



# Condominio Plus

Administración Profesional  
de Condominios

[condominioplus.com.mx](http://condominioplus.com.mx)

**Presentation of Services 2023**



# We are



01

A team of professionals in the area of real estate administration.

02

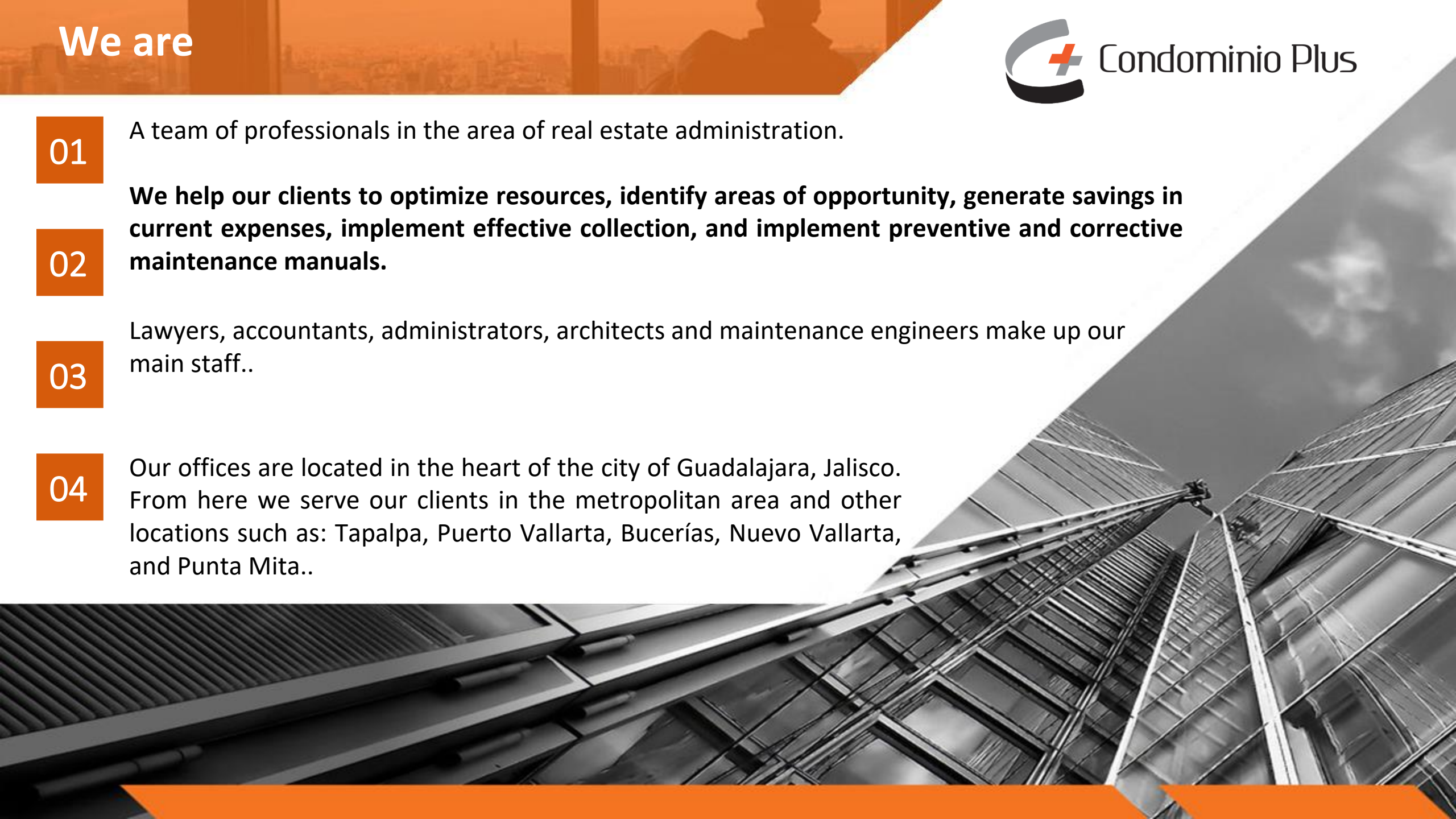
**We help our clients to optimize resources, identify areas of opportunity, generate savings in current expenses, implement effective collection, and implement preventive and corrective maintenance manuals.**

03

Lawyers, accountants, administrators, architects and maintenance engineers make up our main staff..

04

Our offices are located in the heart of the city of Guadalajara, Jalisco. From here we serve our clients in the metropolitan area and other locations such as: Tapalpa, Puerto Vallarta, Bucerías, Nuevo Vallarta, and Punta Mita..



# Our services



Comprehensive administration of the condominium association..



Professional services



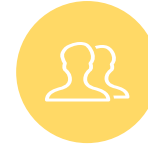
Maintenance.



Security.



Operation and care of common areas.



Human Resources.



Supplier portfolio.



Online information system 24/7 and Application for mobile devices.



Online survey system.



Government procedures.



insurance.



**Our specialty is managing condominiums. We know how to do it from A to Z so you don't have to worry.**

We know that a fundamental part for the success of a condominium is the harmonious relationship between the neighbors.

- We assign a responsible administrator with constant presence in the condominium el condominio.
- We carry out ordinary and extra ordinary assemblies, as well as the protocolization of the minutes of the same.
- We carry out effective collection.
- We effectively apply the regulation.
- We prepare specific communications and notices.

# Location of offices and clients



## **Corporate Offices**

They are located in the city of Guadalajara and we also have a plant office in each condominium that we manage.

## **We serve our clients in:**

Guadalajara, Jalisco.

Tapalpa, Jalisco.

Bahía de Banderas área.

Puerto Vallarta.

Nuevo Vallarta.

Bucerías.

Punta de Mita.

San Juan de Alima, Michoacán.



**Clients**

### GUADALAJARA

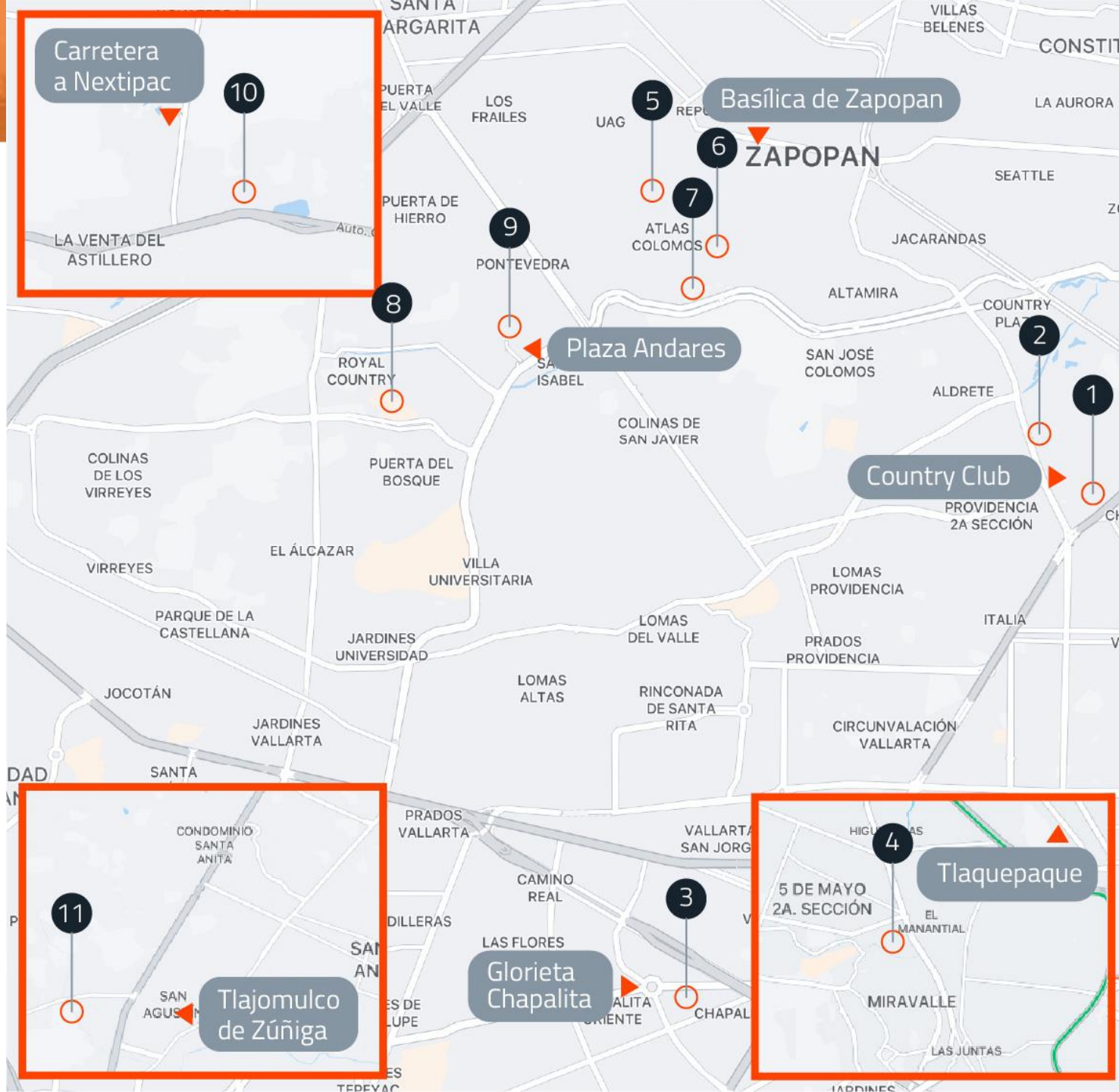
1. Torre Tirreno 61, Country Club
2. Torre NIBA, Country Club.
3. Vive Torre del Bosque.
4. AB Park

### ZAPOPAN

5. Los Jales.
6. Villa Magna.
7. Atlas Colomos.
8. El Coto I.
9. Legacy Tower.
10. Industrial Grunpark La Venta 1

### TLAJOMULCO

11. Industrial Park Circuito Sur.







### **PUNTA MITA**

1. Pontoquito.
2. Bolongo.
3. Maena
4. Los Veneros.
5. Naya
6. Arena Blanca.

### **BUCERÍAS**

7. Hipocampo
8. Vento

### **NUEVO VALLARTA**

9. Marítima
10. Península Nuevo Vallarta

### **PUERTO VALLARTA**

11. Playa Camarones



**TAPALPA**

1. Praderas del Nogal
2. Las Estrellas

**MICHOACAN**

3. San Juan de Alima





We take charge of the integral administration of the condominium. We implement administrative and accounting procedures that allow us to have a healthy and controlled day-to-day operation.

- **Management:** We establish operation manuals and control systems to keep the areas coordinated. We prepare operating and accounting reports, organize ordinary and extraordinary assemblies, prepare project budgets for the condominium. We provide care 100% bilingüe.
- **Accounting and Finance:** We implemented an accounting and administrative system to keep the accounting and finances of the condominium up to date. Making sure we comply with all tax obligations, seeking the greatest possible savings. We keep the accounting of the association according to legal requirements and sound accounting practices.



- **Audit and Consulting:** We support our clients with the evaluation, audit and condominium consulting to detect areas of opportunity in the processes administrative, legal, collection and maintenance present







Much of the condo problems stem from weak legal backing. There is current legislation that regulates the life of the condominiums, however, this is little taken care of by the administrator, since it concentrates on operational tasks and leaves legal compliance in the life of the condominium forgotten. We specialize in updating your condominium to avoid future problems .

- We provide Legal Support in everything related to the Condominium, assemblies, council agreements, application of the regulations, clarification of disputes between condominium owners, extrajudicial collection, dealing with notaries and public registry. Dealing with external offices to follow up on judicial collection matters, labor matters and others.
- We maintain the ideal legal vehicle under which the condominium administration will be developed. Management of assemblies, appointment of proxies, surveillance committees, compliance with environmental regulations, civil protection, social security, etc.





- We coordinate the maintenance areas of your condominium, either keeping the equipment you currently have or providing new staff.
- We assign a full-time maintenance supervisor to the condominium.
- We prepare photographic inventories of fixed assets.
- We create or update the operating manuals and preventive maintenance programs (including calendars and logs).
- We review and/or design maintenance policies.



- We have reliable and professional Security staff providers. 24/7 staff, armed, K-9 or patrols.
- We implement access and exit controls through computer systems and logs.
- We prepare contingency plans in compliance with the regulations dictated by civil protection.





# Operation and Care of Common Areas



- We prepare regulations for use of common areas and actively monitor compliance with them.
- We manage the common areas for your rent or reservation .
- We have a 24/7 online system for use reservations.







- We manage the existing workforce.
- We elaborate the internal work regulations.
- We calculate salaries for jobs.
- We make the payment of the payroll and employer obligations.
- We carry out the recruitment and selection process of the condominium staff.
- We implement staff training and performance evaluation activities. .
- We process the termination of employees (including the signature before conciliation and arbitration).
- We act as mediators and follow up on labor demands. .



We have a reliable portfolio of suppliers.

- We carry out analysis and design of service policies.
- We have alliances with companies specialized in residential and industrial maintenance.
- We submit 3 or more quotes for each project.
- We follow up on warranty claims.
- We evaluate the subcontracting of services such as gardening, pool maintenance, security, etc.





- We have an online information system for condominium owners that provides 24/7 access to their account statements, history of energy consumption readings and payments, special notices, condominium banking information, etc.



# Information system 24/7



Idioma: Español (México) Bienvenido

**Saldo a la fecha**  
Pesos

Cuotas	0.00
Consumo de Gas	0.00
Consumo de Energía Eléctrica	0.00
Consumo de Agua	0.00
Gastos Particulares (Crédito)	0.00
<b>Total</b>	<b>0.00</b>

Formas de Pago

**Mis Avisos** (Todos)

- Comunicado minuta Asamblea  
Publicado por: nubia 13-May
- Comunicado INTERNET  
Publicado por: nubia 29-Abr
- Servicios y Actividades especiales para Semana Santa y Pascua  
Publicado por: nubia 10-Abr
- Convocatoria Asamblea  
Publicado por: nubia 25-Mar
- Servicios y Actividades especiales para Navidad y Fin de Año  
Publicado por: nubia 17-Dic

Mas Avisos...

Idioma: Español (México) Mis Avisos

Clase de Aviso: Todos\*  
10 Regiones por página

- Veneros Comunicado minuta Asamblea AGAVE 2019  
Por: nubia 13-May-2019 (hace 1 mes)
- Veneros Comunicado INTERNET  
Por: nubia 29-Abr-2019 (hace 1 mes)
- Servicios y Actividades especiales para Semana Santa y Pascua 2019  
Por: nubia 10-Abr-2019 (hace 2 meses)
- Convocatoria Asamblea Agave 2019  
Por: nubia 25-Mar-2019 (hace 2 meses)
- Servicios y Actividades especiales para Navidad y Fin de Año 2018  
Por: nubia 17-Dic-2018 (hace 6 meses)
- Comunicados Fin de Año 2018  
Por: nubia 14-Dic-2018 (hace 6 meses)
- VENEROS, Proyecto Gym-Restaurante Asamblea 14 de Junio 2018.  
Por: administrador2 30-May-2018 (hace 1 año)
- Convocatoria a la Asamblea General Ordinaria  
Por: administrador2 14-Feb-2018 (hace 1 año)
- Cuota de Mantenimiento Primer Trimestre 2018  
Por: administrador2 20-Dic-2017 (hace 1 año)

Idioma: Español (México) Lecturas de Consumo de Gas

Se muestran la información histórica de las lecturas de consumo de gas de su departamento: [Imprimir](#)

Gráfico de Consumo | Historial de Lecturas

ON  Incluir en Reporte

Servicios

- Reservaciones
- Mesa de Ayuda
- Mis Visitantes Frecuentes

caasoria.com.mx

FINANZAS | SERVICIOS | MIS DATOS | MIS CONDOMINIOS | CAASORIA

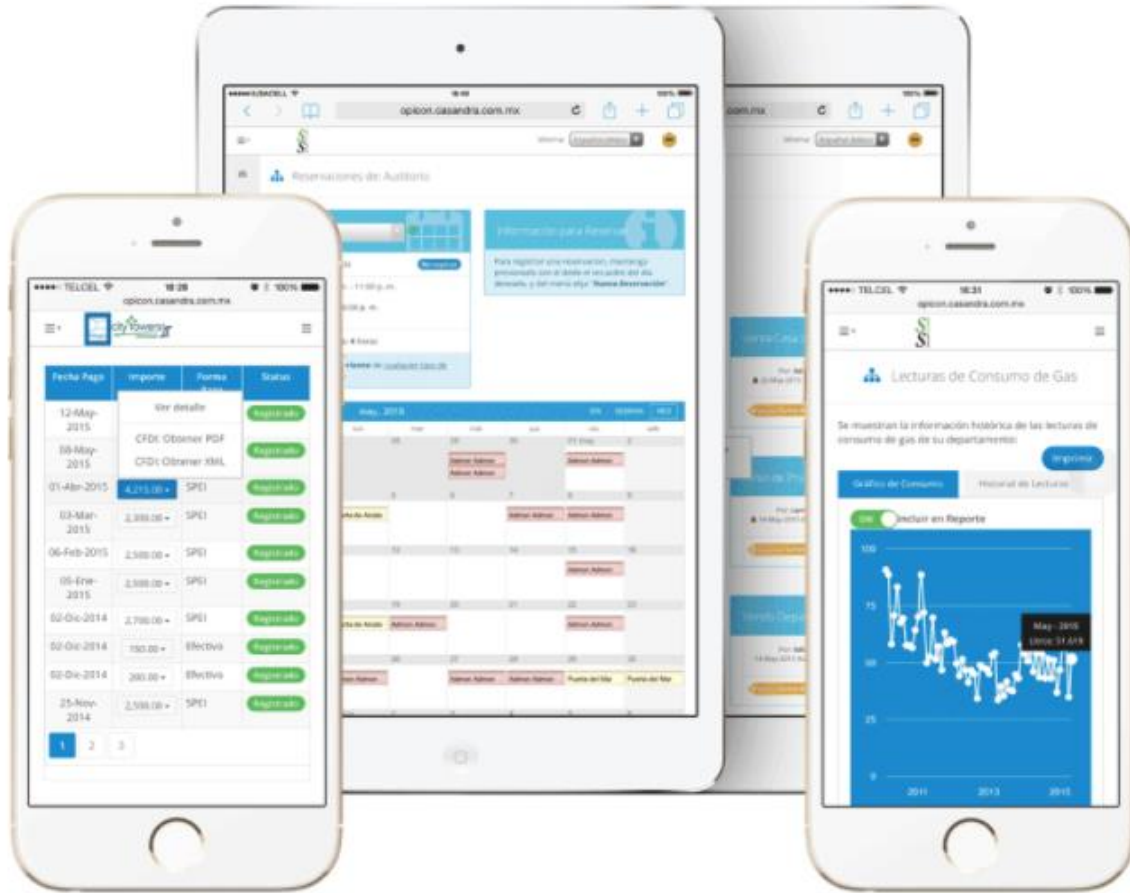
Registro de Ingresos

Forma de pago: Cheque Mensual

Nº	Fecha	Concepto	Importe	Debito / Credito	Importe Pagado	Saldo	Fecha	Estado	Nota
01	01-01-2019	Multa por haber pasado recibos	250.00						
02	01-01-2019	Mantenimiento	1,500.00	100.00		1400.00		NOVA	
03	01-01-2019	Multa por no pagar recibo del	200.00		100.00			NOVA	
04	01-01-2019	Mantenimiento	1,500.00	4,000.00		2500.00		NOVA	
05	01-01-2019	Mantenimiento	1,500.00	-12,301.00	12,331.00			NOVA	



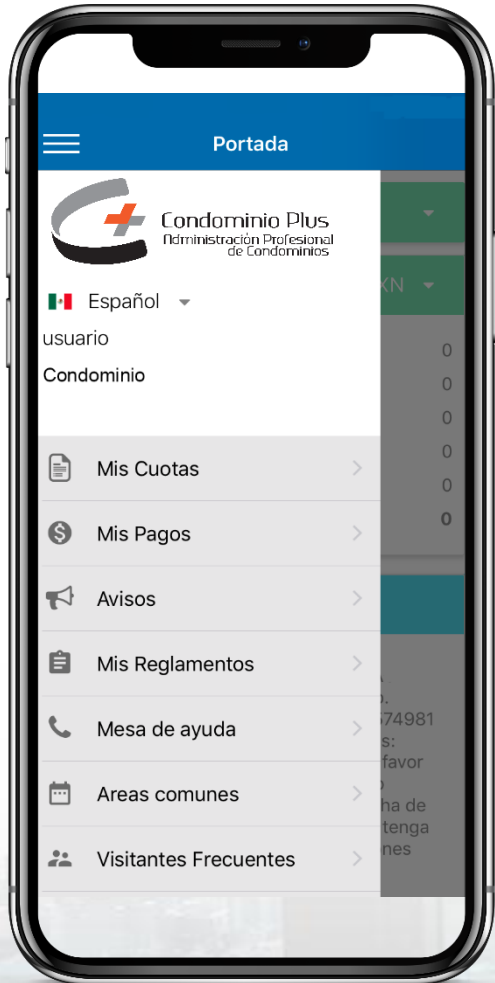
# Application for Mobile Devices



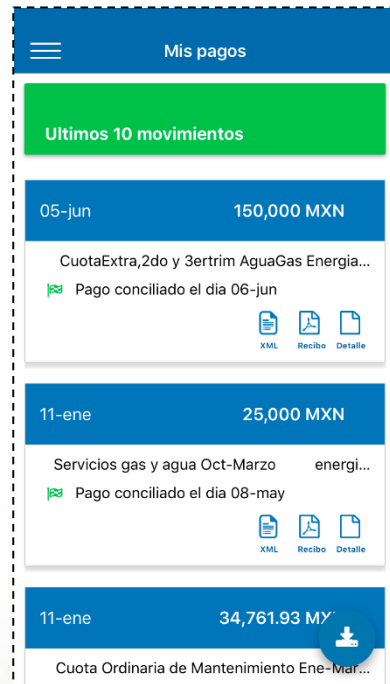
- Our app is available for the mobile devices of the owners from which they can check balances, notices, generate maintenance reports, give access to guests and suppliers, reserve common areas, etc..
- In addition, the application will send notifications to the cell phone when their payments are registered, a notice of interest is generated or the administrator follows up on the generated reports. Including the option to receive notifications by e-mail.



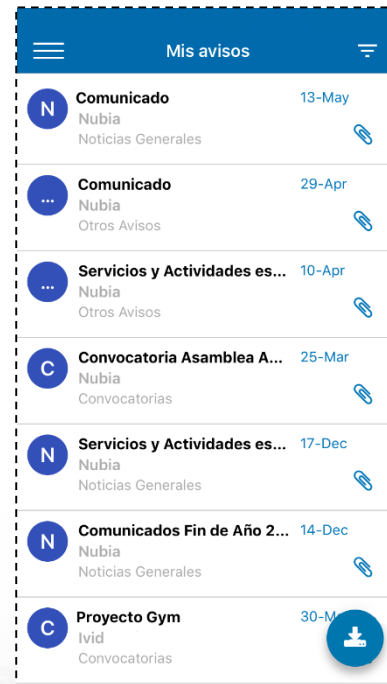
# Application for Mobile Devices



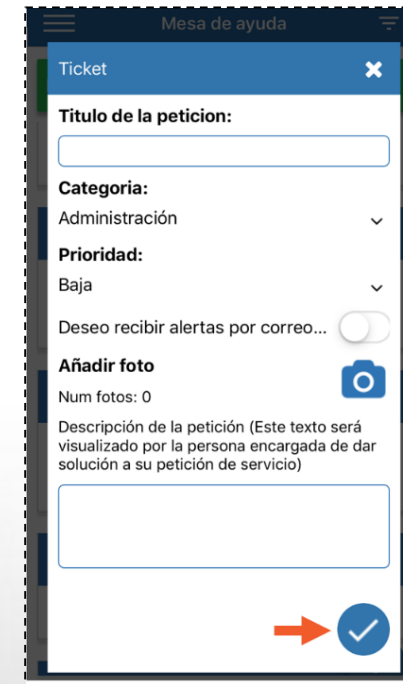
## Fee Payments



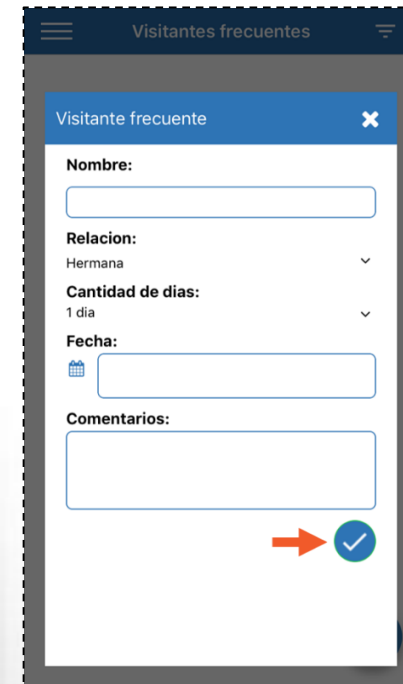
## Notices



## Reports for administration

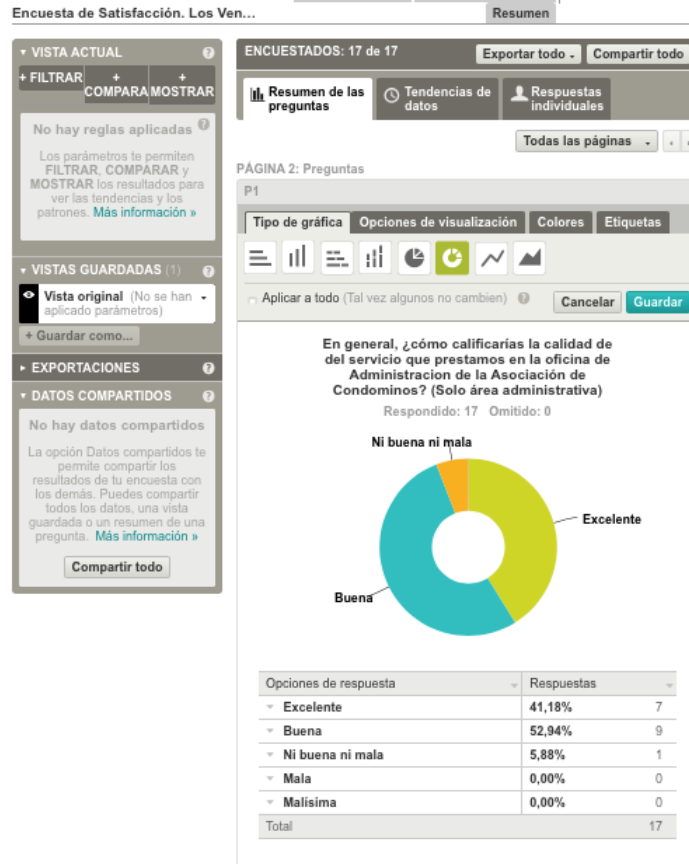


## Register of frequent visits



Screenshots.

# Periodic Survey System



Our survey system is a valuable tool that allows us to know the perception of the condominium owners on various issues, listen to their comments and so make better decisions.



We provide insurance advice.

- We present various quotes and special coverage for the condominium.
- We have integration options for individual policies at preferential prices for contracting a general policy.



# Thanks !

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