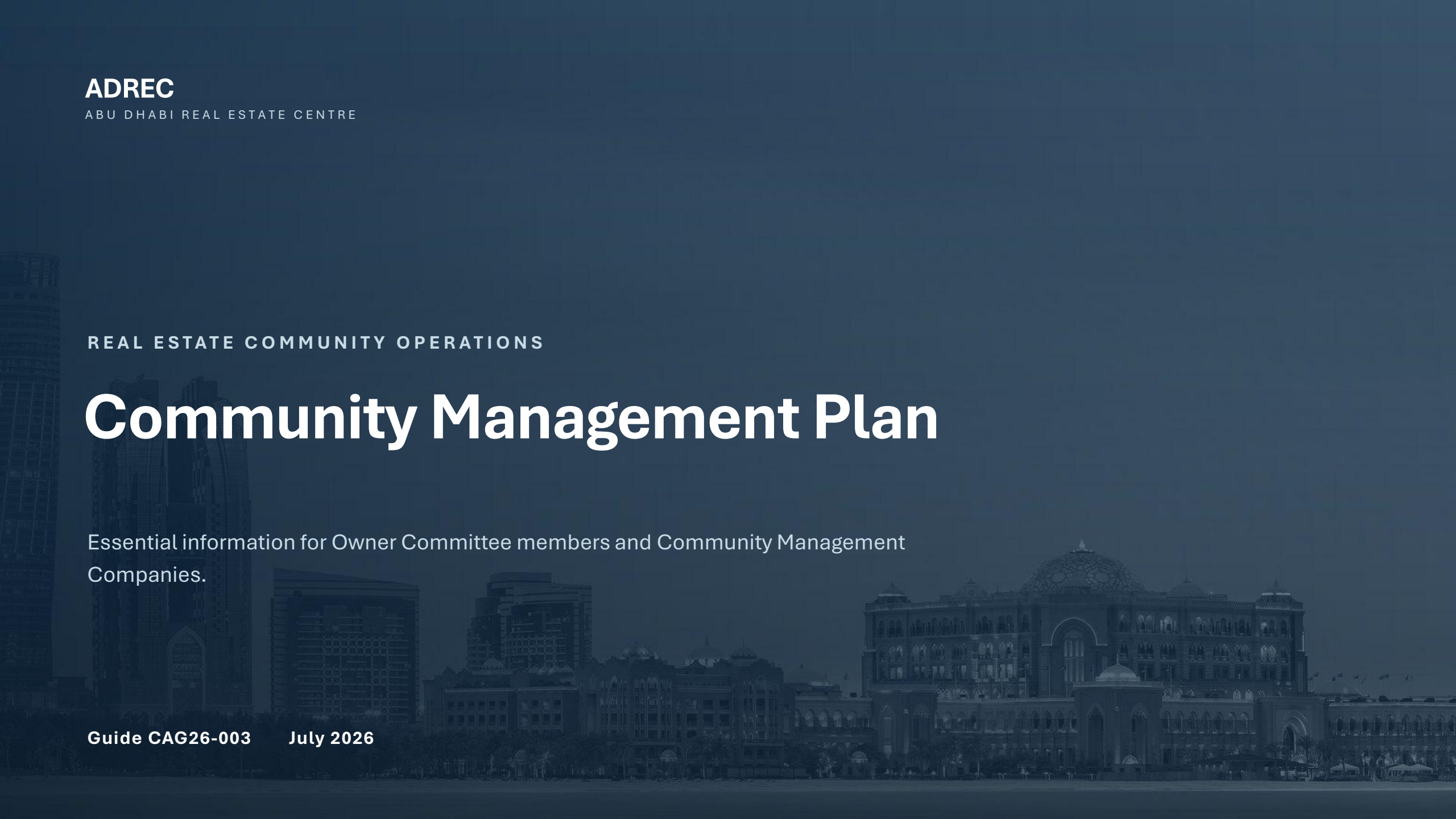




ADREC

ABU DHABI REAL ESTATE CENTRE

REAL ESTATE COMMUNITY OPERATIONS

Community Management Plan

Essential information for Owner Committee members and Community Management Companies.

Guide CAG26-003

July 2026

What this guide covers

01

Description

What the Community Management Plan is, how it is drafted, and why it matters.

02

Table of Contents

The recommended structure ADREC asks every CMP to follow.

Description

Core themes: Operational planning · Future-proofing the community

● Purpose of the CMP

More than a community guide — a prescribed, detailed document that aggregates the community's development records and operational requirements. The **CMC** and **OC** co-own its drafting for transparent planning and execution.

● Drafting the CMP

The **CMC** need to procures all development records from the developer; the **OC** and **CMC** then set the community's charter, rules and regulations. It spans operational, asset-related and financial components, plus proposed events and owner-funded quality-of-life improvements.

● Continued Improvement

Handed down to each successive Owner Committee, the CMP becomes a living record of historical decisions and community-approved changes — holding tremendous institutional value.

● Engagement via Surveys

It retains data from all surveys run by the **CMC**, **OC** and government authorities — helping identify concerns and shape improvement plans with the **OC** and **owners**.

Table of Contents

A non-exhaustive structure ADREC recommends for every Community Management Plan — best completed early, as a community's foundational document.

1 Community Description Charter · DCR/MCD & other developer documentation · Development Summary · Community Documentation · Owner Committee	2 CMP-20.. Summary A consolidated summary of the plan for the year.	3 Management & Operations Community Management Company (scope & staffing) · AMCs & service providers · Maintenance schedules & staffing charts
4 Proposed Events Planned community events across Q1–Q4.	5 Asset Management Plan Asset Register · Reserve Fund Study (RFS) · Enhancements & Projects Plan (timelines & contractual values)	6 Technical Reports Asset Condition Surveys (v1.0 – v...) · Annual Inspection reports
7 5-Year Common-Area Planning Forward common-area asset plan for 20.. – 20..	8 Financials Summary · Budget · Audit Report · Balance Sheet · Historical Financial Documents	9 ADREC Summary Rating · Surveys · Areas of improvement

Table of Contents (e.g. 2026)

Community Management Plan (CMP-2026)

1) Community Description

- a. Community Charter
- b. DCR, MCD + other documentation
- c. Development Summary
 - i. Developer
 - ii. Architects/Engineers
 - iii. Contractors
 - iv. Suppliers
 - v. Timeliness
- d. Community Documentation
 - i. Drawings
 - 1. JOP
 - 2. Facilities
 - 3. Units
 - ii. Layouts
 - iii. Asset Register
 - 1. Manuals
 - 2. Warrantees
 - 3. Guarantees
- e. Owner Committee
 - i. 2026-2027
 - 1. Elections
 - 2. Certificate
 - 3. Minutes of Meetings
 - a. # (Date) -
 - 4. AGA 2026
 - 5. AGA 2027

2) CMP-2026 Summary

3) Community Management & Operations

- a. Community Management Company
 - i. Statement
 - ii. Scope of Services
 - iii. Staffing
- b. AMCs and required services
 - i. List of service providers
 - ii. Maintenance Contracts and Scope of Services
 - 1. Tendering Process
 - 2. Inclusions
 - 3. Exclusions
 - 4. Consumable Limits (Numbers and Value)
- c. Maintenance Schedules/timelines and Staffing Charts

4) Proposed Events

- a. Q1
- b. Q2
- c. Q3
- d. Q4

5) Asset Management Plan

- a. Asset Register
- b. Reserve Fund Study (RFS)
 - i. Asset Condition Survey (Year)
 - ii. RFS Report (Year)
 - iii. RFS Historical reports
- c. Enhancements & Projects Plan (Timelines/Values)
 - iv. Tendering Process
 - v. Contracts
 - 1. Inclusions
 - 2. Exclusions

6) Technical Reports

- a. Asset Condition Surveys
 - i. Asset Condition Survey-1.0(2015)
 - ii. Asset Condition Survey-1.1 (2018/update)
 - iii. Asset Condition Survey-2.0 (2020)
 - iv. Asset Condition Survey-2.1 (2023/update)
 - v. Asset Condition Survey-3.0 (2025)
 - vi. ...
- b. Inspections
 - i. Inspection Report1.0 (Previous Year + Current year)

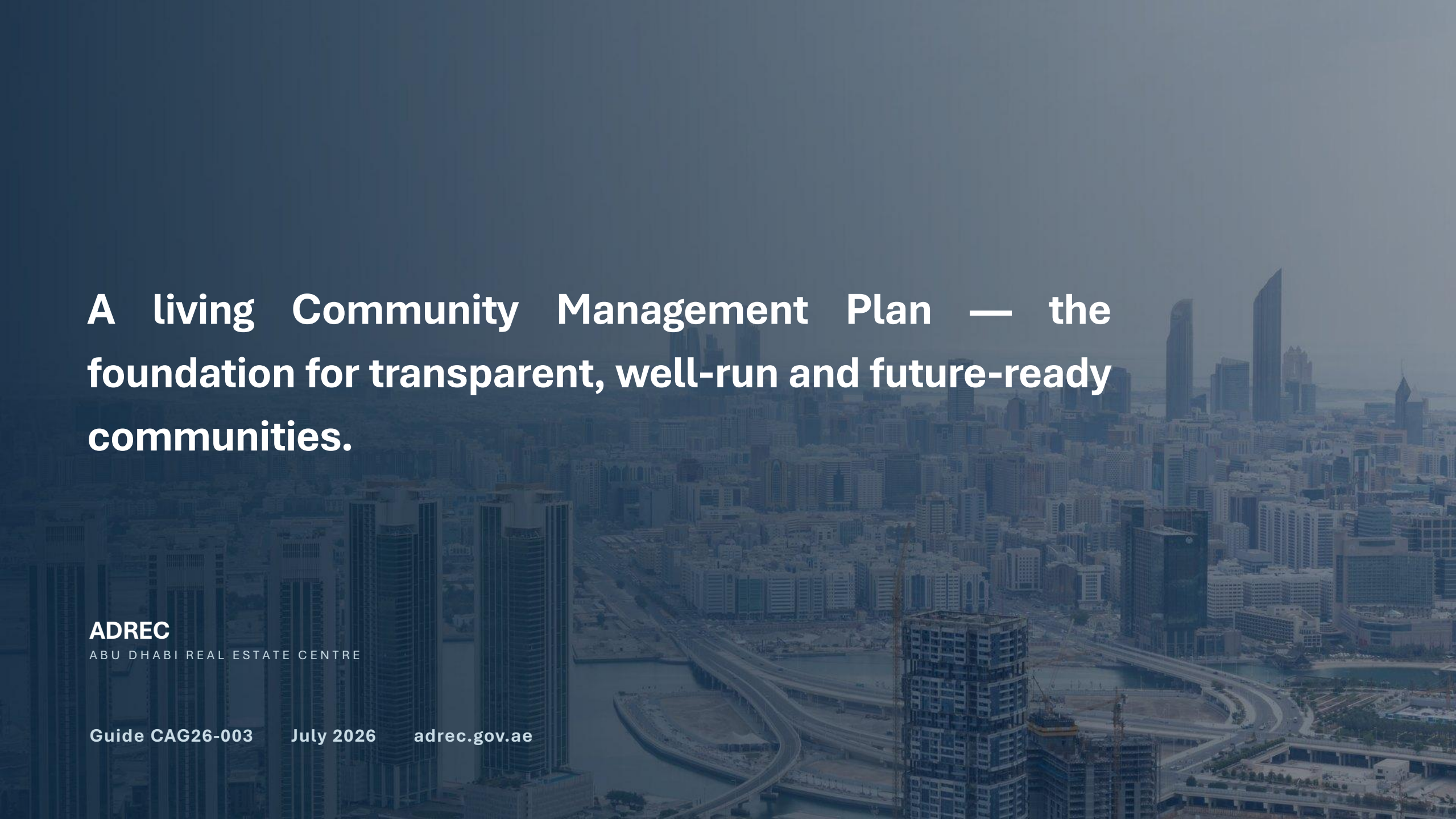
7) 5-year Common Area Asset Management Planning (2025-2029)

8) Financials

- a. Summary-2026
- b. Budget (2026)
- c. Audit Report (2025)
- d. Balance Sheet (2026)
- e. Budgets, Audit Reports & Financial Statements
 - i. 2015
 - ii. 2016
 - iii. 2017
 - iv. ...

9) ADREC Summary

- a. Rating
- b. Surveys
 - i. 2026
- d. Areas of Improvement



A living Community Management Plan — the foundation for transparent, well-run and future-ready communities.

ADREC

ABU DHABI REAL ESTATE CENTRE

Guide CAG26-003

July 2026

adrec.gov.ae