MANAGING CONDOMINIUM(S)

The benefits and advantages of condominium don’t just happen spontaneously. Nor are they provided by some public trustee or curator. They involve the conscious, contracted sharing of common property and resources. In fact, every project should be regarded as a private, shared-property business directly owned and operated by the unit-holder community.

Successful condominium communities are run in an efficient business-like fashion. To assist in achieving that goal, all the unit owners are voting members of a project’s administrative machinery — the condominium corporation.

The corporation is responsible for enforcing by-laws and managing the common property. The elected executive of every condominium is its board of managers. Under the various condominium Acts, the board has authority to exercise the power and duties of the corporation, subject to restrictions imposed or direction given at a general meeting.

Condominium management typically involves three categories of activity.

ADMINISTRATIVE
Maintain records
File documents
Plan and organize meetings
Prepare/deliver notices, agendas
Regulate business, take minutes, record votes
Prepare reports/estoppels
Handle correspondence
Produce newsletters
Secure and maintain insurance
Negotiate service contracts

PHYSICAL
Inspect property
Maintain common property, structure/grounds, utilities/amenities
Repair or replace damage
Hire and supervise staff
Administer service contracts
Schedule and inspect work

FINANCIAL
Develop operating and reserve budgets
Assess and notify owners
Collect and bank funds
Maintain proper records
Disburse funds
Prepare financial statements
Assist auditors

The board of a condominium is responsible for developing and setting policies, and for establishing operating procedures. It is the professional manager who implements them.
MANAGING RESIDENTIAL RENTAL PROPERTIES

Job Description:
Inspirah Property Management Ltd. is a full service Rental Property Management Company serving the regions of Guelph, London, and the Grey Bruce Counties. The goal of a rental property manager in a growing company is such to be willing to give support in the day to day operations of handling tenant concerns, owner’s inquiries, handling and scheduling of respected trades and providing support to the General Manager as needed. In addition key importance is to ensure suitable tenants are selected as properties become available meaning responsibilities in efficient and effective leasing of units is of great importance to all levels within the organization. A rental property manager is on call regularly to receive inquiries as they may arise and address repairs as needed prioritizing those that are deemed of emergency as such.

The role in this field encompasses many skill sets but some keys items that are taken into consideration are as follows;

Office Duties:
- Maintain general email accounts
- Answer phones, messages, general information
- Mail, outgoing and incoming
- Data Entry - QuickBooks (we will train)
- Prepare Leases and Tenancy Documentation
- Collect and process rent cheques
- Schedule work orders and repair
- Prepare bank deposits
- Maintain unit owner financial records
- Filing
- Posting rental advertisements
- General office administration
- General customer service

Property Management Duties:
- Select unit showings
- Inspections
- Promotion of Services
- Liaise with trades for unit repairs
- Move in / Move out inspection
- Tenancy Application approvals
- Assist in the Management of the General Managers Rental Portfolio

Requirements:
Skills Required:
- Proficient in using the Internet, MS Outlook, Microsoft Word and Excel
- Ability to learn new database software on an ongoing basis as systems change
- Customer service and client relations
- Office organization and time management
- Organizational skills
- Must be able to multi-task
- Excellent Communication skills in English, other languages would be an asset

For travel requirements individual must:
- Own a reliable vehicle
- Possess a clean and valid driver’s license