

Creating and Modifying Owner Maintenance Fees

Quick Reference Guide

Published Date: August 2014

Introduction

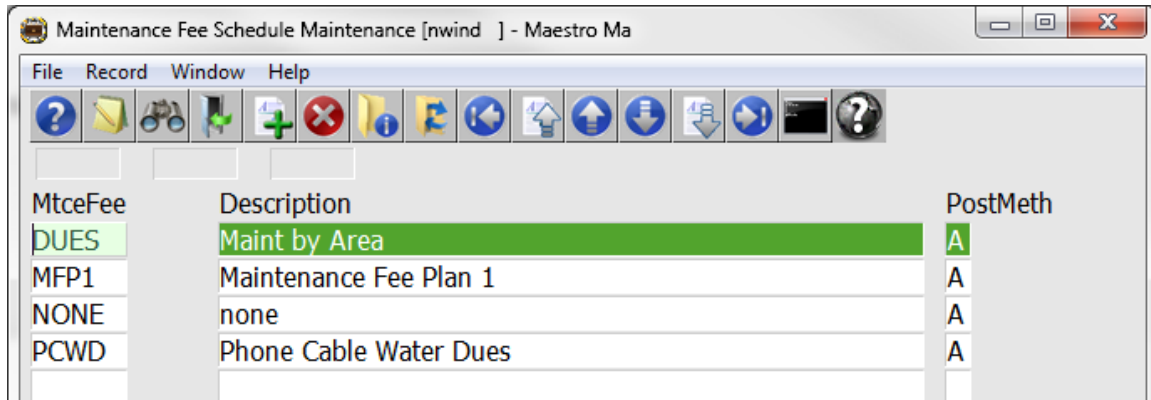
This Quick Reference Guide will guide the user through the process of creating, modifying and using the Maintenance Fee Schedule, in Maestro's Owner Management Maintenance.

Maintenance Fees are a series of charges set up one time and processed on a cyclical basis, and are associated to each unit when adding those units to an owner profile.

Create a New Maintenance Fee Schedule

To create a new Maintenance Fee:

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

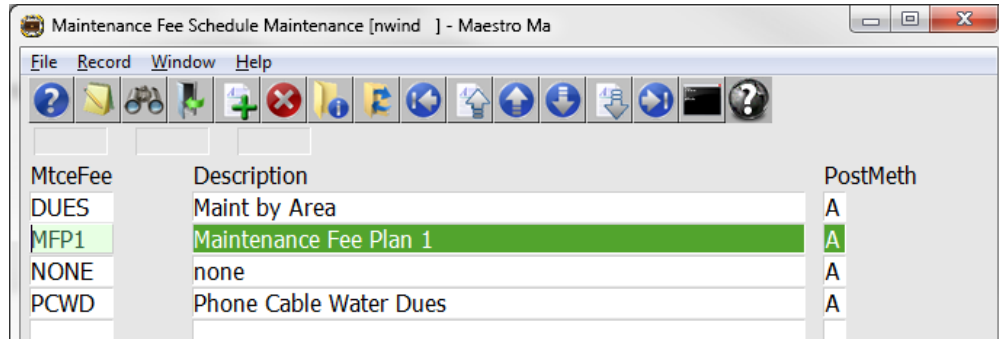


By default the on screen display is based on the property the user has logged into. As each property using Maestro's Owner module may have unique installment strategies. The property can be changed by selecting the window menu and selecting "Property".

Once the property has been selected, a new Maintenance Fee can be created by creating (F6) to generate a new line, enter a maximum of 4 characters in the "MtceFee" field and up to 30 characters for the Description, use the chart below to complete the "PostMeth" field

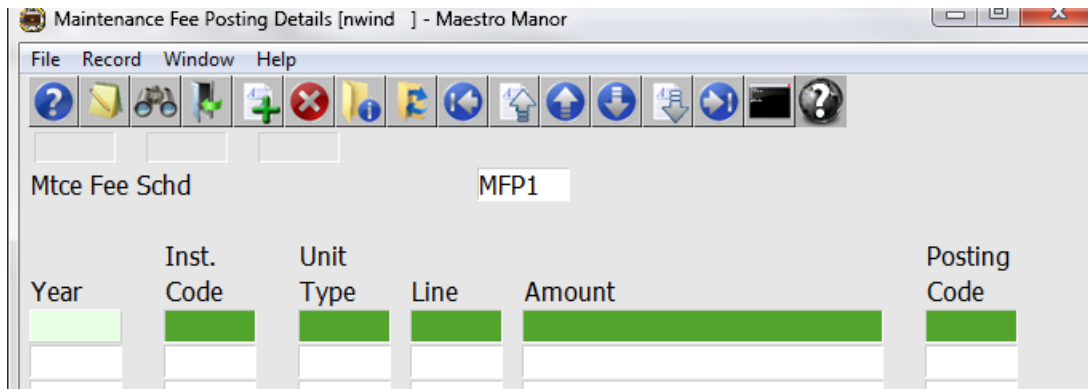
| Field Name | Explanation |
|------------|--|
| A | As Entered (typical use) |
| % | is used for posting Maintenance fees by Area Please read the QRG Posting |
| P | is for future use |

It is important to note that the description field in this program is for information only and does not print on the Owner Statement.



If a fee has been created but will no longer be used it is suggest that the description is changed to a phase such as “Do Not Use” but should not be deleted

Once the new Maintenance Fee Schedule has been created drill down (F5) on this new line to display the Maintenance Fee Posting Details Screen



| Field Name | Explanation |
|--------------|--|
| Year | Type in the 4 digit year |
| Ins.Code | look up (F8) and select the code required |
| Unit Type | Look Up (F8) and select the unit type required |
| Line | will prepopulate with 10 |
| Amount | amount in dollars |
| Posting Code | Look Up (F8) or type in Code |

If only one fee is charged per month, repeat the above 6 steps for each of the installment codes and each of the Unit types.

An installment code for each unit type with each fee, (amount and posting codes) needs to be created.

If more details are required to show on the Owners Statement, the monthly fees may be broken down, by using the the same installment code and unit type with appropriate amounts and posting codes. The Line will prepopulate with an ascending number for each additional fee.

See the sample on the next page

The sample below shows a portion of July, August and September Maintenance Fees

- The 2QQ has one fee per month outlined in red dashed lines
- The STES have three fees per month outlined in green solid lines.

| Year | Inst. Code | Unit Type | Line | Amount | Posting Code |
|------|------------|-----------|------|--------|--------------|
| 2014 | 07 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 07 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 07 | STES | 10 | 20.00 | COM6 |
| 2014 | 07 | STES | 20 | 50.00 | COMM |
| 2014 | 07 | STES | 30 | 200.00 | COM4 |
| 2014 | 08 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 08 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 08 | STES | 10 | 20.00 | COM6 |
| 2014 | 08 | STES | 20 | 50.00 | COMM |
| 2014 | 08 | STES | 30 | 200.00 | COM4 |
| 2014 | 09 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 09 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 09 | STES | 10 | 20.00 | COM6 |
| 2014 | 09 | STES | 20 | 50.00 | COMM |
| 2014 | 09 | STES | 30 | 200.00 | COM4 |

Modifying Existing Maintenance Fees and Fee Schedules

Maintenance Fees can be modified for the next fiscal or posting period. Maintenance fees may also be set up for a year or more and changed based on management operational requirements.

After selecting the line that needs to be modified, highlight then drill down (F5) on the Maintenance Fee that need a change

The user may over key the Year, Inst. Code, Amount, and/or the Posting Code whichever field is changing.

| Year | Inst. Code | Unit Type | Line | Amount | Posting Code |
|------|------------|-----------|------|----------|--------------|
| 2016 | 12 | 2QQ | 10 | 9,999.00 | COMM |
| 2014 | 07 | KOWN | 10 | 500.00 | COM4 |



If an additional fee is required (an add-on to the existing fee) the user can create (F6) to generate a new line:

Type in the year, installment code, unit type, (the Line should prepopulate the next line in the series of that Maintenance fee), the amount and posting code,

When you save and exit (F4) the line created will position itself in the correct order.

In the samples below the original setup the only posting is for 2014, inst. Code 08 and 09 in the Unit Type of KOWN a fee of \$500.00 posted to COM4

A fee of has been added to 2014. Inst. Code 07 and 08 in the Unit Type of KOWN for \$75.00 with the posting code of COMM.

Maintenance Fee Posting Details [nwind] - Maestro Manor

Mtce Fee Schd MFP1

| Year | Inst. Code | Unit Type | Line | Amount | Posting Code |
|------|------------|-----------|------|--------|--------------|
| 2014 | 07 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 07 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 07 | STES | 10 | 20.00 | COM6 |
| 2014 | 07 | STES | 20 | 50.00 | COMM |
| 2014 | 07 | STES | 30 | 200.00 | COM4 |
| 2014 | 08 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 08 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 08 | STES | 10 | 20.00 | COM6 |
| 2014 | 08 | STES | 20 | 50.00 | COMM |
| 2014 | 08 | STES | 30 | 200.00 | COM4 |
| 2014 | 09 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 09 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 09 | STES | 10 | 20.00 | COM6 |
| 2014 | 09 | STES | 20 | 50.00 | COMM |
| 2014 | 09 | STES | 30 | 200.00 | COM4 |

Maintenance Fee Posting Details [nwind] - Maestro Manor

Mtce Fee Schd MFP1

| Year | Inst. Code | Unit Type | Line | Amount | Posting Code |
|------|------------|-----------|------|--------|--------------|
| 2014 | 07 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 07 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 07 | STES | 10 | 20.00 | COM6 |
| 2014 | 07 | STES | 20 | 50.00 | COMM |
| 2014 | 07 | STES | 30 | 200.00 | COM4 |
| 2014 | 08 | 2QQ | 10 | 175.00 | 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 | 20 | 50.00 | COMM |
| 2014 | 08 | STES | 30 | 200.00 | COM4 |
| 2014 | 09 | 2QQ | 10 | 175.00 | COM4 |
| 2014 | 09 | KOWN | 10 | 500.00 | COM4 |
| 2014 | 09 | KOWN | 20 | 75.00 | COMM |
| 2014 | 09 | STES | 10 | 20.00 | COM6 |