



GECOSEI

GESTIONE CONDOMINI SERVIZI IMMOBILIARI
Studio Associato di Napolitano G. e Grassi C.

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ANNUAL ORDINARY ADMINISTRATION OF CONDOMINIUMS

1. The ordinary annual administration of condominiums includes the following services.

- 1.1. Convocation and participation in the ordinary annual meeting, with video projection during the meeting, transcription with PC and printing of the meeting minutes.
- 1.2. Production of the annual financial statement (final balance sheet) in analytical form, with: summary explanatory note on management, including indication of ongoing relationships and pending issues; accounting register; financial and cash position; details of debts and credits; comparison of expenses between estimate and final balance; details of expenses by account and table; detail of individual expenses per unit; breakdown of expenses by registry and unit.
- 1.3. Production of the annual financial budget, with the related allocation and installment of expenses.
- 1.4. **Elements of transparency with the publication in the MIOCONDOMINIO section** of our website www.gecosei.it of : administrator data, condominium data, own profile, own property data, deadlines and payments, personal communications, notices, faults and problems, documents (regulation of condominium, tables of thousandths, annual financial statement, expense receipts, bank account statements, tax obligations, annual budget budget, estimates, offers, contracts, minutes of meetings, etc.) accounting register, supplier data, common bulletin board, polls.
- 1.5. **Available 24 hours a day for emergencies only .**
- 1.6. Sending text messages and/or emails to condominium owners, notifying them of the expiry of the condominium installment.
- 1.7. Control of the regular payment of condominium instalments.
- 1.8. Sending text messages and/or emails to condominium owners, requesting payment of the overdue condominium instalment.
- 1.9. Execution of assembly resolutions.
- 1.10. Search for suppliers and/or request quotes.
- 1.11. Stipulation and/or updating of contracts and policies.
- 1.12. Control and monitoring of condominium suppliers.
- 1.13. Relationship with the public administration relating to ordinary management.
- 1.14. Discipline of the use of common areas and provision of services.
- 1.15. Periodic verification inspections of the common areas.
- 1.16. Control inspections during routine maintenance work.
- 1.17. Representation of the condominium.
- 1.18. Connected internet banking service if Banco BPM.
- 1.19. Payment of supplies with RID, bank transfers.
- 1.20. Telematic F24 execution.
- 1.21. Office, telephone and general expenses.

2. **We would like to point out that:** we are covered by the policy (Civil liability of the professional "MANAGER OF CONDOMINIUM BUILDINGS" maximum per accident = €1,000,000.00; maximum for people = €1,000,000.00; maximum for things = €1,000,000, 00).

3. **We are able to offer:**

- 3.1. of experience in the sector;
- 3.2. real-time control of all operations of individual condominiums and/or condominiums, via appropriately programmed computers and applications for mobile devices;
- 3.3. condominium emergency service with intervention within a few hours of: plumber, electrician, bricklayer, tinsmith, sewer drain cleaner, etc.; "rigorously selected personnel, in compliance with tax and social security obligations, who guarantee the work carried out".