicable, anyone else engaged to service the building; drafting their job descriptions; setting and overseeing their work; deciding their remuneration.
- Managing all maintenance and insurance contracts relating to the building as a whole (negotiating the terms of these, etc.);
- Concluding and managing any rental agreements for certain common areas;
- Representing the community of co-owners in dealings with third parties regarding all aspects of the regular management of the property, such as concluding contracts within the management remit, taking care of legal proceedings and informing the general assembly of fees incurred for undertakings in which the company has been asked to represent the co-owned property;
- Paying bills and receiving income;
- Setting the regular instalments required to cover all expenses relating to the co-ownership, such as insurance premiums, caretaker's salary and remuneration for anyone else involved in servicing the building, water, electricity and fuel bills, and repairs and maintenance of common areas;
- Preparing for and convening the constitutive, regular or special general assemblies of co-owners;
- Preparing the management report and accounts for the prior period and the budget for the current one;
- Allocating expenses, shared costs and income among the co-owners and providing each co-owner with their annual account statement;
- Taking regular payments and settling amounts due from co-owners by mutual agreement.