



## Meeting Your Condominium Management Needs

### INTRODUCING STANDEN'S CONDOMINIUM MANAGEMENT. COST-EFFECTIVE SERVICES DESIGNED SPECIFICALLY FOR OPERATORS IN THE BOW VALLEY.

Managing a condominium is not easy. Our professionals clearly understand that a condominium in the Bow Valley is typically an individual's vacation or retirement home, a significant real estate investment, and an integral part of our community. Therefore, the Standen's Team works diligently to create a sense of community with the condominium association, while at the same time, maintaining the property so as to appreciate its value in the long term. Our Team brings a strong balance of financial management and service strength to the assignment, and as members of this community, have a longstanding respect for this area which we call home.

### CONDOMINIUM MANAGEMENT SIMPLIFIED.

Standen's Condominium Services deliver straightforward, down-to-earth solutions for condominium associations. From opening to complete on-site management programs, our team is equipped to deliver the "what counts" factors necessary to manage your property.

### OUR HERITAGE IN HOSPITALITY MAKES US THE PERFECT PARTNER FOR YOUR CONDOMINIUM'S MANAGEMENT.

It's all about service. Service is the cornerstone of the hotel industry, and as well, the successful management of a condominium. Today's condominium unit holders expect a high level of service akin to what they would expect in a luxury hotel. They're not willing to accept compromise and frankly, they shouldn't have to! With typical units priced in the hundreds of thousands of dollars, there is a degree of expectation with regard to the level of service provided. As a Condominium Board, you are well aware of this! Standen's Condominium Services is up to the task and will relieve you of the anxiety in meeting your unit holder's ever-challenging demands.

### CALL US TODAY FOR A CONFIDENTIAL NO COST CONSULTING SESSION.

It is just as important for you to know us first, as it is for us to learn about your property. That is why we offer our first session at no cost. It provides your Board with an opportunity to ask questions, and for us to complete our detailed needs assessment. We are confident you will find it to be a worthwhile experience. Call Alain Latulippe at 403.609.0911 or e-mail [alain@standenshospitality.com](mailto:alain@standenshospitality.com)

### ALL ABOUT STANDEN'S.

Standen's Limited is a leader in Western Canadian manufacturing, development projects and financial services. Founded in the 1920's, the company has steadily grown and expanded its capabilities beyond its core manufacturing roots. Standen's Condominium Services reflects the logical expansion of these services into condominium management.

### OUR COMPREHENSIVE SERVICE PROGRAM COVERS ALL OF THESE CRITICAL CONDOMINIUM MANAGEMENT NEEDS

#### Administration:

- Records maintenance, contracts, statements, audits, Board minutes, ownership records and emergency access.
- Board meeting management duties and minutes.
- Advise on maintenance of insurance, renewals and claims.
- Day-to-day contact during normal business hours via telephone, and emergency after hours contact.
- Assistance in the services necessary to sell units.
- At Board's request, prepare/serve rule infraction notices.
- Provide owners access to insurance and financial records.

#### Maintenance:

- Contract for garbage removal, HVAC, elevator, pool/hot tub, pest control, security, utilities, landscaping, snow removal.
- Manage routine maintenance, repairs, upgrades and solicit bids for such services.
- Monitor employee, contractor and trade performance to ensure that contract specifications are delivered.
- Conduct necessary physical inspections of property.

#### Financial:

- Collect all assessments and fees.
- Manage accounts and delinquent payments.
- Pay expenses, including payroll and source deductions.
- Maintain accurate financial records, including necessary bookkeeping and preparation of materials necessary for annual corporate tax returns.
- Forecast future cash flow including operating and capital replacement in accordance with anticipated requirements.

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