

## **PORTFOLIO**

RMSCO Management Services is a Property Management company located in Newmarket. Our company has over 25 years of experience. We currently manage over 35 locations, which include privately owned, residential, non-profit residential, commercial and industrial condominium corporations.

RMSCO Management Services understands that our clients expect a high quality working environment. With that in mind, we are dedicated to insuring satisfaction with a hands 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 management, 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 a dedicated management service to protect their investments.



RMSCO Management Services 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.



## **CONDOMINIUM SERVICES**

At RMSCO Management, we believe the need for property management professionals is crucial, as the technical, legal, and financial aspects of condominiums become 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.

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.

In addition, we operate in conjunction with the Condominium Authority of Ontario "[CAO](#)"

### **Services we provide:**

- ~ 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 to owners and directors alike. We encourage an open door policy for our clients who wish to gain access to company and 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.
- ~ Appropriate privacy guidelines within the Condominium Act.





## **FINANCIAL SERVICES**

RMSCO Management knows, in order to protect the investment of a property, it is critical that the board/building owner 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 Services 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 and/or board of directors. Reports available for viewing are:

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

### ***Monthly Services RMSCO Management Services provides:***

- Collection and deposit of all applicable rent and 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.



## **OTHER SERVICES**

### **Annual Budget**

- Preparation of a draft annual operating budget issued prior to the fiscal year end, in accordance with the CAO. 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 and CAO.

### **Audits**

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

### **Banking**

- RMSCO Management Services, manages current bank accounts, taking advantage of special arrangements between RMSCO Management Services and The CIBC, resulting in reduced service charges on operating accounts and reserve fund accounts.

### **Payroll**

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





## **ADMINISTRATIVE SERVICES**

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

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

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

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, in accordance with the guidelines of the Condominium Act and CAO.

Attendance at periodic 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 approximately 15 people, other locations are available for larger meetings. Our staff will organize lunches, refreshments or any other food required for a meeting as requested.

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 prior meetings, inspection reports, work carried out, work in progress, quotations and insurance policies.

### ***Vacancy***

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

### ***Policies and Procedures***

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



## **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 Services 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 a fair 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.
- We have a drop box located at our office for residents/owners to leave keys. Escort contractors into the unit if required and to ensure unit is locked upon contractor completion.





## **Clientele**

- A. Farber
- Action Equipment
- Airbourne Trampoline
- Ardent Assistance
- Art of Life Montessori School
- Big Wig Billards
- Bingo World
- Bramden Precision
- Canadian Cancer Society
- Canadian Union of Postal Workers
- Cambria Design
- Centre Square Solutions
- Community Housing
- Cornerstone Baptist Church
- Custom Audio
- Deaf Blind Ontario Services
- Desjardins
- Dixon Ticonderoga
- Doggieville
- Edible Arrangements
- Edward Jones Investments
- Fresh Water
- Gamble Lock Door and Safe
- High Speed Hockey
- Hill Hunter Law Firm
- Hometown Industrial
- Horton Spice Mills
- In Harmony Dance
- Jay Miller
- Job Skills
- Ledgers
- M & M Meat Shops
- Master Mechanic
- McIvor Hunter Financial
- MBC Rotomold
- Mega Wraps
- Mr. Sub
- Mr. Steam Carwash
- M & Y Chiropractic Health
- New Market Group
- Noble
- Pet's Friends Inc.
- PSV Quartz & Granite Inc.
- Sinclair Technologies
- Simon Dental
- S.I.G. Insurance
- Skaters Performance
- Sled Pro Distributing
- Stellar Lanes
- Stephen Haber
- Subway
- Sunrise Juices
- Surfside Pools
- The Edge Custom Powder Coatings
- The Detailing Shop
- Toronto Beds
- William H. Fysh Law
- York Dance Academy
- York Region Orthotic
- York Regional Police
- York North Realty
- Zubr Design





## **References**

### **Contractor References:**

Solutions Plus	Zoran Kutlarovski	905-715-7830
Diversified Electro	Bob Jones	905-887-6734
Homotech Environmental	Gavin	905-841-1060

### **Board of Director References:**

#### **Industrial:**

Chris Marcos		406-709-5295
Marco Stancato		905-237-2905
Angela Tucker	York Dance Academy	905-836-4939

#### **Residential:**

Elinor Crowe	Available upon request
Kate Collins	Available upon request
Mike Crombez	Available upon request

#### **Professional References:**

James Cummins	Re/Max	416-220-4639
Mac Alliman	Professional Accountant	416-495-7707
William Fysh	Lawyer	905-898-7331

### **RMSCO Management Contact Information:**

President:	Syd Hopkinson	<a href="mailto:syd@rmscocanada.ca">syd@rmscocanada.ca</a>
Property Manager:	Rhonda Hopkinson, TGL	<a href="mailto:rhonda@rmscocanada.ca">rhonda@rmscocanada.ca</a>
Property Manager:	Jeanette Poppe, TGL	<a href="mailto:jeanette@rmscocanada.ca">jeanette@rmscocanada.ca</a>
Co-ordinator	Gurdip Matharu	<a href="mailto:gurdip@rmscocanada.ca">gurdip@rmscocanada.ca</a>



# RMSCO MANAGEMENT SERVICES

2020 EDITION

## 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
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
Industrial Condo		32 Units	Newmarket
Industrial Condo		34 Units	Newmarket
Freehold Town Home		48 Units	Aurora
Industrial Condo		21 Units	Newmarket
Industrial 2 Bldg	15,000 Sq. Ft.ea. bldg.	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
Industrial	30,000 Sq. Ft.	17 Units	Newmarket

