



# PROPERTY MANAGEMENT

THE RIGHT SOLUTION FOR YOUR BUILDING

## OUR STAFF

At Noble Management Group we believe in building strong knowledgeable teams who provide our clients with proactive services.

We accomplish this by understanding and fostering the essential skills required to be an exemplary Facility Manager.

Skills such as:

**Financial insight** - Budgeting and financial planning is an important part of the job. We invest in critical thinkers who have an analytical approach and a commitment to results.

**Legal Knowledge** - An understanding and appreciation for the impact that Federal, State, and Local laws have on your facility to guarantee overall compliance. Of special note is our in-depth knowledge of Occupational Health and Safety that allows us to manage high-risk sites.

**Industry Insight** - Familiarising ourselves with your industry. Whether you belong to the retail, health, transport, communication or any other industry we know that by arming ourselves with an insider's insight we can help guide you along a strategically charted, goal-oriented path.

**Flexibility** - We understand that we are working in a dynamic profession. Not only is everyday different, but problems may arise without warning. Adapting to these situations quickly minimises the overall interruption to our clients.

**Emergency Planning** - All our staff are first-aid trained. We believe that planning is the key in ensuring that our staff are not only prepared to react appropriately but also remain calm in any emergency situation.

**Project Management** - Facilities are often faced with complex issues. During these periods our staff understand the importance of setting goals, monitoring performance, and measuring results.

**Technologically Savvy** - Technology is constantly changing. Keeping up-to-date with the latest advancements means we can assist our clients in running more efficiently and at lower costs.

**Cross Networking** - By networking with others involved in your facility we are able to ensure there are no oversite overlaps and that our work complements the work others are doing.

**People Skills** - Ultimately facility management is about our ability to connect with our clients and the people around us. Respect and communication as well as understanding the objectives of our clients enables us to have a productive working relationship.





## OUR EXPERIENCE

Our Experienced team has over 16 years' industry experience in managing selling and leasing residential buildings, government sites, mixed use schemes, commercial buildings, industrial sites, Building Management Committees, Strata Management Committees and Community Associations. No matter how big or small your property is our staff members will find a tailored solution to suit your needs.

## SALES AND LEASING

Our Sales and Marketing Team have the knowledge and expertise to achieve the best results for your property through the use of strong marketing plans and broad advertising programs. Great care is taken by our team to customise a marketing program that reaches the widest audience and maximises the total number of potential tenants.

## REMOTE MANAGEMENT

To save on costs Noble Management Group also offers remote management services. This lowers fees by only paying for building management to be onsite when required whilst still utilising the benefit of having contact with the building manager full time to resolve issues as they arise. This option significantly decreases the cost of management whilst ensuring the building is well looked after.

## FLEXIBILITY - PART TIME OR FULL TIME MANAGEMENT

Not all buildings require a full time, on-site Manager. Noble creates individualised, flexible arrangements for buildings where a part time Manager is more appropriate, as well as solid full time agreements.





## BUDGETS

It is essential that estimated running costs of a building are accurate. Investors take into consideration the levies and any other outgoings when purchasing or residing in a building. Our staff have had the benefit of working both as licensed Strata Managing Agents and Facilities Managers for over 13 years. This combined experience enables us to draft more realistic budgets.

## OWNER'S MANUALS

Strata Managers, Owners and Tenants can often be bombarded with questions that are not relevant to them. Noble Management Group can help direct questions regarding meter numbers, repairs, local transport information, by-laws etc. to the correct party so that Strata Managers and Committee Members have more time to concentrate on issues that concern them, maximising their time and efficiency.

## ASSET MANAGEMENT PLANS

Failure to maintain equipment onsite often leads to unnecessary headaches and void warranties of new equipment. The creation of an Asset Management Plan ensures that the client is completely aware of their responsibilities and by maintaining it to the required specifications/standards ensures that the lifespan of the equipment is not jeopardised.

## CLEANING

Ensuring that the finished product looks presentable long after construction is complete is of upmost importance. Not cleaning a property can not only affect its value and but also diminish peoples opinion of the property.

## REPORTING AND MANAGEMENT

Consistent Management reports are provided to ensure that all parties are kept up-to-date, maximising the efficiency of each manager's day-to-day activities.

## EMERGENCY SERVICES AND RESPONSE

24/7 emergency response provides residents with confidence and provides assistance for common property problems. All Managers are first-aid certified and able to attend most urgent events.

- PRELIMINARY BUDGETS
- OWNERS MANUALS
- ASSET MANAGEMENT PLANS
- CLEANING
- REPORTING AND MANAGEMENT
- EMERGENCY SERVICES AND RESPONSE
- COMPLIANCE
- ASSET MANAGEMENT
- FIRE SERVICES
- SECURITY
- ENVIRONMENTALLY AWARE
- RESIDENT FRIENDLY
- SALES & LEASING

## COMPLIANCE

To ensure that contractors meet licence and regulation requirements, all Managers are trained to understand the legal requirements of each industry and how to verify the contractor's qualifications.

## ASSET MANAGEMENT

Noble is there to ensure that your investment is always looking and operating at its best. This includes the reassessment of Insurances, Contractors agreements, and recommendations for cost-saving projects.

## FIRE SERVICES

Managers will ensure effective maintenance of all fire protection services, including the facilitation and management of each sites Annual Fire Safety Statement, a yearly council requirement.

## SECURITY

Our Managers are trained in the general use of CCTV, security monitoring, and access control systems; working within the guidelines of our strict security and privacy statements.

## ENVIRONMENTALLY AWARE

Noble aims to implement environmentally responsible practices and takes pride in maintaining a paper free office, where possible. Contracts and correspondence will be completed through Email.

## RESIDENT FRIENDLY

Noble is based on friendly, approachable service. Our Managers are on board to provide quality service with the benefits of a satisfying experience at all times.





## OUR MANAGEMENT TEAM

### Director—Samantha Repice

Samantha Repice has over 13 years' industry experience in managing residential buildings, government sites, mixed use schemes, commercial buildings, industrial sites, Building Management Committees, Strata Management Committees and Community Associations. Calling upon her experience in facility management and industry insight across a broad range of sectors, Samantha Repice established her own company in order to provide flexible options for fulltime and part time facilities management as well as cleaning services, to a portfolio of key clients.

She has a long track record of achievement in developing high quality, value-driven teams as well as building creative partnerships with a common commitment to delivering services that provide genuine public value.

### Experience

- Licensed Strata Managing Agent
- Facility Manager
- Experienced in Safety, Environmental and Quality Management Compliance to meet ISO9001, AS4801 and ISO 4001
- Proficient with compliance in accordance with relevant legislation, regulations, codes of practice, Australian standards, and industry best practice.
- Defect Management
- Drafting of Budgets
- Project Management
- Expense reduction initiatives
- Fire compliance

### Previous Roles:

- Sales and Compliance Manager
- Estate Manager
- Licensed Strata Managing Agent

## INSURANCES

Insurance Type	Company	Policy Number
Public Liability (\$20,000,000)	CGU	15T5670240
Workers Compensation	icare	120420401
Professional Indemnity (\$5,000,000 any one claim \$15,000,00 in the aggregate)	Prorisk	PRP/UC/302389-PI

## WHAT OUR CLIENTS SAY ABOUT US

**Norm N-** *My partner and I have lived in Beaufort Court for six months and have only recently joined the Executive Committee. In that time, however, we have found Noble Management Group to be professional, knowledgeable, efficient and proactive."*

**Michael Harsanyi -** *Our building recently took the step to appoint Noble as our first building manager, specifically Samantha. I can safely say that we are delighted that we made this choice. She has allowed the committee to focus on our issues without having the need for us to deal with the numerous tedious things that crop up regularly in the building. She acts as a perfect intermediary with trades people, residents, strata manager and committee giving professional, structured, well considered and practical advice. I unreservedly would recommend her to any committee considering the appointment of a building manager."*

**Tina Trombetta -** *"This is a reliable building management company, their service is outstanding. I will highly recommend Noble Management Group."*

For further information on our services, please feel free to contact Samantha Repice on 0478 812 939.



## OUR ABILITIES

**Our staff have worked with developers such as:**

- Sekisui House
- Payce
- Galileo
- Mirvac
- Crown

**Key Achievements were**

- Reduced annual electrical invoice at Chatswood premises by 24% equating to a saving exceeding AUD\$60K per annum
- Reduced lighting running costs of AUD\$85k pa through the introduction of LED Lights, with the project budgeted at AUD\$135K with free maintenance for three years and a five year warranty on the globes
- Successfully project managed defects to achieve initial savings in consultant fees of AUD\$100,000
- Renegotiated contracts to improve performance and reduce running costs by AUD\$100K across fire, lift and air conditioning contractors
- Prepared budgets for major developers such as Payce, Mirvac and Galileo prior to development applications being lodged, with variances of less than 3 percent.

## SOME OF OUR CLIENTS



THE MILEPOST, RANDWICK

POOL CLEANING & BUILDING MANAGEMENT



BEAUFORT COURT, DARLINGHURST



ITHACA GARDENS, ELIZABETH BAY

BUILDING MANGEMENT



PARK PLAZA, HURSTVILLE

BUILDING MANGEMENT



CUMBERLAND GREEN

BUILDING MANAGEMENT & CLEANING



JADE GARDENS

BUILDING MANAGEMENT & CLEANING



SPECTRA APARTMENTS, LIVERPOOL

BUILDING MANAGEMENT & CLEANING



353-355 GLEBE POINT RD, GLEBE

BUILDING MANAGMENT



SHU ,RIVERWOOD

BUILDING MANAGMENT



RIVERSIDE APARTMENTS, PARRAMATTA

CLEANING



COMO APARTMENTS, RIVERWOOD

CLEANING



FAIRMOUNT, RIVERWOOD

CLEANING