



Finques Company **i** Ceigrup
Immobiliària des de 1963



ADMINISTRATION
 OF HOMEOWNERS' ASSOCIATIONS



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If you entrust to us the administration of your homeowners' association, **CEIGRUP FINQUES COMPANY**, will place at your service:

1. More than 50 years' experience in the administration of homeowners' associations, working with transparency, professionalism and rigour:

➤ At present, through our 4 offices we manage some 550 homeowners' associations, representing more than 15,000 properties (homes, parking spaces, premises, etc.)

2. A professional team and a flexible and modern structure:

➤ Our team of homeowners' association administrators is composed of professionals with higher-degree qualifications specialising in everything concerning legislation, technical know-how and experience in matters concerning these associations.

➤ The administrator in charge of properties is Mr. Joan Company Agustí, the former President of the Association of Real Estate Administrators of Girona and currently a professor of the Master's course in Real Estate Studies of the UdG (University of Girona). He has long experience in the management of homeowners' associations and in legal advice on condominiums and urban planning.

- The human team of the administration service of homeowners' associations also includes two architectural technicians, specialised accountants and administrative assistants.
- We have meeting rooms with a capacity of up to 80 persons specially prepared for general meetings of homeowners' associations.

3. Responsibility, guarantee and commitment:

- Registered in the Register of Real Estate Agents of Catalonia with number 1.597.
- Collegiate members of the Association of Real Estate Administrators and the Association of Real Estate Agents, which guarantees our professional activity with a professional public liability insurance policy with a coverage up to 600,000 euros and a surety bond up to an amount of 240,000 euros, which guarantees the quantities received from homeowners and associations.
- We undertake to oversee and defend the interests of each homeowners' association, and consequently our priority is transparent and efficient management, always seeking the best conditions, prices and agreements.





What does Integral Management of the building mean?

We believe that the function of the secretary–administrator is not limited exclusively to accounting matters. We conduct pro-active and preventive management, mainly based on:

- Periodical visits to the building in order to verify the correct functioning of all the services and installations.
- Savings plan on costs and expenses and control of services.
- 24-hour/365-day service to attend to any incident or emergency.
- Periodical communication and information to presidents and homeowners.
- Legal and technical advice by our specialised team.



What advantages does this mean for the homeowner and the association?

- Savings and reduction of costs.
- Revaluation of the property.
- Security, transparency and peace of mind.



Our services to homeowners' associations:

We place at the disposal of the homeowners' association a duly trained administrator who will be the sole responsible contact person, and in collaboration with a specialised team of CEIGRUP FINQUES COMPANY they will oversee and carry out all the necessary administrative, accounting, legal, technical and maintenance tasks and functions for the smooth running and management of your condominium.



Administrative Management and functions as Association Secretary:

- Incorporation of the homeowners' association:
 - **Legal documentation:** deeds of division of the condominium, articles of incorporation, internal regulations, logbook of the building and insurance policies.
 - **Services:** registration of community utility supplies.
 - **Legalisation:** book of minutes and obtainment of Tax Code.
 - **Homeowners' committee:** constitution and appointment of positions.
- General meetings of homeowners: calls, minutes and direction of meetings.
- Execution of the agreements and daily monitoring of formalities with supply companies, insurance firms and official bodies.
- Tax obligations.



Economic Management:

- Drafting and monitoring of the economic budget.
- Quarterly pre-closures of the accounts and report on the status of the budget and possible deviations.
- Presentation of the annual income and expenditure statement and comparison with the approved budget.
- Control of invoices and validation by the president.
- Control of late payment and personal action plan for each homeowner in situation of late payment (claim via telephone and in person, bureaufax, legal proceedings, etc.)

➤ Permanent 24-hour assistance service:

During nighttime hours and public holidays we have a permanent attention service for homeowners of the associations with the purpose of solving any urgent incident in the building.



Maintenance of the building:

- Periodical visits to the building to verify the state of conservation and maintenance (constructive elements, installations, services, concierge service, cleaning, gardening, etc.)
- Drafting of a prevention and maintenance programme for the building.
- All the repairs, works and maintenance tasks are managed and supervised by our specialised technical personnel, which includes two architectural technicians.
- In all the works to be carried out we request various quotations, which are reviewed by our technical team. During their execution we conduct on-site monitoring and control.



Online communication and information with homeowners, presidents and committee:

- By way of our website, homeowners can consult and access all the association's accounting documentation and information.
- Periodical meetings are held with the president and the committee to inform them of the inspection visits to the building and the state of the services, the accounting and late payments situations and the possible actions to be taken.
- At General Meetings we present:
 - A report on actions and incidents of the building and the programme of actions for the year.
 - An economic study on possible budget deviations and cost savings plan.

Legal and technical advice:

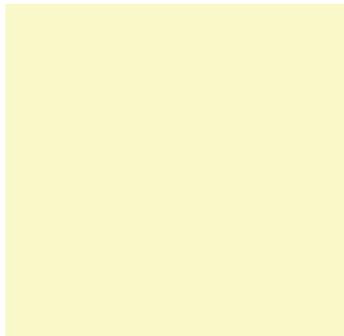
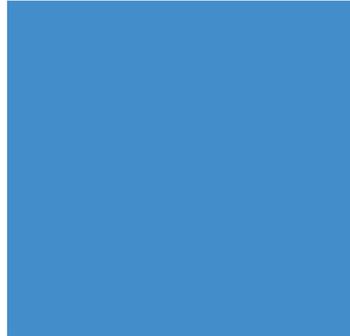
- Drafting of the articles of incorporation and internal regulations adapted to the association's needs and requirements.
- Specialised legal advice on condominium and urban planning rules.
- Information and advice on new regulations and tax or employment obligations.
- Our own team of architectural technicians to advise on, review or direct actions or works to be carried out on the building.



Request, with no obligation, a study/quotation for your homeowners' association.

We will study the proposals of management and improvement, adapted to the needs and requirements of your building, along with a quotation of our fees.

At the moment of contracting us as administrators of your homeowners' association, a professional commission agreement will be signed detailing our professional services and the commitments and obligations assumed by CEIGRUP FINQUES COMPANY towards the homeowners' association.



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