

COMPANY PROFILE

Prepared by:

Bridgeview Projects Ltd
All Africa Conference of Churches Building,
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Contact Details

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Bridgeview Projects Ltd is a specialist company providing innovative property management solutions within the Pinnacle Group.

At **Bridgeview Projects Ltd**, we offer our expertise and personalized techniques of managing your property.

Our management concept is founded on professionalism, integrity, accountability, and quality service that guarantee the maximum return from your investment, while maintaining your property at the highest standards to attract the best tenants possible.

We offer leasing and property management services for residential and commercial properties. Our Management Staff have over 10 years' experience in the Project Management, Project Finance Consultancy and Property Management.

We are a full-service property management company, providing rental property supervision and management from rent collection, tenant relations, payment of bills and property maintenance.

We look forward to working with your esteemed organization.

Yours sincerely,

Daniel N. Muchiri

Managing Director,

Bridgeview Projects Ltd

EXECUTIVE SUMMARY

Bridgeview Projects Ltd is a multi-faceted property management company comprising of real estate professionals dedicated to the property management.

Our “hands-on” style of management emphasizes expense containment, aggressive marketing and maximizing long- term value.

Bridgeview Projects Ltd has a goal of consistently providing our clients with outstanding property performance, thereby maximizing property values, cost-effective operations and timely reporting.

We are dedicated to exceptional performance in all areas of property management, to continually expanding the variety of services available to our customers and to effectively achieving the individual goals of current and future clients.

We focus on the following four (4) areas:

- Maximizing Earnings while Minimizing Expenses.
- Timely and Proper Rental and Service Charge Collections and Payables Disbursement.
- Up to Date Reporting and Complete Accountability.
- Regular and Complete Maintenance.

We use innovative marketing and advertising techniques that ensure we will fill out vacant spaces with qualified tenants fast. We take great care throughout the tenant qualification and selection process.

Our streamlined operations system eliminates unnecessary costs and wastage. We have a stringent selection process for all suppliers and service providers in place. Everything is documented in user friendly forms and documents.

We employ professional maintenance expertise to care for all properties under our management. Our dedicated staff are knowledgeable on all aspects of real estate property maintenance and supervision.

We safeguard your investment by keeping your property attractive through detailed maintenance and practicing regular inspections in order to prevent rather than fix problems.

We will be honoured to manage your properties for you

CORPORATE PROFILE

Company Name

Bridgeview Projects Ltd

Associate company

Pinnacle Projects International Ltd

Head Office Address

All Africa Conference of Churches Building, Westlands, 3rd Floor, Suite 305,
Nairobi, Kenya.

Email Address

dmuchirin@gmail.com

References

Name: Mr. Brian Wahome

Designation: Director, Kent Gardens Management Limited,

Contact Information: brianwahome@brananflowers.com

Phone: 0708455765

Name: Mrs. Lucy Muthee

Designation: Interim Chairperson, Kita Gardens Management Limited

Contact Information: wamberewanjirul@yahoo.co.uk

Phone: 0713411725

Name: Sophia Opole

Designation: Director, Bridgeview Park Management Company Limited

Contact Information: akinyi1990@gmail.com

Phone: 0719329163

License & Permits

License Issuing Body: Estate Agents Registration Board

License Name: Daniel Njuguna Muchiri

Licence Number: 1966

License Name: Norbert Aloice Ochieng Momanyi

Licence Number: 2276

MANAGEMENT

DANIEL N. MUCHIRI (Director / Property Manager)

Mr. Muchiri is a Financial Analyst with over twenty (20) Years' experience in Corporate Finance, Project Management, Property Development and Property Management.

He is the Principal Consultant of the Company. He holds a Bachelor's Degree in Commerce from the University of Nairobi, Kenya.

Notable projects he has been involved in include **KCB Towers** and **Nachu Plaza** in Upperhill, **Bridgeview Park Apartments**, Kent Gardens Apartments, **Woodley Springs Apartments** among others.

NORBERT MOMANYI (Property Manager/ Construction Project Manager)

A Construction Project Manager with four (5) years' experience in Construction Project Management and Property Management.

Norbert is a graduate of Construction Management from the University of Nairobi. He has worked extensively in the real estate sector specializing in construction project management and subsequent management of the developed properties.

He is in charge of the residential property portfolio within the Pinnacle Group.

DENNIS OMWENGA (Construction Project Manager)

A Construction Project Manager with over ten (10) years' experience in Construction Project Management and Property Development.

Dennis holds a Bachelor's Degree in Construction Management from Jomo Kenyatta University of Agriculture and Technology, Nairobi.

His work experience in real estate has been with various companies including Pinnacle Projects International Ltd, Intex Construction Ltd, Clarion Architects, and Easy Properties among others.

He is the Head of the Projects Division within the Pinnacle Group. This involves liaising with the various contractors, sub-contractors and other service providers for all the projects being managed by the group.

MARTIN NYAGA (Property Manager)

Martin holds a Diploma in Project Management from the Kenya Institute of Management and a **Diploma in Architecture from Kenya Polytechnic**, Nairobi Kenya.

He has a wealth of experience that spans over ten (10) years in Property Management and Construction Project Management.

His work experience has been with various companies including Oleshua Properties Ltd, Marlborough Properties Ltd and Diaspora Design Build Ltd.

He is the Head of Property Maintenance Services for the Pinnacle Group.

JAMES MBUGUA (PROJECTS ACCOUNTANT)

James holds a degree in Commerce and Finance from the University of and holder of CPA VI.

He has a wealth of experience that spans over ten (10) years in project accounting and finance analysis.

His work experience has been with various companies including Postal Corporation of Kenya, Wines of the World — WOW Beverages, and Rocket Africa.

PROPERTY MANAGEMENT SERVICES

Our duties and responsibilities include, but not limited to, Management and Administrative support, Cleaning and Gardening services, Repairs and Maintenance services, Financial and Accounting services as elaborated below:

1.1 Letting and Lease Administration Support

- 1.1.1 Tenants' placement through advertisements.
- 1.1.2 Preparation and signing of lease agreements including set initial rent levels, adjustments and renewal terms.
- 1.1.3 Conducting due diligence on new tenants through screening processes.
- 1.1.4 Collection of rental amounts from tenants and file monthly return to the landlord on the rent collections.
- 1.1.5 Accounting support service on behalf of tenants and landlords.
- 1.1.6 Liaise with the Law firm during eviction notices for rent distress or breach of lease terms.
- 1.1.7 Tenants' security deposit management on termination of lease.

2.1 Management and Administrative Support

- 2.1.1 Supervising all staff including those provided by external service agencies and ensuring that all services and systems including janitorial, security, and maintenance are working and well-coordinated e.g. caretakers, watchmen, back-up alarm services, electric fence, intercom etc.
- 2.1.2 Facilitating the selection of and recommending appointment, continuance or termination of external service providers.
- 2.1.3 Evaluating the performance of caretakers and external service providers and making recommendations.
- 2.1.4 Co-coordinating meeting of the client conducted the site and at any other venues an acting as the custodian of the Board's records, minutes and reports.
- 2.1.5 Enforcing the Rules and Regulations of the property- making sure that residents and non-resident owners adhere to them for the benefit of all.
- 2.1.6 Briefing and Management Board on day to day occurrences and any other assignments.

3.1 Financial and Book-keeping Services

- 3.1.1 Designing and implementing effective methods for collecting service charge and collect and bank the service charge funds in quarterly basis.
- 3.1.2 Collecting, receiving and banking any other payments and contributions from landlords, residents and any other approved sources.
- 3.1.3 Paying expenses and produce monthly expenditure report: Payroll, purchases, and payment for services.
- 3.1.4 Performing quarterly reconciliation of income and expenditure and produce quarterly financial reports.

- 3.1.5 Paying annual statutory expenses, rates and taxes, land rent, insurance and audit/secretarial fees and any other occasional payment authorized by the Board of Directors.
- 3.1.6 Efficiently and accurately managing estate management's bank and expenditure accounts.
- 3.1.7 Preparing and presenting provisional annual accounts including trial balance, P&L, cash flow. And balance sheet for review by the Board of Directors before presentation to the external auditor.

4.1 Cleaning and Gardening Services

- 4.1.1 Providing competent caretakers to provide janitorial, gardening and general maintenance services.
- 4.1.2 Keeping all areas clean and maintain general sanitation on the property.
- 4.1.3 Ensuring walls, pillars and canopies etc. on the premises are dusted on daily basis and removal of cobwebs, leaves, and stains when and where necessary.
- 4.1.4 Cleaning all common area washrooms and changing rooms.
- 4.1.5 Ensuring garbage collection is undertaken regularly (at least twice weekly)
- 4.1.6 Routine maintenance of lawns, trimming and pruning of hedges
- 4.1.7 Manicure, weeding and mowing of grass
- 4.1.8 Replanting of flowers, shrubs, and ensuring that grass is as green as possible during the dry spell.

5.1 Repairs and Maintenance Services

- 5.1.1 Replacing Consumables e.g. bulbs.
- 5.1.2 Maintenance of Plants, machinery and equipment e.g. Electric fences, intercom, etc.
- 5.1.3 Correcting electrical issues, plumbing problems, pest control and general hygiene.
- 5.1.4 Undertaking periodic repairs and maintenance of the property to maintain its appeal and value
- 5.1.5 Advising the Client on necessary capital improvements to the property.

6.1 Social Responsibility Tasks

- 6.1.1 Responding to resident complaints, needs and requests and resolving manageable grievances and reporting major issues to the Landlord.
Assisting in the development and review of any by-laws and enforce the approved by-laws.

PROPERTIES IN OUR MANAGEMENT PORTFOLIO

**BRIDGEVIEW PARK APARTMENTS, KAPENGERIA ROAD, UPPER KABETE,
40 units, 3 bedroom and 2 bedroom Apartments**



**KENT GARDENS APARTMENTS, OLE KAJUADO ROAD, KILELESHWA,
16 units, 3 bedroom Apartments**



KITA GARDENS APARTMENTS, SUGUTA ROAD, KILELESHWA
24 units- 3 bedroom Apartments.



NACHU PLAZA- OFFICE BLOCK
16 floors office block, Kiambere Road, Upperhill, Nairobi.



K-REP APARTMENTS & OFFICE BLOCK
K-Rep Group Headquarters, Kilimani, Nairobi.



NAMANISHO PARK
**Gated community comprising of nineteen four bedroom
maisonettes**



RIVERLAND APARTMENTS, ALONG MAKINDI ROAD

Three Blocks (Block A, B and C) comprising of 10-Three Bedroom Apartment, 16-Three Bedroom Apartment with DSQ and Four- Four Bedroom Pent House plus DSQ.



595 GITANGA APARTMENT ALONG GITANGA ROAD: 2-BEDROOM APARTMENTS



SERVICE FEE SCHEDULE

Our fees are regulated by the Estates Agent Act Chapter 533 of the Laws of Kenya.

ACTION PLAN WITH DEADLINES

- 1.** Upon the confirmation of appointment, we shall within 1 week prepare a Property Management Agreement to formalize our relationship.
- 2.** Within 1 week of appointment, we shall get to notify the residents about our appointment and get basic information from them to acquaint and familiarize ourselves with them.
- 3.** Within 3 weeks of appointment, we shall familiarize ourselves with the terms and conditions of the all service providers and give our assessment on their services.
- 4.** Within 4 weeks of appointment, we shall familiarize ourselves with all common asset and their current status e.g. Electric Fence, Swimming Pool, Water Pumps etc. within the compound.
- 5.** Within 5 weeks of appointment, we shall conduct thorough handover exercise with the previous property managers. Matters to handle include financial accounts, transfer of management files/documents, and handover notes.