

Dear / a / owner to:

I am contacting you to present my services as administrator of the homeowners AP4. My obsession for providing quality service, coupled with the proximity to the Community as permanently reside in the apartment of my own throughout the year, makes me think that probably the best person for this job. The group of companies to which I belong has 10 years experience in property management in Seville (Spain).

Through my wife who also collaborate with me, Sindic management, we have solved the access of Arab communications with the owners of this language, also both speak French and Spanish, and we have a foreign partner that made us all translations all the information into English, giving us a breadth and ease of communication with all owners.

To reside permanently in the AP4, the control can be made on the work to be done, the status of services and facilities, and possible breakdowns and emergencies, will be complete and instantaneous. The convenience for homeowners who do not have to travel to Saidia to make payments of contributions or to make inquiries or complaints about the union, will be of great value and esteem for them.

If the owners consider that I might become the Syndic, management would be taken directly and personally for me, not delegate to third parties mandatory functions should be performed syndic.

The information of all kinds and especially about the economic union will be immediate, clear enough so they can not be any doubt of both income and expenditure, management of the community.

Training, I am Computer Engineer and Systems Analyst, so everything related to communications with information for homeowners, reports the website of the union, accountability etc ... shall be made with maximum precision and frequency and date set by the owners.

To live permanently at the station, I am very well acquainted with persons of the administration, as with those in positions of responsibility in the season, and with the business of hospitality and services, which provide the necessary external efforts the AP4 with representatives of Fadesa and others.

I know perfectly all the problems of the station as well as the specifics of our AP4 prior to the submission of this offer, I have studied each of the service and facilities of our plot to propose the best solution in each case for maintaining or improving .

As the owner I am of the AP4 and as interested in our home is an oasis of prosperity for all and of course for myself, I put all my efforts available to the owners of the AP4 to achieve that goal.

DETAIL OF SERVICES OFFERED:

Include all services associated with the functioning of communities of owners, among them:

- Visit daily to facilities and services for review of the Community and its needs, and to respond personally to any owner.
- Personal assistance for repairs to the community for monitoring and review status of work going on.
- 24 hour availability.
- Management and processing of claims, that may occur in the Community, with the insurance company of the Community, to monitor continuously, until complete solution.

- Search vendors for the maintenance and upkeep that may need the Community, the services provided will be billed directly to the Community also request and process all types of budgets for works to be carried into the building.
- Control and payment of all financial obligations of the community and regular periodic basis, and other exceptional Community in order to maintain proper operation of each and every one of the services of the building.
- Issue, collection management and collection management of unpaid bills semiannual budget for the ordinary and extraordinary.
- Periodic review with the President of the Community of an accounting statement detailing the expenses, income and outstanding contributions made during the month.
- Payment of expenses and revenue annually, detailing all expenditure items grouped and distributed according to the corresponding coefficients / distribution properties, and detailing revenue by issuing different concepts (ordinary-extraordinary), with reference to the debit balances individual and a copy to all owners.
- Preparation of annual budget, efficiently and maintaining a long-term funding to acquire over the years a surplus sufficient to address the weaknesses that occur over time in the Community.
- Preparation of invitations to General Meetings, Ordinary and Extraordinary in French, Spanish and English.
- Drafting and sent to all owners of the minutes of the Community Boards and transcribing the Book of Acts in French, Spanish and English.
- For employees of the community, implementation of contract, its payroll and Social Security.
- Save and custody of the Community documentation attesting to the agreements, allowing its application with professional standards in a flexible and effective.
- Issuing certificates of indebtedness or payment stream for a proper legal claim or real estate transaction.
- Web module to which any owner can access by password, for consultations or negotiations following in French, Spanish and English:
 - Understand the division of the community, being reflected coefficients of participation of each farm and fees to pay.
 - Access to copies of minutes of previous owners joints.
 - See in detail the current budget, detailing the contribution of each group.
 - Consult the movements of the accounts and balance them.
 - See unpaid bills.
 - Check the balance sheet of the community.
 - See detailed accounting year (revenue-expenditure balance ... etc.)
 - Check the bulletin board, which is published documents and lists of general interest to the owners (bank statements, notices, .. etc.).
 - The owners can report faults appear in the building, to be followed up.

Waiting for interest resulting from the proposed service for you and the other owners of the Community, Yours faithfully.

Juan Carlos Cantero
cantero@corvus.es
 +212678920371