

List of Management Works needed to be carried out in a Development:

- **To have an updated Marketing Research.**
- To make a **Feasibility Study** of the project.
- To **introduce the Architect**, whose working style is appropriate to that Asset, to the Developer.
- To **arrange the Architect fees and timing** to do the project. To sign with him the contract.
- To **engage the Topographical Study** of the plot.
- To **engage the Geotechnical Study** of the soil.
- To **work out with the architect to design the project** according with the plot possibilities, the MARKET needs and the Developer taste.
- To **select the Quantity Surveyor** for the construction.
- To ask for the **Construction Licence**.
- To organise the payment of needed guaranties or deposits.
- To select the **Security Coordinator**.
- To control the presentation and to monitor the perceptive by law **Study of Safety and Health** for the construction. Periodical reports
- To arrange or check **needed Insurances by law**:
 - . For the developer: Decennial, Triennial, CR.
 - . For the Architect: CR
 - . For the Technical Surveyor: CR
 - . For the construction Company: All Risks to the Construction; CR
- To **engage the “OCT”**. Outer Technical Control of the construction.
- To prepare (together with the Client if needed) the **Memory of Qualities** for the Asset.
- To present **the Construction Company Budget with Working Time Schedule**.
- To **Manage the Project Construction**, according with the architect project, fulfilling the timings and budget.

- To arrange **weekly control meetings** with construct check the weekly **reports**.
- To **control compulsory by law documents for the Construction Company and Suppliers** for each one of the projects. Among which there are:
 - Safety and Health Plan
 - Working Centre Opening
 - Technical Suitability of the used materials
 - Concrete's and Steel's tests from the basement and structure.
 - Certificate of being up to date on salary payments.
 - Social Security Certificates, TC1, TC2.
 - Subcontractors Control Book.
 - Updated insurance of CR according with the budget of each development
 - Quality and Environmental Care Program.
 - Order's Book.
 - Visit's Book.
 - Incidence's Book.
 - Register of Accredited Contractors and Subcontractors Companies.
- To emit **monthly reports** on the progress of the work with construction certificates.
- **Economical control.** Analytical accountancy. Control of budget deviation.
- To organize everything related to the **Project Marketing** (website, brochures, flags, cards, stationary, billboard, and so on).
- To **arrange the sales** with an own sales team or to engage an outer team, depending on the project. Organizing documentation needed by law (DIA, and others), clients list, surveys, and so on.
- To easy the **collaboration with local and foreign Real Estate Agencies**.
- To coordinate and offer the **guaranties for the sums paid in account** by the buyers.
- To control changes in the project execution in case a buyer request them. New budget and timing.
- To prepare all the **documents for the Fiscal Advisor**.
- To ensure the submission of necessary **documentation to the Tax Agency**.
- To supervise and organize **monthly payments**.
- To arrange the **New Construction Deed**.
- To arrange the **Horizontal Division Deed** if it is the case.

- To arrange the **Final Construction Deed**.
- To ask **the refund of paid guaranties or deposits**.
- To ask for **Living licence**
- To **contract supply services** (water, electricity).
- To prepare a **“snagging” of unfinished items** and a schedule for their completion.
- To coordinate the **correction and completion of the snagging** works.
- To **coordinate the delivery and receipt of all warranties**, ten years insurance policy, keys, and operating and maintenance manuals, book of the building, to the purchasers or Owner, as applicable.
- To coordinate **the correction and completion of any warranty work that may arise within the first year of occupancy** in accordance with the 1-Year Workmanship Coverage.
- To cooperate in the preparation and recordation of all necessary community association documents in accordance with Laws, including but not limited to the Formation of the Community Association, Bylaws and Internal Rules, estimated operating budgets, and all other related documents (collectively, **“Community Documents”**), and the formation of all necessary and desired homeowners’, property owners’, operational, community or other associations (collectively, the **“Associations”**).
- To attend and represent the **Promotor** at meetings of the Community Association (Community, macrocommunity, etc.)