



1. Annual General Administration includes the following services:

- 1.1. Air-conditioned meeting room, at our office, with video-projection system for meetings and / or meetings;
- 1.2. convening of the condominium council to service issues and agree on the order of the ordinary or extraordinary shareholders' day, with administrator participation, and drafting of the minutes;
- 1.3. production of the annual operating budget, with its allotment and rateizzo expenditure;
- 1.4. production of ordinary accounting financial year;
- 1.5. Annual ordinary meeting for the year, with the cost of the meeting room including whether at our headquarters, participation of the director, a transcript at the same time to its projection;
- 1.6. n call. 1 extraordinary meeting "if necessary", with the cost of the meeting room including whether at our headquarters, participation of the director, a transcript at the same time to its projection;
- 1.7. publication pdf file to **Miocondominio** section of our web site www.gecosei.it "balance sheet, expense vouchers, bank account statements, correspondence, budget, several annexes in general (quotes, bids, contracts, etc.), Minutes of Meeting on the first and / or second Convocation etc.";
- 1.8. availability 24h / 7d .;
- 1.9. send sms and / or email to condominiums, warning installment deadline condominium;
- 1.10. Control of the regular payment of Monthly installments;
- 1.11. send sms and / or email to condominiums, reminder payment installment condominium expired;
- 1.12. execution of the shareholders' resolutions;
- 1.13. response to information and questions either phone, or in person at our office;
- 1.14. research providers and / or request estimates;
- 1.15. stipulation and / or renovation of contracts and policies;
- 1.16. control and monitoring of service providers;
- 1.17. relationship with the public administration related to ordinary operations;
- 1.18. any rules of the common parts and the provision of services;
- 1.19. verification visits on a regular basis of the common parts;
- 1.20. control inspections during routine maintenance;
- 1.21. representation of the condominium;
- 1.22. home banking service to our c / c;
- 1.23. payment of supplies with RID, bank transfers, withdrawal effects and / or post bulletins;
- 1.24. running F24 telematics;
- 1.25. compiling and sending telematic model 770;
- 1.26. compilation AC model;
- 1.27. cost of stationery, office, telephone and general;



The all of the above the maximum required is € 70,00 (Seventy / 00), for each housing unit (apartment + cellar + garage), with a fixed minimum of € 500.00 (five hundred / 00), net of revenge INPS and tax when due, subject to agreements for particular properties and / or articulated.

The aforesaid amount is always payable in full and in advance for every calendar year or fraction of a calendar year, even in the case of partial performance of services due to non-reappointment or revocation of the assembly condominium or the resignation for good cause.

All this with the money back formula **if you do feel dissatisfied with our work** we pay everything by you paid for the annual administration of reference, net of fees, taxes and deductions.

2. Notice of annual general meeting for the year and n. 1 extraordinary general meeting if necessary, with attached paper file if by R.A.R. or R. hand, with PDF file attachments if by PEC, for convening the meeting, balance sheet, budget and / or various attachments generally:

- 2.1. by registered letter with return receipt = Only charged postage of Condomino convened;
- 2.2. Recommended by hand = Free;
- 2.3. with Certified Mail = Free.

3. Paper dossier referred to in n. 2: = € 5.00 (five / 00) for single file binding, plus € 0.15 (zero / 15) for each photocopy or print A4, all charged to the condomino convened and / or applicant.

4. Pdf file, referred to n. 2: = € 0.05 (zero / 05) for each scanned page, all paid by the condomino convened and / or applicant.

5. Photocopy or A4 print in black and white: = € 0.15 (zero / 15) for each photocopy or print A4, all charged to the occupant convened.

6. Other non-listed activities: will be agreed in advance or during the financial statement.

7. Please note that:

- 7.1. availability Administrator will be immediate in cases of utmost urgency, in other cases upon request by telephone at least 24 hours;
- 7.2. We are covered by insurance (Civil Professional Responsibility "ADMINISTRATOR OF STABLE CONDOMINIUM" maximum per incident = € 1.000.000,00; ceiling for people = € 1.000.000,00; ceiling for things = € 1.000.000,00.

8. We can offer:

- 8.1. experience in the field;
- 8.2. real-time control of all operations of the individual condominiums and / or condo, by suitably programmed computers and applications for mobile devices;
- 8.3. service first condominium intervention with surgery in a few hours: plumber, electrician, bricklayer, tinsmith, sewer drain etc., "strictly selected personnel, complied with its tax and social security regulations, which guarantee works performed".

GECOSEI di Giuseppina Napolitano

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