

RMSCO Management Service Ltd.

July 24, 2013

RMSCO Management Service Ltd. is a Property Management company located in Newmarket. Our company has over 20 years of experience. We currently manage over 40 locations, which include privately owned, residential, non-profit residential, commercial and industrial condominium corporations.

RMSCO Management Service Ltd. understands that our clients expect a high quality-working environment. With that in mind, we are dedicated to insuring satisfaction with a hand on management approach to meet the needs of the owners or condominium Board of Directors. Our years of experience, contractor contacts, technical and financial expertise ensure our clients the highest standards of property maintenance and improvements.



Protecting the investment of properties is our number one goal.

We maintain each property at the highest level possible, while allowing owners and Board of Directors to focus on what is important to them. Board of Directors and owners alike, are becoming more aware of the complexities of property management and the importance of having dedicated management service to protect their investments.



RMSCO Management Service Ltd. was founded for this reason alone. Property Management is our business and with our experience in dealing with a wide variety of properties, you can be sure that our staff will be able to meet the needs of your condominium and help to protect your valuable investment. Our firm is dedicated to meeting the needs of properties and condominiums such as yours

RMSCO Management Service Ltd.

Condominium Services

We at RMSCO Management believe that the need for property management professionals is crucial, as the technical, legal, and financial aspects of condominiums becomes increasingly complex. Property management is a fundamental and ongoing process with a specific goal to realize the value of an investment. We are qualified, knowledgeable, experienced and dedicated to helping you achieve this goal.

At RMSCO Management we work in conjunction with condominium boards to ensure operations run at top efficiency. In addition to providing essential property management at a reasonable cost, we will also enforce relevant legislation applicable to the unit / owner's collective obligations.

Services RMSCO Management Service Ltd. provides:

- Regular onsite inspections of all properties.
- Regular up keep and maintenance of buildings to meet the highest possible standards.

Implementation of preventative maintenance programs to ensure long-term value and preservation of buildings.

Financial reports available upon request. We encourage an open door policy for our clients who wish to gain access to all company / condominium property documents and reports.

Communication and enforcement of the Condominium Act and related by-laws.

Representation at all board meetings.

Preparation of annual budgets.

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Financial Services

RMSCO Management knows in order to protect the investment of a property, it is critical that the board manage the financial affairs and administer the corporation's assets in an efficient and organized manner. This is why the need for professionals is so important. RMSCO Management is fully computerized to guarantee that all records are accurate and up to date.

Financial Reports RMSCO Management Service Ltd. provides:

RMSCO's comprehensive financial reports are presented in an easy to read format. Our reports are available at any time upon request from property owners or board of directors. Reports available are:

- Balanced accounting staying within the proposed budget.
- Accounts receivable breakdown.
- Summary of funds invested.
- Profit and Loss Statements.
- Balance sheet.
- Trial balance.
- Accounts payable summary.
- Accounts receivable aged trial balance
- Bank reconciliation.
- Bank statements.

Monthly Services RMSCO Management Service Ltd. provides:

- Collection and deposit of all maintenance fees.
- Collection of delinquent accounts.
- Preparation and forwarding of monthly statements in arrears.
- Processing of supplier invoices for payment; includes preparation of cheques with efficient and acceptable approval controls.
- Full and accurate monthly financial reports upon request.
- Management of reserve fund monies.
- Complete payroll administration for on site maintenance / management employees.
- Reserve fund planning and projections for major repairs and replacements.

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Other Services RMSCO Management Service Ltd. provides:

Annual Budget

- Preparation of a draft annual operating budget 45 days prior to the fiscal year end. Presented to the Board of Directors with comparison reports from the current year. Sufficient time will be allocated to notify owners of approved budget prior to fiscal year end.

Arrears

- Continuous attempts to collect all delinquent accounts.
- Monthly statements of arrears to delinquent owners, subsequent registration and discharging of liens in conjunction with the corporation's solicitor in accordance with the condominium act.

Audits

- RMSCO Management will accommodate at our office and give full support to all corporation auditors.

Banking

- RMSCO Management Service Ltd., manages current bank accounts, taking advantage of a banking agreement between RMSCO Management Service Ltd. and The Royal Bank, resulting in reduced service charges on the accounts.

Payroll

Payroll for maintenance and on site management staff, where necessary.

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Administrative Services

RMSCO Management will always maintain a current file of owners and unit files as required by the Condominium Act.

Continuous communication and regular visits enforce the Corporation's Declaration, By-laws, Rules and Regulations, and the Condominium Act.

Quick response to completion of status certificates in accordance with the Condominium Act and the Regulations.

Preparation and distribution of notices and Annual General Meeting packages on behalf of the board of Directors as well as a reminder call to all owners prior to meeting.

Attendance at quarterly board meetings, Annual General Meetings and other meetings as required by the board.

Our office is able to conduct Board meetings and Annual General Meetings of up to 15 people, other locations are available for larger meetings. Our staff will organize lunches, refreshments or any other food required for a meeting.

All financial reports and files are available at our office for viewing at any time. Financial reports including: Profit & Loss, Balance Sheet and Budget Overviews and can be printed daily.

Other reports, which are available, include minutes from any prior meeting, inspection reports, work carried out, work in progress, quotations and insurance policies.

Vacancy

RMSCO Management Service Ltd. will monitor and plan accordingly as required for each property to assist in keeping vacancies to a minimum.

Policies and Procedures

RMSCO Management Service Ltd. will assist the Board of Directors in reviewing and updating any policies and procedures in order to ensure effective building operation and maintenance.

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Maintenance Management

Effective management of on-site staff to ensure that work is prioritized and conducted to our high standards. Daily and weekly site inspections along with monthly detailed inspections of all areas and equipment; results reported to the Board of Directors.

RMSCO Management Service Ltd. monitors interior common area and or community centres so that they are kept clean and safe for all tenant, residents, owners, guests and visitors.

Tendering work and negotiation of all maintenance contracts to ensure that the Corporation receives the highest quality service at the lowest price.

Our maintenance programs ensure that our properties run smoothly, look clean and attractive, and are maintained at the highest level of quality and service.

On Site Services

First and foremost, we only use contractors that we would allow into our own personal residence.

When a residential unit requires entry, the following steps are taken to accommodate the residents:

- Sufficient notice is given to the resident to attempt entry when they are on premises.
- Arrangements are made with a resident/ neighbour on premises to allow contractors entry in and out of unit and to ensure unit is locked.
- Have a drop off box at Management office for residents to leave keys in. Escort contract or into unit if required and to ensure unit is locked when contractor is finished.

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Clientele

- 21st Century Airships Inc.
- A. Farber
- Airbourne Trampoline
- Art of Life Nursery and Montessori School
- AL Plastics
- Aviva Insurance
- Best Pizza
- Blue Goose Pure Foods
- Cambria Design
- Color Town
- Cornerstone Baptist Church
- Cunningham Lindsey
- Deaf Blind Ontario Services
- Dixon Ticonderoga
- Dr. Simon Dental
- Edible Arrangements
- Edward Jones Investments
- Fresh Water
- Gamble Lock Door and Safe
- GrAde Expectations
- GPS Law
- Heart and Stroke Foundation
- High Speed Hockey
- Hill Hunter Law Firm
- India Time
- Investia Financial
- Kiewit-Ellis Don
- Living Water Faith Fellowship Church
- M & M Meat Shops
- Mclvor Hunter Financial
- Master Mechanic
- MBC Rotomold
- Mega Wraps
- Mr. Sub
- Mr. Electric
- Mr. Rooter
- Mr. Steam Carwash
- MS Society
- My Chiropractic Health
- Newmarket Garage Doors
- Oxford Homes
- Oxford Learning Centre
- Print Graphics
- Royal LePage.
- Rose Pro's
- Sinclair Technologies
- Simon Dental
- Skaters Performance
- Sled Pro Distributing
- Southlake Reality
- Subway
- Surfside Pools
- Tile Shoppe
- TDS Transmission Driveline Specialists
- The Detailing Shop
- Trintiy Construction
- Turf Care Products Canada
- Vent Mate Inc.
- We Care Corporation
- Weed Man
- York Dance Academy
- York Regional Police
- York Support Services Network

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References

Contractor References:

Solutions Plus	Graham Howell	905-715-7830
Diversified Electro	Bob Jones	905-887-6734
Miller Waste	Don Ma	416-676-5335

Board of Director References:

Industrial:

Ralph Glagau	Humberlea Church	416-743-5861
Stanley Greer		613-291-9405
Rick Rogers	Soakers Bath Boutique	905-478-8669
Marco Stancato		905-237-2905

Residential:

Joe Barone	905-713-6005
Joanna Melish	905-476-7395
Sean Harrison	416-886-7315

Professional References:

Southlake Realty	Rick Hamilton	905-895-8621
Mac Allman	General Accountant	416-495-7707
William Fysh	Lawyer	905-898-7331

Contact Information

RMSCO Management Services Ltd

President:	Syd Hopkinson	syd@rmscomanagement.ca
Account Manager:	Rhonda Hopkinson	rhonda@rmscomanagement.ca
Account Manager:	Lorraine Hopkinson	lorraine@rmscomanagement.ca
Administrative Assistant:	Jeanette Poppe	jeanette@rmscomanagement.ca

RMSCO Management Service Ltd.

Commercial/ Industrial/ Residential Properties

Retail	25,305 Sq. Ft.	14 Units	Newmarket
Commercial	41,393 Sq. Ft.	22 Units	Newmarket
Industrial	52,688 Sq. Ft.	1 Units	Newmarket
Industrial	38,668 Sq. Ft.	5 Units	Newmarket
Industrial	19,580 Sq. Ft.	3 Units	Newmarket
Industrial	21,876 Sq. Ft.	20 Unit	Newmarket
Industrial	18,670 Sq. Ft.	1 Unit	Newmarket
Commercial	12,383 Sq. Ft.	4 Units	Newmarket
Commercial	14,463 Sq. ft	2 Units	Newmarket
Industrial	20,425 Sq. Ft.	2 Units	Newmarket
Industrial	45,246 Sq. Ft.	1 Unit	Aurora
Commercial	3,100 Sq. Ft.	1 house 1 Bldg	Sharon
Industrial	28,915 Sq. Ft.	10 Units	Concord
Industrial 2 Sty.	78,000 Sq. Ft.	46 Units	Newmarket
Industrial	40,000 Sq. Ft.	19 Units	Newmarket
		10 Units	Newmarket
Industrial		15 Units	Toronto
Industrial Condo		32 Units	Newmarket
Industrial Condo		34 Units	Newmarket
Industrial 2 Bldg Condo		77 Units	Stouffville
Freehold Town Home Condo		48 Units	Aurora
Industrial Condo		21 Units	Newmarket
Industrial 2 Bldg	15,000 Sq. Ft. each building	12 Units	Newmarket
Industrial		23 Units	Stouffville
Commercial	1,124 sq. ft.		Newmarket
Ind Condo	30,000 Sq. Ft.	10 Units	Newmarket
Residential		16 Units	Keswick
Industrial	62,000 Sq. Ft.	8 Units	Newmarket
Industrial	57,554 Sq. Ft.	8 Units	Newmarket
Industrial	57,216 Sq. ft.	1 Unit	Newmarket
Industrial	28,081 Sq. Ft.	3 Units	Newmarket
Residential		20	Newmarket
Residential		22	Newmarket
Residential		1	Aurora