Revenue – Miscellaneous Billing

MB–632 HVMA Condominium Documents Table Setup

The document provides detailed instructions for setting up various tables necessary for preparing condominium documents such as lease, resale, and closing documents.

- **Bill Form Setup**: Instructions for accessing the bill form setup table are provided, along with details on the lease/resale tab and insurance/budget tab, which include common details and specific sections for lease and resale information. The lease section includes renewal fee details and effective dates, while the resale section mentions possible changes in collection company's info or equity fee increases.
- **Class Type Table**: The types, descriptions, fee schedule, and status are maintained on this table.
- **Condo # and Land Records**: The document explains how the Condo# is applied to the customer record, including the importance of volume and page numbers and the necessity of including specific declarations in resale packets.
- **Attorney/Agent Table**: Details on storing attorney and real estate agent information.
- **Bank/Mortgage Companies Requesting Form 1076 Questionnaires:** This table is the repository for any Banks that request Form 1076.
- **Packet Contents** The document also mentions what documents are included in lease and resale packets.

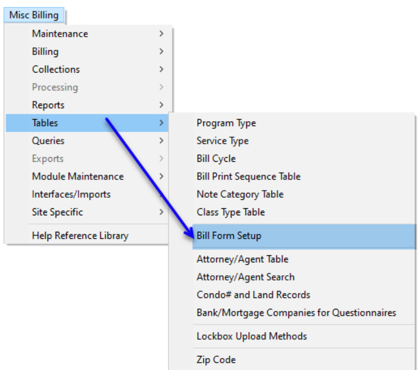
Contents

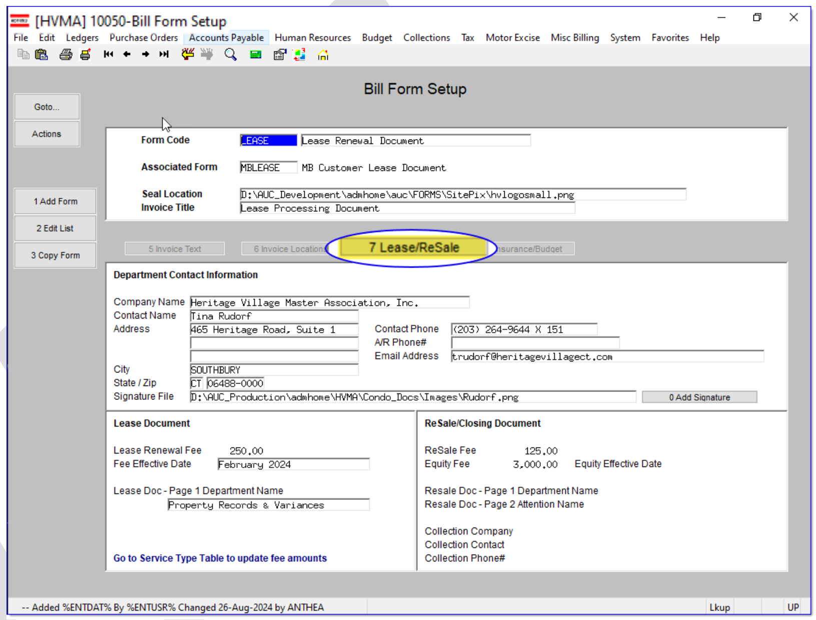
There are several tables associated with the setup for preparing condominium documents such as lease and resale and closing documents. To set up the tables follow the instructions below.

1 Bill Form Setup #10050

The bill form setup table includes tabs for **lease / resale**, and **insurance and budget** details. To access the bill form setup table from the menu, select:

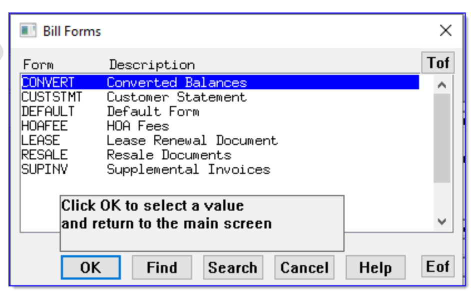
Miscellaneous Billing ▶ Tables ▶ Bill Form Setup.





Click on the Form Code field and select either LEASE or RESALE from the lookup, as needed.

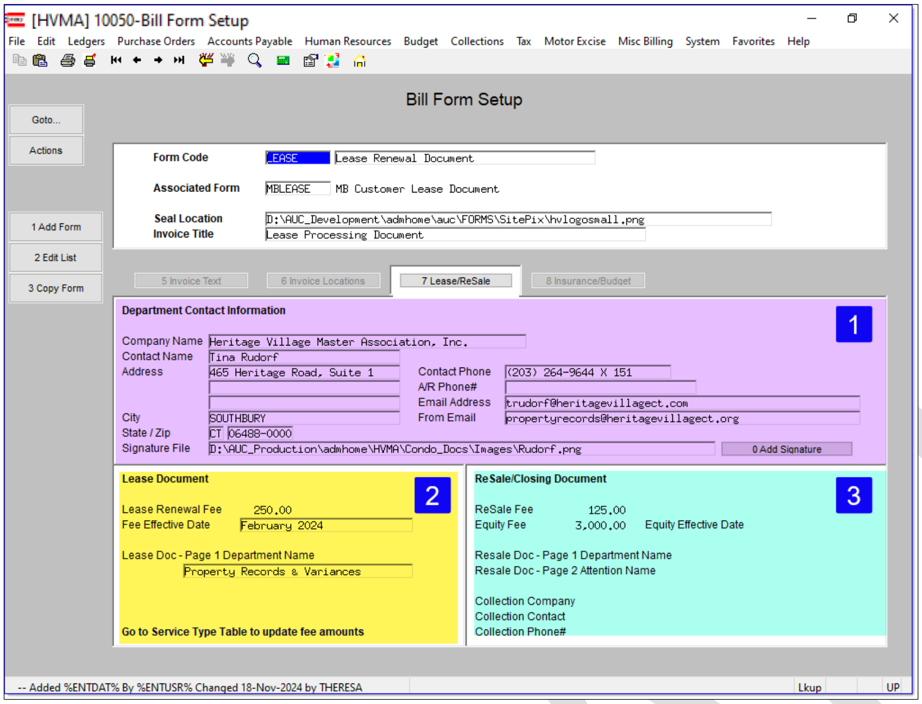
The Lease/ReSale Tab will only be available for Forms types "LEASE" and "RESALE". The Insurance/Budget Tab will only be clickable for Form type "RESALE".



1.1 Lease/ReSale Tab on the Bill Form Setup Table.

Below is the lease/resale tab. The details that appear in both the lease and resale closing documents are highlighted in purple and numbered 1 in the image.

1.1.1 Department Contact Information



1 These common details include the Heritage Village company name, contact name, address, city, state, zip code, contact phone number, accounts receivable phone number, email address.

This data will be used for the Lease and ReSale documents.

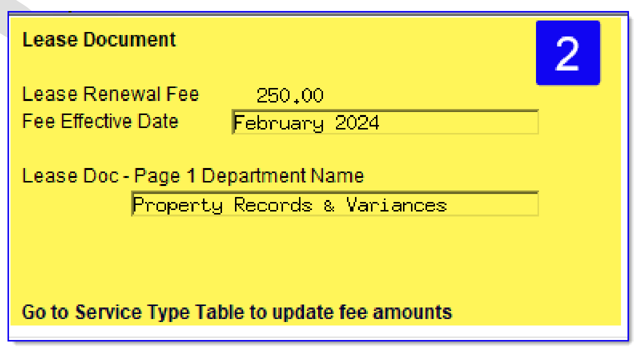
There is also a signature file, which can be updated as roles within the organization change.

The "From Email" field is set to propertyrecords@heritagevillagect.org. When sending a lease, resale, or closing packet, this address will appear as the sender. If changes are needed, make them in the Bill Form Setup table before initiating a new Lease or ReSale.

1.1.2 Lease Section

The lease-specific details appear in the yellow highlighted section numbered 2. This includes the renewal fee (sourced from the service type table), its effective date (February 2024), and the department name on page one of the lease document.

The only likely changes are an increased fee and a new effective date.

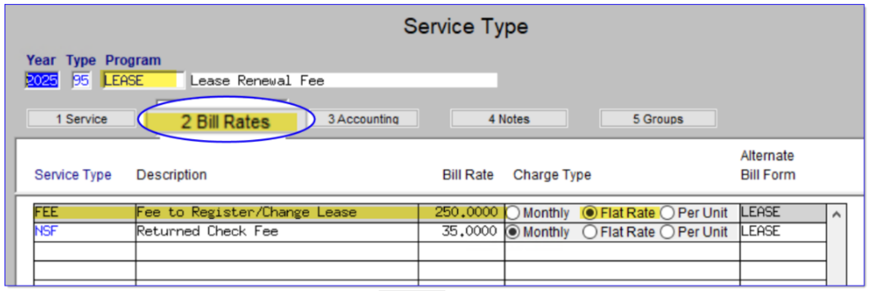


From the menu, select:

Miscellaneous Billing ▸ Tables ▸ Service Type ▸ [Bill Rates]

The service type table, shown here, is where fee amounts are updated.

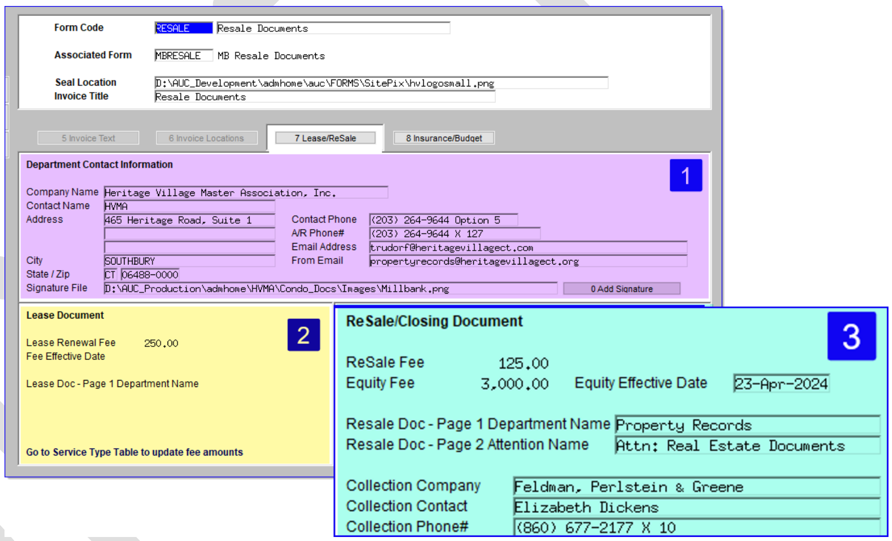
Select the year, always type 95, and the LEASE program when updating fees for a new lease.



1.1.3 Re Sale Section

This section will be editable on the RESALE form code.

Make changes here to the collection company information or if the equity fee increases leading to a new effective date.

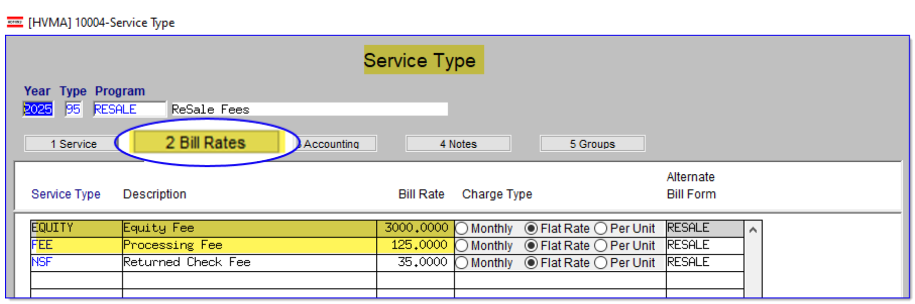


1.1.4 Enter Fee Amounts on the Service Type Table

From the menu, select:

Miscellaneous Billing ▸ Tables ▸ Service Type ▸ [Bill Rates]

The service type table, shown here, is where fee amounts are updated. Select the Year, always type "95", and the Program Code "RESALE" when setting fees for a ReSale.

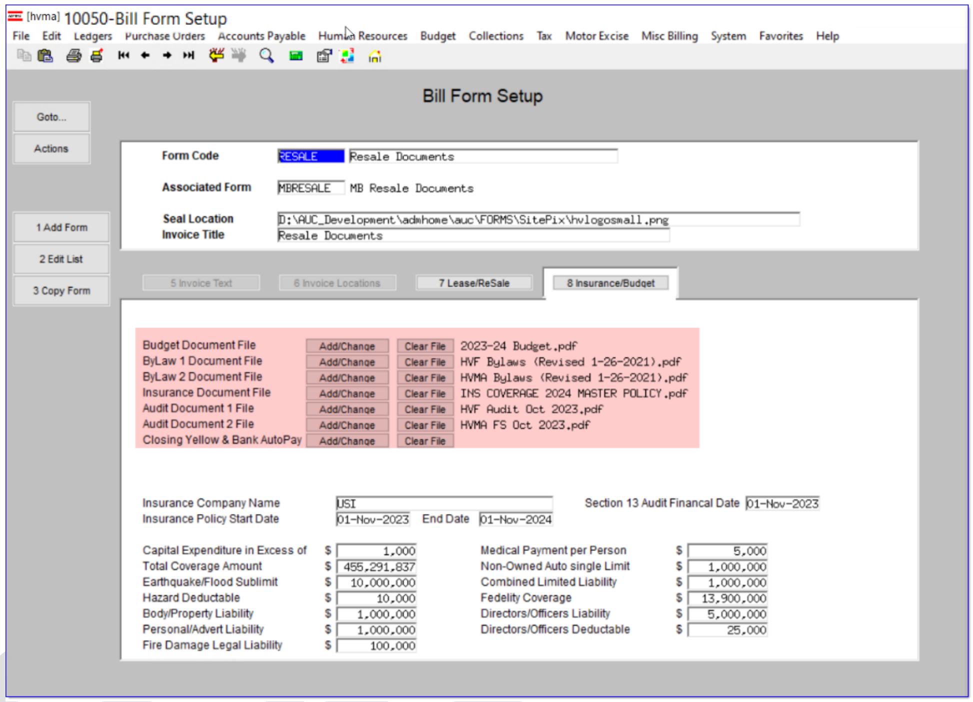


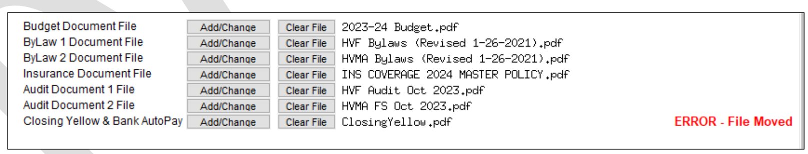
1.2 Insurance/Budget Tab #10050 on the Bill Form Setup Table

These fields for file names are designated for files that are updated infrequently or on an annual basis.

These documents include the Budget and Bylaws, which are consistently included as separate items in any packet.

The only other individual documents incorporated into the packets are declarations listed under Condo# and Land Records, determined by the Condo# in the customer record.





This screen automatically checks if files have been relocated or renamed from their original locations.

If any document references a file that no longer exists at the specified location or under the same name it was "linked," an error message will appear. Users can hover over the file name to see its intended location and then either restore the file, relink it, or clear the reference to exclude it from the resale/closing packets.

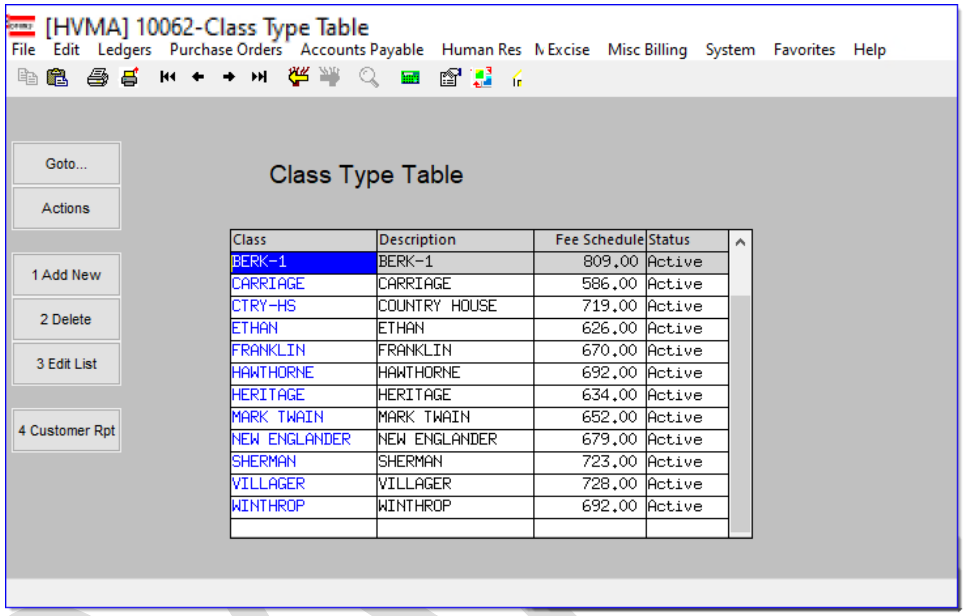
2 Class Type Table #10062

To access the Class Type table, from the menu, select:

Misc Billing ▸ Tables ▸ Class Type

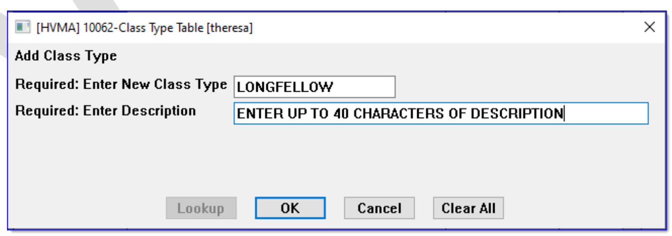
The valid Class Types are: BERK-1, CARRIAGE, CTRY-HS, ETHAN, FRANKLIN, HAWTHORNE, HERITAGE, MARK TWAIN, NEW ENGLANDER, SHERMAN, VILLAGER, WINTHROP.

The types, descriptions, fee schedule, and Status are maintained on the Class Type Table.



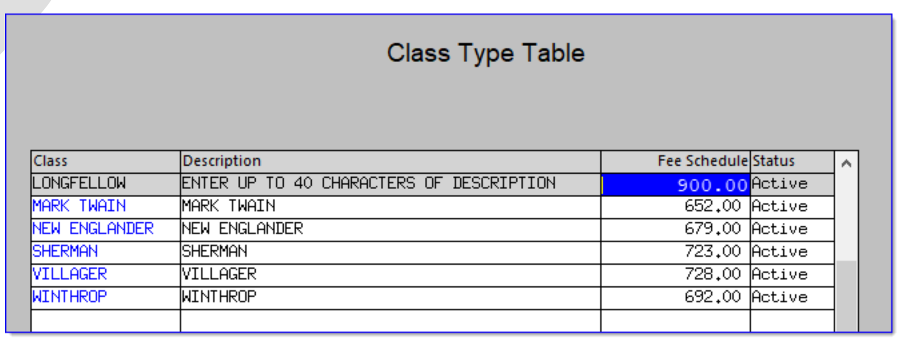
2.1 Add a New Class Type

To add a new Class Type (e.g., if the village expands and new class types are needed), click on the 1 Add New button. Fill in the required new Class Type and Description.



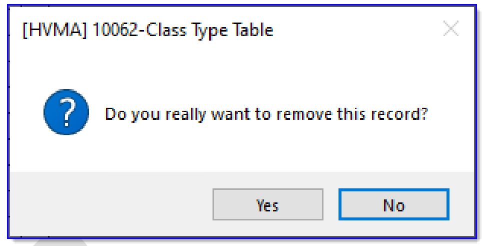
Here the "LONGFELLOW" class type was added. Enter up to 40 characters for the required description. The new Class Type will be added to the list (the list is in alphabetical order).

Enter the Fee Schedule amount on the screen.

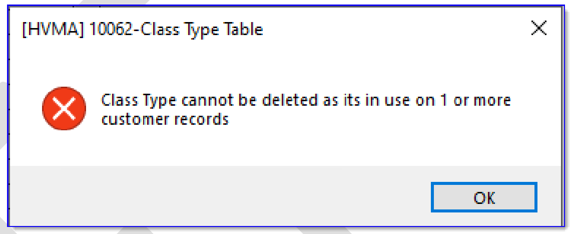


2.2 Delete a Class Type

To Delete an existing class (for example, if a new class was added but there was a typo), click on the [2 Delete] button.

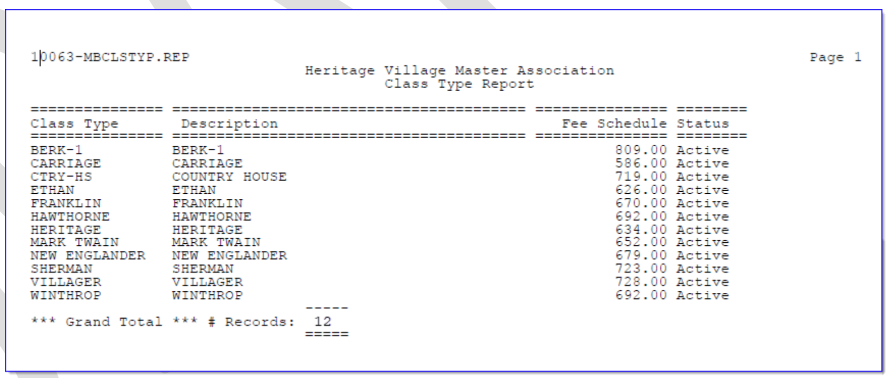


If you try to delete a class that is in use on any customer record, the system will pop up this message and will disallow the deletion.



2.3 Edit List #10063

Click on the [3 Edit List] button to produce a report that reflects the data in the table:



10063-MBCLSTYP.REP Page 1

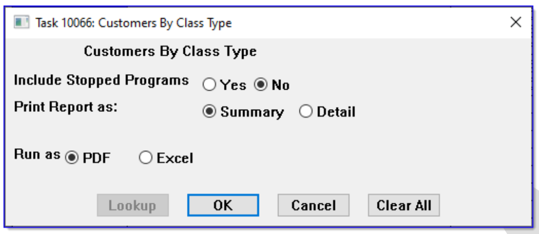
Heritage Village Master Association
Class Type Report

Class Type	Description	Fee Schedule	Status
BERK-1	BERK-1	809.00	Active
CARRIAGE	CARRIAGE	586.00	Active
CTRY-HS	COUNTRY HOUSE	719.00	Active
ETHAN	ETHAN	626.00	Active
FRANKLIN	FRANKLIN	670.00	Active
HAWTHORNE	HAWTHORNE	692.00	Active
HERITAGE	HERITAGE	634.00	Active
MARK TWAIN	MARK TWAIN	652.00	Active
NEW ENGLANDER	NEW ENGLANDER	679.00	Active
SHERMAN	SHERMAN	723.00	Active
VILLAGER	VILLAGER	728.00	Active
WINTHROP	WINTHROP	692.00	Active

*** Grand Total *** # Records: 12

2.4 Customer Reports #10066

Click on the Customer Reports button and select ⦿ **Summary** to produce a consise list of the Programs for which each class is used. The example here is Run as ⦿**PDF**.



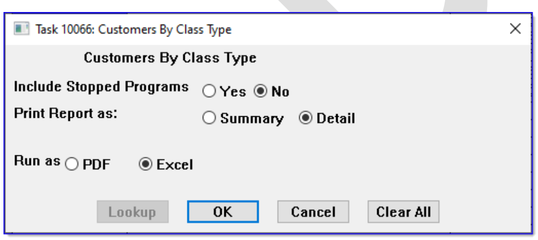

```
10066-MBCUSBYCLS.REP                                                                          Page 1
                                  Heritage Village Master Association
                                        Customers By Class Type

====================================== ========== ============ =============
Class                                   # Customer   Pay Amount    ACH Amount
====================================== ========== ============ =============
 ---------------------------------------------
 Program: HOA Fees
 ---------------------------------------------
BERK-1                                         342    77,664.00    199,014.00
CARRIAGE                                       322    57,428.00    131,264.00
COUNTRY HOUSE                                  388    74,057.00    204,915.00
ETHAN                                          260    36,308.00    126,452.00
FRANKLIN                                       150    36,850.00     63,650.00
HAWTHORNE                                       92    19,376.00     44,288.00
HERITAGE                                       260    45,014.00    119,826.00
MARK TWAIN                                     104    16,952.00     50,856.00
NEW ENGLANDER                                   52    16,975.00     18,333.00
SHERMAN                                        509   108,450.00    259,557.00
VILLAGER                                        14     2,912.00      7,280.00
WINTHROP                                        87    15,224.00     44,980.00

  Total For Program HOAFEES              =========== =============
  Non ACH Pays                                  736    507,210.00
  ACH Pays                                    1,844  1,270,415.00
                                         =========== =============
  Total                                       2,580  1,777,625.00


----------------------------------------------------------
Selection Legend:
----------------------------------------------------------
  Select Stopped Programs: N
        Detail or Summary: S
```

Click on the Customer Reports button and select ⦿ **Detail** to produce a list of the Customers and Programs for which each class is used. The example here is Run as ⦿**Excel**.



Customers_By_Class_THERESA[3].xml - Excel

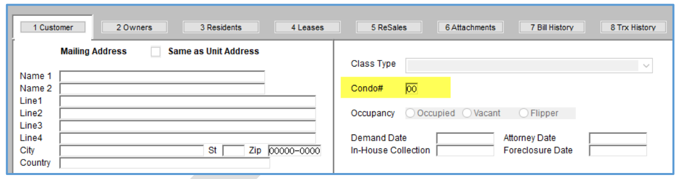
	A	B	C	D	E	F	G
1	Program	Class	Customer	Primary_Address	Owner	Pay_Amount	ACH-EFT_Amt
2487	HOA Fees	SHERMAN	983B	983B HERITAGE VILLAGE	**********************************		723.00
2496	HOA Fees	SHERMAN	998B	998B HERITAGE VILLAGE	**********************************		723.00
2497	HOA Fees	SHERMAN	999B	999B HERITAGE VILLAGE	**********************************	723.00	
2498	HOA Fees	SHERMAN	99A	99A HERITAGE VILLAGE	**********************************		723.00
2499					Total Class SHERMAN: 509	108,450.00	259,557.00
2500							
2501	HOA Fees	VILLAGER	108A	108A HERITAGE VILLAGE	**********************************		728.00
2502	HOA Fees	VILLAGER	154A	154A HERITAGE VILLAGE	**********************************	728.00	
2503	HOA Fees	VILLAGER	204A	204A HERITAGE VILLAGE	**********************************		728.00
2504	HOA Fees	VILLAGER	224B	224B HERITAGE VILLAGE	**********************************		728.00
2505	HOA Fees	VILLAGER	254E	254E HERITAGE VILLAGE	**********************************		728.00
2506	HOA Fees	VILLAGER	2B	2B HERITAGE VILLAGE	**********************************	728.00	
2507	HOA Fees	VILLAGER	32A	32A HERITAGE VILLAGE	**********************************		728.00
2508	HOA Fees	VILLAGER	361A	361A HERITAGE VILLAGE	**********************************		728.00
2515					Total Class VILLAGER: 14	2,912.00	7,280.00
2516							
2517	HOA Fees	WINTHROP	1019A	1019A HERITAGE VILLAGE	**********************************	692.00	
2518	HOA Fees	WINTHROP	1037A	1037A HERITAGE VILLAGE	**********************************		692.00
2519	HOA Fees	WINTHROP	1037D	1037D HERITAGE VILLAGE	**********************************	692.00	
2520	HOA Fees	WINTHROP	1041C	1041C HERITAGE VILLAGE	**********************************		692.00
2521	HOA Fees	WINTHROP	1042A	1042A HERITAGE VILLAGE	**********************************		692.00
2522	HOA Fees	WINTHROP	624A	624A HERITAGE VILLAGE	**********************************		692.00
2523	HOA Fees	WINTHROP	624D	624D HERITAGE VILLAGE	**********************************		692.00
2524	HOA Fees	WINTHROP	664A	664A HERITAGE VILLAGE	**********************************		692.00

Mbcusbycls

3 Condo # and Land Records #10185

Here's a snippet of the customer maintenance screen with the Condo# field highlighted for reference.

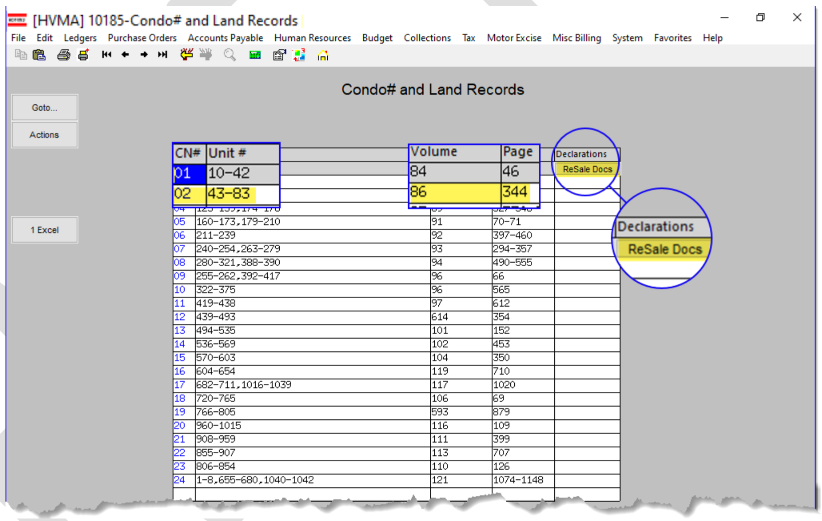
This table lists all the condo numbers and their unit numbers, along with the volume and page numbers for each.



The Volume and Page refer to the property's county recording used in resale and closing documents. Each Condo# has specific Declarations that must be included in any resale packet.

The "declarations" column includes a ReSale Docs button that links to the resale documents for each Condo #.

Each of the 2580 units in the complex has an assigned Condo#. These numbers are shown in the Unit # column of the table. For example, Condo# 02 covers units 43 through 83.

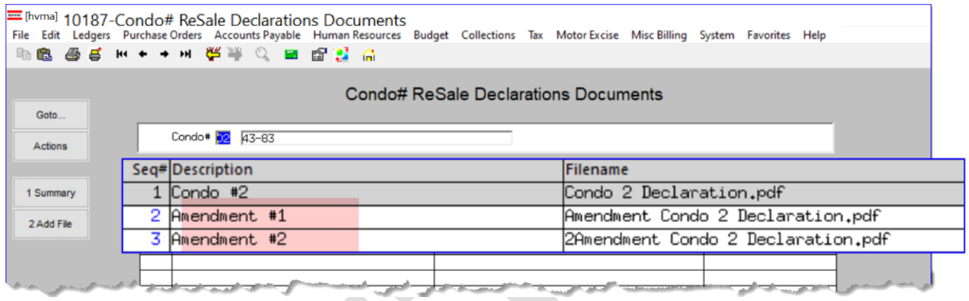


Click on the desired CN#, then click the ReSale Docs button to see the screen shown in the image in section 3.1 below. It lists all the associated documents needed for the resale packet for a given condo number.

3.1 Condo # Re Sale Declarations Documents #10187

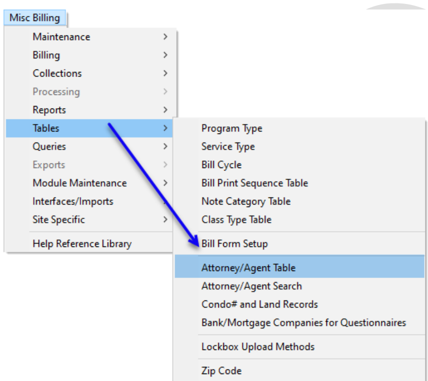
When sending out a resale packet, it must contain the declarations for the specific condo number being sold.

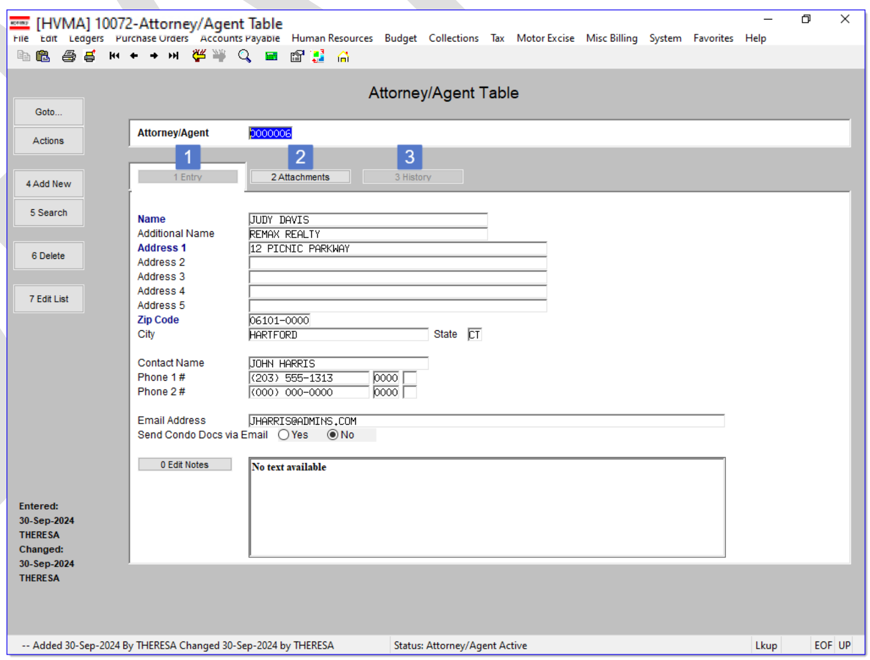
For instance, condo# 02 corresponds to customer# 43 through 83. If customer 53A is selling, the packet should include any documents related to that condo number from this screen.



This includes documents specific to a condo number, such as bylaws, declarations, or amendments.

4 Attorneys and Real Estate Agents





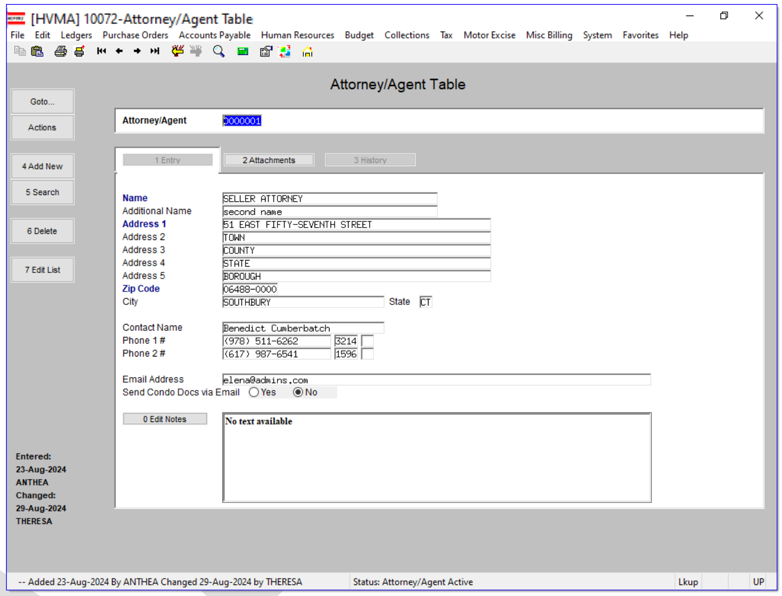
This table has information about attorneys and real estate agents for resale and closing documents. Add the representatives of buyers and sellers here. It stores details like addresses, phone numbers, and other pertinent information.

There are three tabs on this screen, Entry, Attachments, and History. Each is described in the sections below.

4.1 [Entry] Tab #10072

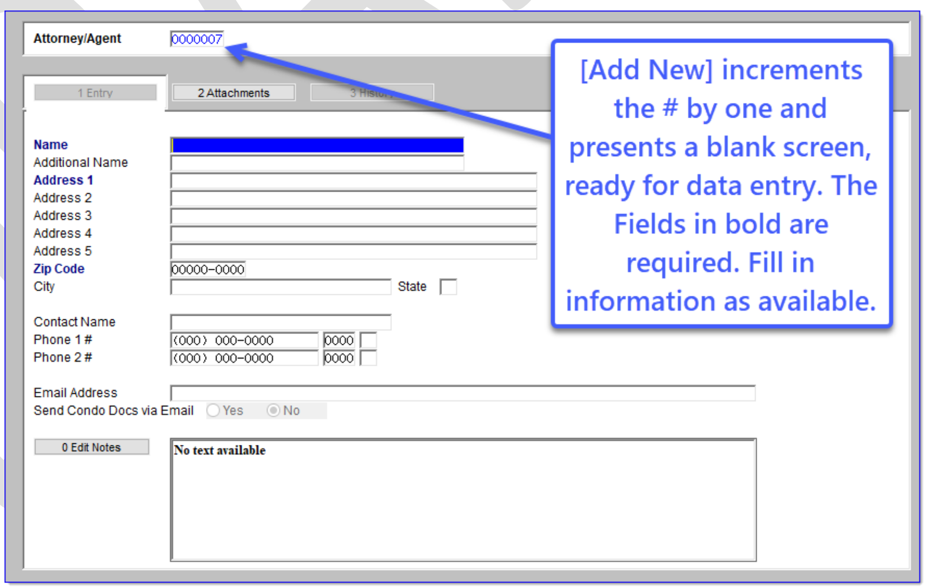
This tab holds contact information on the attorney or real estate agent, including their name, address, and notes.

Enter all Buyer's Agents, Buyer's Attorneys, Seller's Agents, and Seller's Attorneys here.



4.1.1 Add a New Attorney or Real Estate Agent

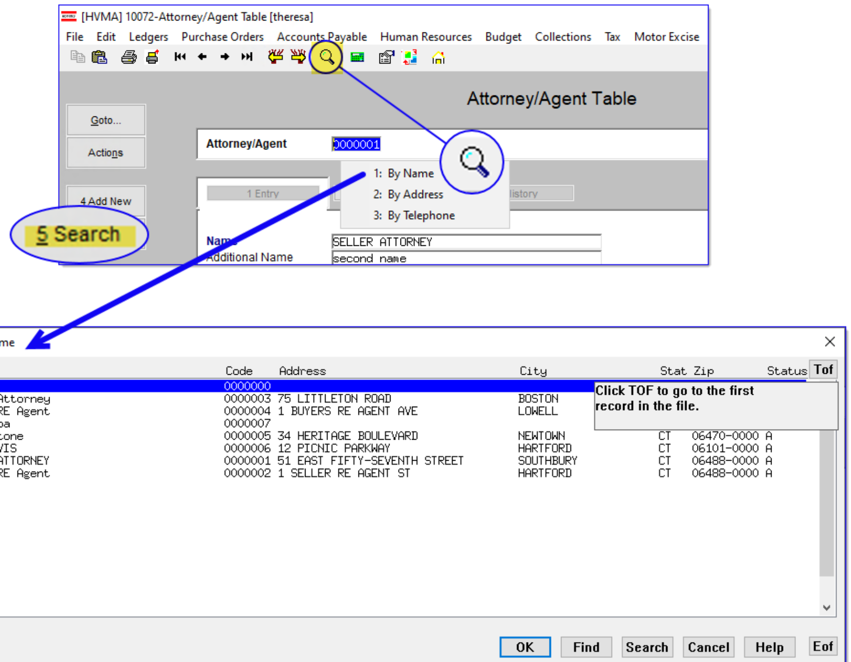
Use the [4 Add New] button to enter data for a new Agent or Attorney.



4.1.2 Search for an Existing Attorney or Agent in the Database

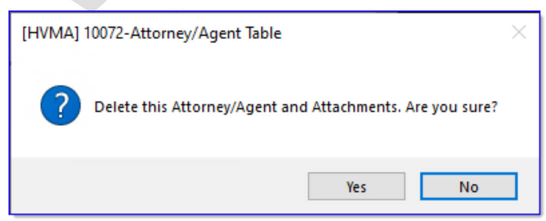
To search for an Attorney or Agent, click on the  button and search by Name, Address, or Telephone number.

Or, use the 5 Search button. See section 5 below for details.



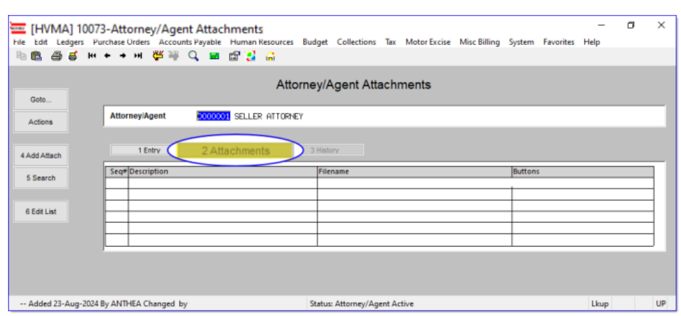
4.1.3 Delete an Attorney or Agent

To delete an attorney or agent, click on 6 Delete. The system will pop up this confirmation prompt. To delete the attorney or agent, click on yes. To cancel and leave the attorney/agent record as is, click on no.



4.2 Attachments

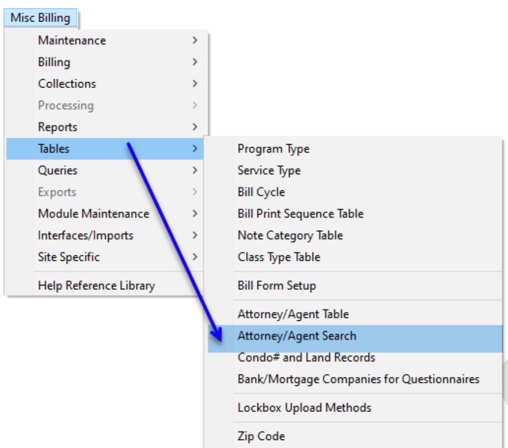
The attachments tab will contain the resale and closing documents associated with interactions involving these attorneys or real estate agents.



4.3 History

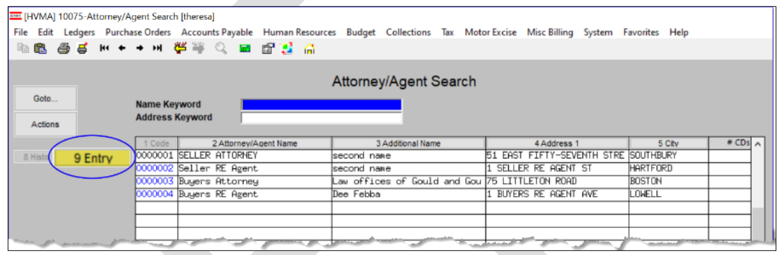
The history tab records any customer or condo unit transactions with the agent or attorney, displaying relevant customer information.

5 Attorney / Agent Search Screen



To access this featue, from the men, select:

Misc. Billing ▶ Tables ▶ Attorney/Agent Search

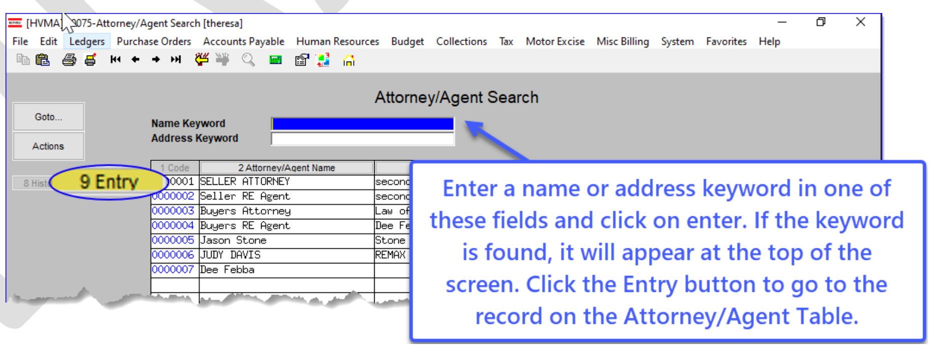


This screen allows for a search through all records by Full or partial name or address of an Attorney or Real Estate Agent for either the buyers or the sellers.

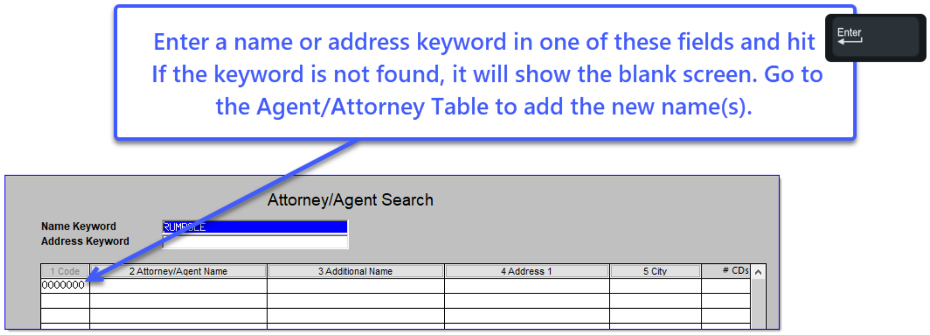
Another way to access this screen is via the [5 Search] button on the Attorney/Agent table described in section 4.1 above.

Type a name keyword or and Address keyword and hit enter. If the name is found, it will be brought to the top of the display.

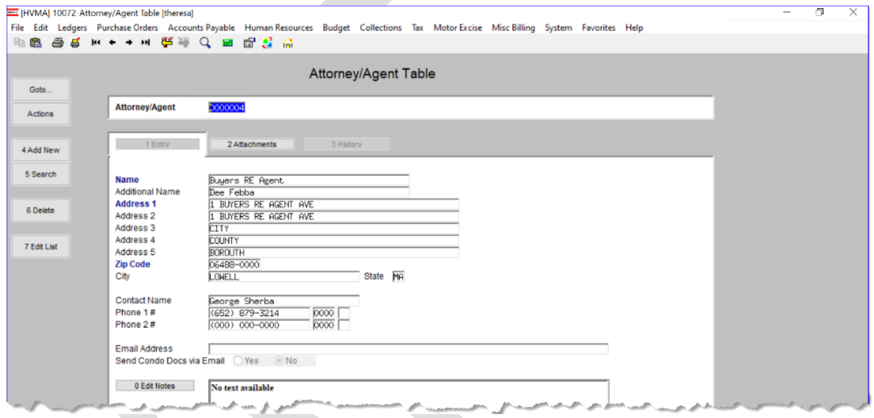
Confirm that it is the correct attorney, and click on the [9 Entry] to open the Attorney/Agent Table screen.



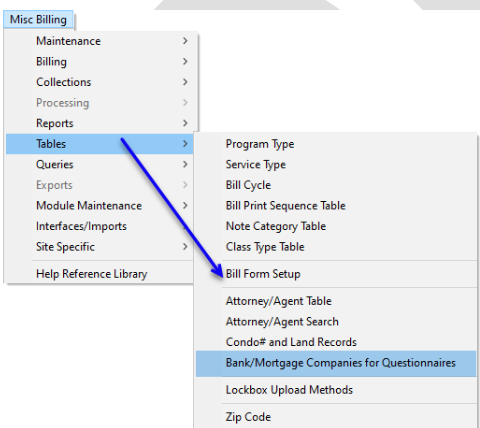
If there is no match to the keyword, return to the Attorney/Agent Table screen and use the 4 Add New to create a new Attorney or Agent.

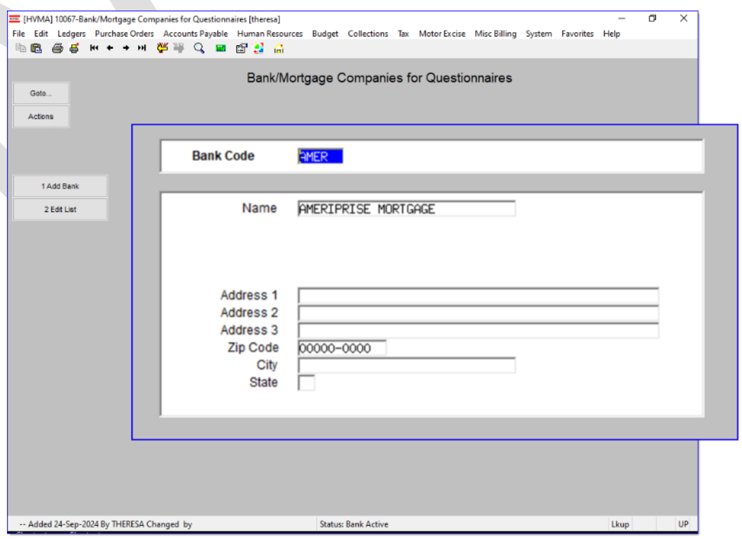


Select the Entry button to edit the current Attorney/Agent. Make changes as needed.



6 Bank/Mortgage Company Table #10067





This table #10067 tracks which banks or mortgage companies have asked HVMA to fill out a questionnaire (Form 1076). At present, only the Bank Code and Name fields are required. More information on this screen is found in **MB-645 HVMA Bank Questionnaire** in the Help Reference Library.

7 Included in Each Packet

This lists the components of each packet generated from the lease or resale of a unit.

7.1 Lease

1. Lease document generated by Crystal Reports.

7.2 Resale

1. Resale docs generated by Crystal Reports.
2. Insurance coverage document (file name and location found on Bill form Table Insurance/Budget Tab).
3. Budget Document (file name and location found on Bill form Table Insurance/Budget Tab.
4. Bylaw documents 1 & 2 (file name and location found on Bill form Table Insurance/Budget Tab). These are general to all units being sold
5. Declarations/Other Documents – this is dependent on the Condo# assigned to the customer. (filename and locations found on Condo# and Land Record Table.)
6. Two Audit Reports.

7.3 Closing Documents

1. Closing documents created by Crystal.
2. Yellow (original Page #2) – should be shown on the screen for data entry.
3. Bank page (original Page #3) – can be included since no AUC data is needed.
4. Closing Waiver document generated by Crystal (right of first refusal - now part of the closing documents in Crystal).
5. They can optionally include pages #2, #3, #4, and #6 from above through the pre-set forms tab on the create a resale screen. Declarations are only included in the resale packet.