

Property Management Plans Made Easy – Updating Reports

by Eugene W. Korneluk, BA, CPM®

Your company has just acquired a new management contract. A major task should be to review all Property Management Plans (PMPs) to familiarize the management team with the state of the portfolio's strategic direction. Ascertain if the PMPs have been kept up to date? If there are no PMPs, now is the time to demonstrate why your new portfolio owners hired the very best in property management expertise. If revision of PMPs is outside your management agreement, consider the work an opportunity to showcase the management skills of your Certified Property Managers CPM® who are specially trained to create these reports.



If PMPs exist, are they up to date? Chances are the plans are outdated requiring a project to bring them all current. Those updates may be worth an extra revenue source beyond your current management agreements. Ask the owner for their template for updating these reports. Providing your owners with an annual update on all PMPs is a value added service keeping everyone on track with the strategic plan for the managed facilities. PMPs should be revised yearly with the latest capital/repair projects and any building study reports completed during the past fiscal year. Include a summary of Operational expenses per fiscal year. If the Building Condition Reports (BCRs) are five years or older, it is time for a complete rewrite of the PMPs – refer to my previous articles on “The Gathering Stage ” and “Writing It”.

Start with your most problematic facilities unless your owner has provided a list of the PMPs that need to be updated first. Establish a checklist of what needs to be updated for each report. An existing PMP contains tombstone data that will not change unless there have been substantial upgrades to the facility since the last PMP. Ask for the expectations on updating PMPs to assist in the established investment plans for the portfolio. The existing PMPs may just need updating to current status requiring less time than starting from scratch. Agree on an acceptable format to present updates to the original PMP report. Perhaps a simple template aligning to the original PMP will be acceptable for all parties. Examine existing PMPs to determine how out-of-date the reports have become.

Continue gathering reports necessary for a PMP update. Previous financial reports on completed capital and repair work should contain information on completed projects since the last PMP. Are there any construction projects awaiting implementation? If the appraisal is outdated, perhaps the owner can request an update on their last report from the past appraiser. Are the Environmental Reports current? If not, a reassessment of the current status will be required for the portfolio. Examine the energy use over the past five 5 years for trends. Assess if the facility is compliant with all applicable codes such as elevator or accessibility to name a few. Review of previous annual budget submissions will help with your PMP Update Reports.

Is there a Functionality Assessment Report for your facilities? If not, a report could be commissioned to measure a facility's ability to adapt to occupant and accommodation needs. This valuable information could recommend the timing of recapitalization investments to keep your occupants satisfied with their building space utilization.

Visit your buildings to determine the changes since the last PMP report was published. Interview the on-site Facility Manager and the maintenance staff. Have any other reports been missed for your annual PMP updates? Keeping your owner / investors current with their real estate investments should ensure a long and stable relationship for years to come.

If you manage any of the following specialty buildings, I want to hear from you as a contributing writer to this article series. Your expertise managing unique buildings such as Airports, Medical Buildings, Shopping Centres, Laboratories, Theatres, convention Centres, Hotels & Motels, Resorts, Schools, Academic Buildings, Libraries, Factories, Heavy Industrial, or unusual Residential facilities would be appreciated. I am also searching for software to teach and write PMPs. Contact me at ekorneluk2@rogers.com and add your colour commentary about your unique facility.



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