

ENHANCING  
THE POWER OF  
ASSOCIATION





## Your link to a high quality community and stress free lifestyle

As a property developer or owner, enhancing the value of your investment and constantly endeavoring to value engineer it for optimum returns are undoubtedly, important to you.

With Sports City Owners Association Management Services (SOAMS) you can achieve exactly that and more.

SOAMS is a well-established, Dubai based, RERA approved and certified Owners Association Management Services Company that's been working with developers and owners of both vertical and horizontal communities to streamline and professionally manage their property investment.

At SOAMS we listen. This allows us to understand your needs clearly and only then deliver solutions that work for you.

We go beyond offering you advice and consultancy; we are there for you as a partner and confidante. Tell us what you want done for your property/community and SOAMS will take care of it professionally. From dealing with local authorities and service providers to financial management and organizing member meetings, we do it all.





## Services that deliver complete satisfaction

The services we offer are what keep us ahead. We believe that a community flourishes only when its developer and owners are 100% satisfied and we take as much ownership for the community we manage, as you do.

### Developer related services

SOAMS is fully qualified to assist developers in transferring the management and financial responsibilities of their projects to an Owners Association. We achieve this in the smoothest manner possible by:

- Assisting Developers in ensuring the project is compliant with Jointly Owned Property laws.
- Organizing all documentation for registering the Owners Association with the relevant authorities.
- Facilitating the transfer of management responsibilities from the Developer to the Owners Association.
- Developing the community rules in line with the Master Community Declaration.

### Owners Association related services

SOAMS proactively associates itself with the Board of Directors in an Owner Association and provides effective advice on the development of the community as a whole.

- Develop community rules for the benefit of the community.
- Make recommendations and implement all board decisions efficiently.
- Offer risk reduction and protection of property and community.
- Facilitate complete financial management ranging from developing budgets and financial reports to proper disbursement and collection of funds.
- Help in selection and management of all third party suppliers as required by the Owners Association.
- Set up and operate customer care services.
- Coordinate with all members for inquiries and fee payments



## The SOAMS advantage

**Community Management Expert:** We are experienced in managing both Master Communities (over 50 Million Sq.ft. in size), Individual Communities and Buildings. These include vertical and horizontal developments.

**Industry Certified:** RERA approved and certified to offer you a thoroughly professional approach to Owner Association Management.

**Built on Customer Care:** Always available. You can contact us by phone, email or through our website to have your needs attended to, efficiently and professionally.

**Secure Financial Management:** We offer a dedicated team of finance professionals to help with budgeting, fee collection and financial management.

**In-house Professional Expertise:** Professionals with vast experience in Facilities Management, Finance, Procurement, Legal, Government Relations, HSE, Project Management.





## Partnering with Developers

**SOAMS has wide ranging experience in assisting the seamless transfer of property management and financial responsibility from the Developer to the Owners Association.**

### **Our Services to Developers include:**

**Documentation and Approvals:** Preparation and approval of Jointly Owned Property Declarations (JOPD), Building Management Statements (BMS).

**Coordination:** Communication and Coordination with all owners, arranging and convening the Inaugural Annual General Meeting, conducting elections of the Owner Association Board, formation of the Interim Board, Communication and coordination with RERA.

**Registration and Consultancy:** This service includes registration of Owners Association with RERA as well as providing Consultancy on Building Management and Asset Planning.

MANAGEMENT  
SERVICE

PROJECT  
MANAGEMENT

FISCAL  
MANAGEMENT



COMMUNITY  
ENGAGEMENT



## Partnering with Owners Associations

SOAMS helps with the formation of an Owners Association to manage the community and is there at every stage to assist and oversee every aspect of community management.

### Our services to Owners Associations include:

**Management Services to the Board:** Representing the board and implementing its decisions in the day to day functioning of the community in the area of administration, finance, legal and procurement. Calling, Managing and Arranging all AGM's and other mandatory requirements on behalf of the OA Board

**Project Management:** Managing Improvement and New Projects within Communities on behalf of the Owners Association to further enhance the lifestyle experience

**Contractor Specifications & Tendering:** Liaison with and working out scope of work for projects, preparing ITT's as well as initiating tendering and evaluation for selection.

**Contractor Management, Performance Management & Quality Control:** Monitoring contractors to deliver according to mutually agreed service agreements and performance indicators.

**Maintenance Planning:** Developing and optimizing maintenance schedules to minimise the total cost of assets over their life cycle.

**Risk Assessment:** Ensuring minimum risk of loss or damage to property and other financial assets.

**Fiscal Management:** Preparation of the annual budget, balance sheets, monthly income and expense statements, as well as fee collection and the disbursement of funds on behalf of the Owners Association and its members. Insurance planning and coverage.

**Reporting:** Detailed reporting to the Board to ensure decisions are made on basis of operational facts and figures.

**Community Engagement:** Organizing and initiating activities such as family get-togethers, fun fairs, or even encouraging energy and water conservation the communities to make the community lifestyle active and real.





## A proven team, which makes a difference.


Our strength comes from the many dynamic and highly motivated individuals that make the team and become the successful organization it is today.


SOAMS has an experienced and dynamic team with industry leading skills in Strata, Facilities Management, Finance, Procurement, Legal, Administration, Human Resources and Project Management. Our quality of service is directly proportional to the skills of our team.



Professional License # 682326  
RERA Approved OAM Services Company

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