



MODERN KINGDOM

BUILDING MANAGEMENT SOLUTIONS

TRUSTED. RESPONSIVE. PROFESSIONAL.



Dear Strata Committee and Strata Managers,

My name is Michal Kopczynski, and I specialise in professional property management with a strong focus on efficiency, long-term value, and resident comfort. I take a proactive approach to building operations, ensuring smooth functionality, minimising risks, and maintaining high standards of maintenance and security.

With years of experience in the industry, I bring expertise, transparency, and a commitment to excellence. I prioritise fast response times, clear communication, and the seamless coordination of maintenance and service providers. Every property I manage benefits from structured oversight, strategic cost optimisation, and a resident-focused approach.

Strong relationships are at the heart of effective management. I maintain open communication with the Strata Committee and residents, providing regular updates and transparent financial reporting. My goal is to create well-maintained, functional, and safe environments that enhance both quality of life and property value.

I look forward to the opportunity to collaborate with you.



Scope of Services

- **Operational and Technical Management**

- Supervision of the daily operation of the building, ensuring its efficient functioning
- Organisation and oversight of maintenance work and planned repairs
- Monitoring the technical condition and coordinating service work

- **Safety and Compliance with Regulations**

- Management of surveillance systems, alarms, and access control
- Ensuring the building's compliance with legal and safety standards
- Development and implementation of emergency procedures

- **Communication and Collaboration**

- Regular cooperation with owners, tenants, real estate agents, and service providers
- Reporting to the Strata Committee on actions taken
- Participation in Strata Committee (SC) meetings and Annual General Meetings (AGMs), as required

- **Budget and Contract Management**

- Monitoring of maintenance costs and aligning expenses with the community's budget
- Negotiating and managing contracts with service companies and contractors
- Evaluation and approval of completed work

- **Building and Common Area Maintenance**

- Coordination of cleaning services and ensuring the cleanliness and aesthetics of the property
- Regular inspection and reporting on the condition of common areas
- Organisation of inspections and certifications, including fire safety inspections

- **Resident Services**

- Managing deliveries and assisting with move-ins
- Supervision of parking spaces and traffic management within the property
- Quick response to residents' requests and needs



My Approach to Property Management – Why Work with Me?

- **Property management is not just about maintaining buildings**

It's about ensuring residents' comfort, protecting owners' investments, and fostering a thriving community. My approach is built on responsibility, expertise, transparency, and personalised service, ensuring the highest standard of property management.

- **Commitment & Responsibility**

I treat every property as if it were my own, prioritising safety, aesthetics, and long-term value. Every decision I make is driven by the best interests of the community.

- **Expertise & Proactive Management**

With years of industry experience, I stay up to date with new regulations, technologies, and best practices. I don't just react to problems—I anticipate and prevent them through continuous improvement.

- **Transparency & Communication**

Open dialogue and clear reporting are at the core of my service. I provide regular updates to the Strata Committee and ensure full visibility into financial and operational matters.

- **Cost Optimisation & Efficient Operations**

I negotiate the best terms with service providers, optimising costs without compromising quality. I ensure that maintenance, repairs, and cleaning services run smoothly and efficiently.

- **Personalised & Flexible Service**

Unlike large firms handling hundreds of properties, I tailor my services to each building's specific needs. I value long-term relationships based on trust and am always ready to adapt to evolving client expectations.

- **Collaboration & Strong Relationships**

Success in property management comes from working closely with owners, residents, and service providers. I foster positive relationships to ensure smooth operations and a well-managed community.

By combining professionalism with a proactive, detail-oriented approach, I ensure that the properties I manage remain functional, safe, and well-maintained—allowing residents to enjoy comfort and peace of mind every day.



How the Collaboration Works

Initial Contact & Expectation Setting

- Consultation to understand the needs of owners, tenants, and the Strata Committee
- Discussion of service scope and priorities
- Transparent agreement outlining responsibilities and billing methods

Building Supervision & Maintenance

- Regular property visits based on an agreed schedule
- Coordination of maintenance, cleaning, and service work

Clear Communication & Reporting

- Keeping the Strata Committee informed of all actions taken
- Notifying residents of important building matters
- Organising and attending SC and AGM meetings as needed

Tailored Service & Client-Focused Approach

- Adapting services to the property's unique needs
- Providing prompt responses to residents' concerns

Professionalism & Cost Management

- Transparent agreements with no hidden fees
- Careful cost control and favourable negotiations with service providers
- Timely execution of tasks with a commitment to high management standards



My Story and Experience – Why You Can Trust Me

Property management is not just my job – it's a passion that has shaped my career and allowed me to gain valuable experience at various stages of my professional journey. For nearly 15 years, I've been involved in the industry, progressing through all its key aspects – from basic building maintenance to strategic management at the highest level.

- **Early Beginnings and Learning from the Best**

My journey began with working for a cleaning services company for strata communities in Eastern Suburbs and North Shore. It was there that I gained my first experiences in building management, learning how crucial attention to detail and effective coordination of tasks are.

- **Growth and Specialisation**

Three years later, the company expanded its operations to include building management, and I had the opportunity to work as an assistant alongside one of the industry leaders in Sydney for the next 5 years. It was an invaluable lesson – I learned how to effectively manage building operations, coordinate suppliers, and ensure the safety and comfort of residents.

- **My Own Business and a Global Perspective**

After gaining experience in Australia, I returned to Poland, where I opened my own property management office and managed 25 buildings over a five-year period. It was during this time that I truly fell in love with the role of building manager – having a direct impact on residents' quality of life and ensuring every aspect of property functionality became my mission.

- **Return to Sydney and Further Development**

Upon returning to Australia, I knew that building management was my future. Three years ago, I joined one of the fastest-growing property management companies in Sydney, where I am currently responsible for one of their key properties. This role has allowed me to solidify my position in the market and gain even more knowledge and experience.

- **A New Chapter – My Own Business**

As often happens in life, appetite grows with experience. My next goal is to expand my own property management business. I am determined to offer top-notch services, building lasting relationships based on professionalism, trust, and effectiveness.

Thanks to my experience, I understand the challenges faced by owners and Strata committees – and I know how to meet them. My story is proof that building management is not just a profession, but a way of working and an approach that brings tangible benefits to residents and property owners. **I invite you to collaborate!**

Fee – Transparent Collaboration Costs

The cost of property management depends on various factors, such as the size of the building, the scope of required services, and the frequency of supervision. I offer flexible billing models tailored to individual client needs, ensuring full transparency. Every proposal is carefully adjusted to the specifics of the property, taking into account its size, location, and unique requirements. I aim to provide the most cost-effective option within the allocated budget, offering transparent pricing with no hidden fees. I work closely with clients to implement solutions that add value and efficiency at every stage of the collaboration.

- **Billing Options:**

- Fixed Monthly Fee – covers all management services. This model is ideal for those who prefer a fixed cost for comprehensive property management.
- Hybrid Model – a fixed base fee + additional services billed separately. This solution allows clients to adjust the service scope to their needs, paying only for the work actually performed.
- Hourly Billing – for smaller projects or one-off tasks. In this case, service fees are charged based on the actual time worked, with a minimum charge of two hours.

- **Standard Rate:**

- \$80 + GST per hour – for standard working hours, from 7:00 AM to 5:00 PM.

- **Additional Rates:**

- After-Hours Emergency Call-Outs: \$100 + GST per hour (minimum 2 hours). This applies to situations requiring immediate action outside regular working hours.

- **Business Hours:**


- 7:00 AM – 5:00 PM, Monday to Friday.
- Actual working hours can be tailored in agreement with the Strata Committee to match the specific needs of the property.

All services are offered with full cost transparency, allowing for cost optimisation while maintaining high-quality management.



Contact – I Invite You to Collaborate!

If you have any questions or would like to discuss the details of a potential collaboration, feel free to get in touch:

 **Phone:** 0431 905 569

 **Email:** michael@modernkingdom.com.au

 **Website:** www.modernkingdom.com.au

 **LinkedIn:** <http://www.linkedin.com/in/michal-kopczynski-1517b136a>

I would be happy to arrange a meeting or call to discuss how I can assist with managing your property.

References are available upon request.

“Michael handles every issue with care and professionalism.”

– Markus Bono, Owner of Unit 112

“He’s one of the most organised and respectful building managers I’ve worked with.”

– Dean Riley, Licensed Plumber

“Reliable, efficient, and a pleasure to deal with.”

– Joe Daly, Real Estate Agent

“A great neighbour – respectful, helpful, and friendly.”

– James Novak, Next-Door Resident

“Michael genuinely cares about the building and the people in it.”

– Karol Masternak, Professional Acquaintance