

Owner Maintenance Fees Based on Area of the Unit

Quick Reference Guide

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Introduction

This Quick Reference Guide will guide the user through the process of creating Maintenance Fees based on the Area assigned to a unit, in the Owner Management Maintenance module.

The Area is assigned in Global Maintenance.

It is assumed that the user has read and is familiar with the QRG on Grouping Unit Types and Creating Maintenance Fees, prior to creating Maintenance Fees by Area.

Assign Area Per Unit in Global Maintenance

When Maintenance fees are to be charged by the area per unit, the area per unit setup is done in Global Maintenance.

To setup or review existing Area per Unit:

- ➔ Begin on the Global Maintenance Main Screen
- ➔ Select the Setup menu
- ➔ Select Building/Rooms Inventory
- ➔ Page Down to the correct Building
- ➔ Select Window Menu
- ➔ Select Room Number Maintenance to display the following screen.

Room	Type	Asqn	Asqn Value	Floor	Wing	Area	Unit Type
201	3DD	2011	0	2			
202	2QQ	2003	220	2		800.00	
203	1KING	1996	0	2			
204	2QQ	2018	220	2		800.00	
205	3DD	2016	0	2			
206	2QQ	2019	220	2		800.00	
207	1KING	1998	0	2			
208	2QQ	2005	220	2		800.00	
209	3DD	2000	0	2			
210	4SUITE	2007	0	2			

Under the heading, “Area” type in the area of the room. The area is a value assigned to the unit either square footage or merit, that will be used to calculate the Maestro Maintenance Fee

Create Maintenance Fees based on Area Per Unit

To create the Maintenance Fees based on Area per Unit Owner Management Maintenance

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Codes menu
- ➔ Select Grouping Unit Type Maintenance to display the following Screen

UnitType	Description	Perm Cln
2QQ	2 Queen 800	
3DD	3 Double	
KFLT	King Floating	58641
KOWN	King owner Occupied	
KREN	King in Rental pool	
STES	Suites	

If required create a new Unit Type then Drill Down (F5) or highlight the existing unit type and Drill Down (F5) to display the Following Screen

Line Num	Building	Room Typ	Room No	RelWth	MntCstUA
10	NWP	2QQ	202		1.00
20	NWP	2QQ	204		1.00
30	NWP	2QQ	206		1.00
40	NWP	2QQ	208		1.00
50	NWP	2QQ	302		1.25
60	NWP	2QQ	304		1.25
70	NWP	2QQ	306		1.25
80	NWP	2QQ	308		1.25
90	NWP	2QQ	402		1.50
100	NWP	2QQ	404		1.50

Type the amount that you want to charge per the area based on the units' area entered in Global.

If the area of room 800 sq Feet (value) and the MntCstUA is 1.00 then the charge will be \$800.

Setup Maintenance Fee Schedule based on Area Per Unit

Set up the Maintenance Fee Schedule Maintenance

- ➔ Begin on the Owner Management Maintenance Main Screen
- ➔ Select the Setup menu
- ➔ Select "Maintenance Fee Schedule Maintenance to display the following screen.

MtceFee	Description	PostMeth
DUES	Maint by Area	A
NONE	none	A
PCD	Phone Cable Dues	A
PCWD	Phone Cable Water Dues	A

By default the on screen display is based on the property the user has logged into. As each property using Maestro's Owner module may have unique maintenance fee strategies. The property can be changed by selecting the window menu and selecting "Property".

- ➔ F6 to create a new line. Create a 4 character code and Description up to 30 characters
- ➔ in the "PostMeth" use "A" as entered.

Drill down (F5) on the line to display the following screen.

Year	Inst. Code	Unit Type	Line	Amount	Posting Code
2014	07	KOWN	10	500.00	COM4
2014	07	STES	10	20.00	COM6
2014	07	STES	30	200.00	COM4
2014	08	2QQ	10	1.00	COM4
2014	08	KOWN	10	500.00	COM4
2014	08	KOWN	20	75.00	COMM
2014	08	STES	10	20.00	COM6
2014	08	STES	30	200.00	COM4
2014	09	2QQ	10	1.00	COM4
2014	09	KOWN	10	500.00	COM4

The amount to enter is "1"

If the area of room 800 sq Feet (value), the MntCstUA is 1.00 and the amount 1 then the charge will be \$800.