

MONDO CONDO™

**Management & Accounting Software
for Association Managers
Committed to Providing
Exceptional Service to
California Community Associations**

**Automatic Management Reports,
Automatic Agendas, Automated Minutes,
Financial Statements, Journals, Budgets, General Ledgers,
Accounts Receivable, Customized Billing Statements,
Job Tracking and Job Reporting,
Maintenance Scheduling,
Maintenance and Repair Budgeting,
Management by Exception and Management by Objectives,
Condology™ Electronic Reference,
Key and Door Control,
Recurring Calendars, and much more.**

MONDO CONDO is a complete computer software system designed specifically for California Community Associations. It is appropriate for companies managing multiple associations or large self-managed associations. The program adapts itself to each association's specific accounts, rules and requirements. MONDO CONDO is integrated so that information is only entered once and all the software modules use the same information. A serialized job number is cited on job reports, in the Management Report, the Agenda, in the Minutes and in the General Ledgers. The Audit Trail provided by the job numbers provides complete accountability to the Board of Directors.

WORK ORDER SYSTEM. Users may access an unlimited number of work orders by priority, number, type, date, or equipment. Standard job types include board meetings, delinquent accounts, escrows, repairs, and dozens of others. The work order system integrates with the automatic Management Report, the automatic Meeting Agenda, the Management by Exception System and the automatic Meeting Minutes. For any job, managers may update the priority, status, inclusion in the Management Report, and inclusion on the Agenda. Unlimited comments may be entered for each task and completed tasks are instantly retrievable for historical purposes.

MANAGEMENT by OBJECTIVES (MBO) SYSTEM reports compliance with the management company's objectives for distribution of board packets, preparation of minutes, and other objectives.

MANAGEMENT by EXCEPTION (MBE) SYSTEM. Priorities of problems are continually updated so managers, assistant managers, and bookkeepers are always aware of the most important problems at any time during the day. Managers may jump to any of the TOP TEN problems at any time regardless of association.

MEETINGS. MONDO CONDO encourages prior planning for future board meetings and annual meetings. Managers, bookkeepers and supervisors are reminded of due dates for management reports, financial reports, agendas, and minutes preparations. The Meetings Module is integrated with the Management by Exception Module and the Minutes Module.

MANAGEMENT REPORT. Comprehensive Management Reports for Boards of Directors are automatically generated by the system. All open work orders and all jobs tasked to management are listed both by priority and numeric order. A complete History Log of each job is included. Alternatively, a special Management Report Narrative paragraph will appear in the Management Report instead of the Job History Log. The manager may optionally prevent certain jobs from appearing in the Management Report.

AGENDAS. Board and Membership Meeting Agendas are automatically generated and cross-referenced to management reports and the work order system. Agenda items may be rearranged with the click of a key and the estimated length of each meeting is calculated.

MINUTES. Regular, special and executive session Board Meeting and Membership Meeting Minutes are easily generated. Minutes are automatically started from the Agenda. As minutes are typed, related Work Orders and Management by Exception problems are automatically updated. MONDO CONDO keeps track of the status of minutes: whether or not drafted; sent to the Board for approval; and whether or not approved. Approved Minutes may not be modified.

CONDOLOGY™ is an electronic reference guide for community associations and is an integral part of the MONDO CONDO System. Management tips, definitions, text of selected California Codes, insurance requirements, earthquake guidelines, sample board resolutions, suggested solutions to management problems, and hundreds of other topics are listed, cross-referenced and available to managers instantly.

ACCOUNTING. Single entry input creates double entry output to the cash receipts and cash disbursements journals. An unlimited number of checking accounts may be maintained for each association. Monthly owner assessments are automatically posted. Each financial transaction is posted to the general ledgers, any applicable sub-ledgers, owner billing statements, as well as to the financial statements, all automatically. Financial statements and owner statements are up to date as of each transaction. CPA's love the audit trail and reports.

ACCOUNTS RECEIVABLE accounts may be found by unit number, address, last name of owner, co-owner, tenant, first name or nickname of owner, or any other cross-reference. Receivables ledgers are updated automatically from journal entries. Monthly statements are automatically posted with recurring charges or credits. Standard statements may contain up to nine lines of miscellaneous information and include a return coupon with an owner response area for quick surveys. Prior unpaid charges are retained on the statements. Prior owner transactions are retained in history files.

JOURNALS are easy to create since the input screens are intuitive. The accounts receivable ledger is always in balance with the general ledger. Prior months are open for journal input. Keyboard input is authenticated with a confirming entry whenever possible to enhance input accuracy. Transactions may not be entered out of balance. Training for accounts receivable and accounts payable data entry takes only minutes. General Journal entry is by "increase" or "decrease" to an account so no knowledge of debits or credits is required. The general ledger is always in balance and the Accounts Receivable Ledger is always reconciled with the General Ledger. Printed journals are designed to serve as a filing system for invoices and other supporting documents.

LEDGERS. Posting to the ledgers and financial statements is instantaneous after entering financial transactions. The year-to-date general ledger is cross-referenced to the journals and the audit trail created by MONDO CONDO leads directly to source documents (original invoices, deposit slips, etc.). Ledgers are instantly available for any day, month, quarter or year, including prior years.

POSTING and CLOSING. There is no need to post ledgers or close books since these time consuming error producing technical chores are performed automatically without need for intervention by an accountant.

FINANCIAL STATEMENTS include operating statements, balance sheets, delinquency reports, reconciliation reports, budget comparison reports and charts of accounts. Financial statements are instantly available and always up-to-date after any transaction is entered. Statements and budgets are on-line and available for any month, quarter, or year including any number of prior years from any day to any day. Budget comparisons can be made accurate to a daily or weekly basis (in addition to the normal monthly comparisons).

OWNER/RESIDENT REPORTS. Owner statements, delinquency reports, telephone lists, site address lists, mailing labels, intercom directories, parking assignments, owner occupancy report, owner sign-in sheets for membership meetings, and word processing mail merge files for custom letters to owners and tenants can all be automatically generated. Emergency telephone numbers, tenant data and unlimited comments are maintained for each unit. Special lists and labels are generated for board members, non-resident owners, and non-owner residents.

CALENDAR. Enter a recurring event once, such as a board meeting or a preventive maintenance routine, and that event will appear perpetually on calendars generated by MONDO CONDO.

MAINTENANCE and REPAIRS may be scheduled, tracked, and budgeted. Preventive maintenance routines which are overdue are reported to the Management by Exception System. Estimated preventive maintenance and emergency repair costs are summarized for the annual budget.

KEYS and DOORS are inventoried and cross referenced. Key tags are automatically printed. Keys may be located by reference to an alphabetical listing of all doors and equipment.

SYSTEM FEATURES. All of the system modules are fully integrated and every module instantly updates the other modules. Menu items may be selected by mouse or by keyboard. A majority of the system may be operated one-handed with only the 10-key pad as a convenience to the accounting staff. Internal audit procedures highlight trouble areas for managers and bookkeepers and these problems are reported via the Management by Exception System.

REPORTS may be output to the screen, a printer or to a word processor. Reports are formatted for 8.5 x 11 output. Custom reports are easy since data files are standard xBase files and may be easily exported to Lotus, ASCII, or other popular file formats. There is no need for costly specially printed forms. All reports, including monthly owner statements, may be produced on plain paper (or on your own forms if you prefer). Inexpensive double window envelopes are available from national suppliers so that envelope addressing is unnecessary for routine correspondence or monthly statements. If a particular community association or management company desires a custom version of any report, MONDO CONDO will automatically print the custom version of the report. There are scores of standard reports available including serialized ballots for Annual Meetings, Preventive Maintenance Budgets, Board of Directors Emergency Call List, etc.

SPECIAL MANAGEMENT COMPANY FEATURES. MONDO CONDO generates custom reports for each manager and/or supervisor such as: Priority Jobs, Management by Exception problems, and Meeting Dates from any or all associations for which the manager and/or supervisor is responsible. Lists are available of pending Board Meetings, Site Inspections, and unfinished Minutes. There are programs for billing postage, copies, stationery, and faxes.

CUSTOMIZED. Programs for each management company and community association are customized. Screens, account numbers, field lengths and reports are all customized for each client. Specialized reports and programs for a particular community association or management company are automatically integrated into MONDO CONDO screens. Customized owner billing statements are programmed at no additional cost.

MONDO CONDO CAPACITIES. Thousands of community associations may be simultaneously managed using MONDO CONDO. The number of work orders, general ledger accounts, owner accounts, sets of minutes, or financial transactions is limited only by computer capacity. Account numbers may be nine characters long, alpha or numeric, and are user definable. Network version included at no additional cost.

HARDWARE REQUIRED: A 486 computer with 4 Meg RAM is the minimum recommended. Managers and bookkeepers may simultaneously use the system on a local area network. At least one modem is required for periodic updates and for training by remote terminal (14.4 kbps minimum, 28.8 preferred). A battery backup is required for the main computer or file server. A tape drive is required for mandatory backup of data. Although not required, the software takes advantage of, and is easier to use with, a color monitor, laser printer and mouse.

ENHANCEMENTS CURRENTLY BEING TESTED: Telephone Message Log integrated with Work Order System and Management Reports; Automatic Request for Proposals/Bids, Equipment Preventive Maintenance Scheduling. Automatic Site Inspection Forms which reference all equipment and outstanding jobs.

COST. The software program and accompanying support is available by subscription. The monthly fee is one hundred dollars plus ten cents per unit. MONDO CONDO is furnished with software and bookkeeping telephone support at no extra charge. Multi-association, multi-manager, and network multi-user versions are all included at no additional cost. New versions, updates and upgrades are sent to users periodically at no additional cost. There is no money down, no deposit, and you will be satisfied or you need not pay.

TRADEMARKS. MONDO CONDO Management & Accounting Software for California Community Associations and Condology are trademarks of MONDO CONDO CORP. Other product and company names are trade marks of their respective holders.

DEMONSTRATION. Come see for yourself . . . make an appointment to view the program in action on a live network and see the convenience and cost effectiveness of MONDO CONDO . . . eventually there won't be anything unlike it.

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