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ARTEMIS PROPERTY MANAGEMENT

**RESIDENTIAL & COMMERCIAL PROPERTY
MANAGERS & BROKERS**



WE OFFER COMPREHENSIVE SECTIONAL TITLE BODY CORPORATE & HOMEOWNERS ASSOCIATION MANAGEMENT SERVICES: -

SERVICES OFFERED FOR FEES CHARGED: - MANAGEMENT OF YOUR SCHEME

- **Simplified reporting on Financials:**
 - **Income statement showing Budget to actual comparison**
 - **Owners who owe levies on monthly basis**
 - **Invoices expensed out for the month (contractors, creditors and service providers)**
- **We assist with all admin aspects to manage a Body corporate effectively such as:**
- **Everyday communication with owners and trustees to resolve day today matters.**
- **Sending out contractors on behalf of the trustees**
- **Drafting the annual budget**
- **Organisation of Trustees Meetings**
- **Organisation and running of Annual General Meetings**
- **Lodging Insurance claims**
- **Insurance replacement values by independent subcontractor**
- **Providing advice to trustees in compliance with the Sectional Titles Act**
- **Assist with enforcement of rules within the complex**
- **Sending of levy statements out to all owners and following up with owners who have not paid.**
- **Calculation of CSOS levy to be paid by owners and further advice on how to comply to CSOS regulations**
- **And any other Body corporate related issues not mentioned above**

WHY CHOOSE US

- **We do all the necessary and required Administration affairs of running the complex and offer more of a Caretakers role (as we are hands) in that we manage and resolve all the matters that arise that take up too much time of the trustees.**
- **An Owner purchases a unit as an investment whether staying there themselves or renting it out, therefore we work to maintain, manage, and grow your investment value.**
- **We manage only a few buildings, enabling us to give more attention to detail on all our buildings.**
- **We work towards building strong relationships with the trustees.**

We believe in the trustees to remain in the management of the Trust account for the Body Corporate. We are happy to load contractors payments, and manage creditors payments on a monthly basis however, with full authorisation from the trustee before the funds leave the account (This can be up for discussion with us)

We have Business Relationships with all five of the current leading banks in South Africa: -

- ABSA, CAPITEC, FNB, NEDBANK and STANDARD BANK of which we will open the Body Corporate or HOA's day to day running account of your choice
- NO GLOBAL TRUST ACCOUNT- each entity will have a Trust Account opened in its own name

OPERATIONAL

On a monthly basis

- We interact with government regarding all necessary licenses and consents required by the complex.
- We assist in acquiring adequate insurance cover over common property including legislative required cover.
- We also handle common property insurance claims and assist owners with insurance claims relating to their section in sectional title developments.
- We advise Trustees/ Directors on legislative and procedural matters related to the running of the complex.
- We facilitate the distribution of appropriate notices and circulars to owners.
- We engage professionals to advise on maintenance and repairs on common property areas.
- On behalf of the Trustees/ Directors of the Complex, we negotiate with professional persons and firms for the drawing up of specifications for maintenance and repair contracts pertaining to the common property.

ON AN ANNUAL BASIS

- We arrange insurance as required by the Sectional Titles Scheme's Management Act and manage the annual renewal thereof.
- We arrange for the assessment of insurance replacement values of the complex.
- We arrange the Annual General Meetings and any Special General Meetings as and when required.
- We compile and distribute the Minutes of such Meetings.
- We ensure that the complex complies with the Sectional Titles Act/ Companies Act in respect of the update and retention of minute books, attendance registers and all other permanent records of the complex.

We are more than happy to discuss, and tailor make a monthly package based on your requirements. Send us an email: management@artemismanagement.co.za – we'll contact you back within 48HRS