

Workshop:

Problem

The administrator of a homeowner's association needs a system to efficiently manage all the administration tasks of the association. This program must include functionalities to cover all administration needs, from the control of the residents' fee payments to the maintenance of the facilities and the communication between the administrator and the owners or tenants.

Overview

In the management of homeowners' communities, an administrator is responsible for multiple tasks essential to the smooth running of the premises, such as managing monthly payments from residents, scheduling maintenance, resolving incidents and organizing events or meetings. A comprehensive management system would allow the manager to keep a clear and updated record of all these activities, improve communication with residents and optimize the use of condominium resources. This type of tool facilitates the manager's organization and contributes to maintaining resident satisfaction .

Background

A condominium, in general terms, is a group of individual housing units that share common areas, such as gardens, parking lots and recreational areas. Each resident usually contributes a monthly fee to the maintenance and improvement of these common areas. Often, a manager is hired to manage these funds and ensure that the condominium is in good condition.

The program is structured comprehensively to address condominium management, focusing on key components such as financial administration, maintenance, security, communication, regulations, and implementation planning, the financial management component ensures the condo's economic stability through the preparation and tracking of a detailed annual budget, maintaining accounting records to control income and expenses, monthly collection of condo fees, and creating a reserve fund for emergencies and major repairs, the maintenance and repairs section focuses on preserving infrastructure and enhancing resident's quality of life by developing a preventive and corrective maintenance plan for all facilities, selecting and supervising service providers (such as gardening, cleaning, and security), and implementing an incident reporting system for residents to report issues or malfunctions. In security, access control systems (cards, tags and vehicle controls) are implemented, security personnel are hired and surveillance cameras installed, and emergency plans and regular drills are developed. The communication and participation component includes organizing general assemblies and regular meetings to inform residents and facilitate decision making, along with distributing newsletters to communicate condo activities and updates. The regulations and norms section involves periodic review and updates of the horizontal property law regulations and internal condo rules, establishing mechanisms to ensure all residents comply with these rules, and creating a system of penalties for rule violations.

table 1 - example of income

CONDOMINIO LA PRIMAVERA							
EGRESOS MES DE MAYO							
Nro	FECHA DE PAGO	FECHA	FACTURA	BENEFICIARIO	CONCEPTO	DETALLE	VALOR
11	19/3/2024	31/1/2024	010-002-000000251	LASLUIA MORALES R	MANTENIMIENTO	TACO, TORNILLO, BROCA SOPORTE T	1,08
11	19/3/2024	23/1/2024	013-902-000517627	COMERCIAL KYWI S.A	MANTENIMIENTO	LUBRICANTE PARA CANDADOS	4,44
11	19/3/2024	23/1/2024	044-004-001589742	AUTOMOVIL CLUB DE	COMBUSTIBLE	GASOLINA EXTRA MOTOGUADAÑA	10,00
11	19/3/2024	23/1/2024	051-009-000086947	EXTERNALIZACION DE	AGUA	COMISIÓN AGUA	0,57
11	19/3/2024	29/1/2024	055-014-000675799	TIENDAS INDUSTRIAL	UTILES DE LIMPIEZA Y AS	GUANTES, FUNDA BASURA, PAPEL HI	7,76
12	8/3/2024	31/1/2024	001-001-000000009	SANTI LAINES DARWIN	CONSERJE	SERVICIOS PRESTADOS MES DE ENEF	300,00
12	8/3/2024	19/2/2024	001-001-000000010	SANTI LAINES DARWIN	MANTENIMIENTO	2 SOLDADURAS DE LLANTA RECOLEC	15,00
12	8/3/2024	17/2/2024	001-001-000000049	PINTADO ANGEL BERT	MANTENIMIENTO	SERVICIO TÉCNICO DE VISITA DE REV	20,00
12	8/3/2024	26/2/2024	001-001-000000657	LUIS HERNAN SANGU	MANTENIMIENTO	REJILLA PARA EVITAR QUE RECOLECT	130,00
12	8/3/2024	6/3/2024	001-100-000000168	GUSTAVO LLUMIPANT	MANTENIMIENTO PUERTA	ARREGLO PUERTA DESMONTAJE Y RE	310,00
12	8/3/2024	2/2/2024	001-999-094063831	Empresa Eléctrica Qu	LUZ	LUZ MES DE FEBRERO	4,75
12	8/3/2024	3/2/2024	001-999-094084178	Empresa Eléctrica Qu	LUZ	LUZ MES DE FEBRERO	86,96
12	8/3/2024	3/2/2024	001-999-094084179	Empresa Eléctrica Qu	LUZ	LUS MES DE FEBRERO	2,43

table 2 - example of expenses

CONDOMINIO LA PRIMAVERA														
INGRESOS MES DE MAYO														
COMPROBANTE DE PAGO	CAC	ME	FECHA	MONT	EXPENSAS	INQUILINOS	MULTA	ARQUEADO	ALQUILER	CERTIFICADO EXPENSA	CONTRO	OTROS	DEPÓSITOS NO IDENTIFICADOS	DETALLE
2457	31	1	31/01/2024	70,05	70,05									CARTERA 2023
2458	44	1	31/01/2024	25,00	25,00									ENE
2459	11	1	31/01/2024	85,00	45,00			40,00						DIC ENE
2460		1	02/01/2024	2,78									2,78	
2461		1	08/01/2024	18,00									18,00	
2462		1	08/01/2024	26,76									26,76	
2463		1	08/01/2024	63,27									63,27	
2464		1												ANULADO
2465		1												ANULADO
2466		1	31/01/2024	60,00									60,00	
2467	6	2	01/02/2024	36,26	25,63		10,63							FEBRERO
2468		2												ANULADO
2469	1	2	06/02/2024	54,00	54,00									ENERO Y FEBRERO 2024
2470	15	2	06/02/2024	20,86	20,86									FEBRERO

table 3 - example of results

CONDOMINIO LA PRIMAVERA														
RESULTADOS AL 30 DE ABRIL 2024														
	ENERO	FEBRERO	MARZO	ABRIL	MAYO	JUNIO	JULIO	AGOSTO	SEPTIEMBRE	OCTUBRE	NOVIEMBRE	DICIEMBRE	TOTAL	
INGRESOS SALDO INICIAL BANCO	840.72	1.296,78	1.699,09	2.392,98	3.846,90								840.72	
INGRESOS SALDO INICIAL EFECTIVO			230.22		0,00								230.22	
INGRESOS EXPENSAS	1.045.18	410,60	3.848,71	2.867,23	1.109,70								9.261,42	
INGRESOS INQUILINOS	10,00		10,00	45,00	65,00								130,00	
INGRESOS PARQUEADEROS	160,00	20,00	110,00	840,00	60,00								1.190,00	
INGRESOS MULTAS				241,82	0,00								241,82	
INGRESOS CONTROLES			367,00	75,00	80,00								522,00	
INGRESOS OTROS HABITANDO													0,00	
INGRESOS CERTIFICADO EXPENSAS				15,00									15,00	
INGRESOS DEPOSITOS NO IDENTIFICADOS	170.81												170.81	
INGRESOS TOTAL INGRESOS	2.226.71	1.727,38	6.265,02	6.477,03	5.161,60	0,00	0,00	0,00	0,00	0,00	0,00	0,00	12.621,99	
EGRESOS ADMINISTRACION 2023	787.85												787.85	
EGRESOS AGUA	3.39		3.53										6.92	
EGRESOS CAJA CHICA				200,00									200,00	
EGRESOS OBRA CANDADOS PARQUEADERO			420,00										420,00	
EGRESOS CITOFONO			10,00										10,00	
EGRESOS COMBUSTIBLE			22,00										22,00	
EGRESOS CONSERJE			600,00	300,00	300,00								1.200,00	
EGRESOS CONTROLES			373.25	292.97	159.97								826.19	
EGRESOS GASTOS BANCARIOS	3.20	0.40	2.20	3.28	2.46								11.54	

table 4 - example of access control inventory

CONDOMINIO LA PRIMAVERA							
KARDEX CONTROLES VEHICULARES							
FECHA	CASA	INGRESOS	VALOR	EGRESOS	VALOR	SALDO	VALOR
19/3/2024		13	325,33		25	13	325,33
25/3/2024	24			1	25	12	300,33
25/3/2024	19			1	25	11	275,33
25/3/2024	13			1	25	10	250,33
27/3/2024	60			1	25	9	225,33
27/3/2024	47			1	25	8	200,33
25/3/2024	43			1	25	7	175,33
27/3/2024	47			1	25	6	150,33
27/3/2024	32			1	25	5	125,33
27/3/2024	4			1	25	4	100,33
27/3/2024	5			2	50	2	50,33
27/3/2024	26			2	50	0	0,33
17/4/2024		13	292,97		25	13	292,97
18/4/2024	57			1	25	12	267,97
19/4/2024	40			1	25	11	242,97
24/4/2024	11			1	25	10	217,97
24/4/2024	20			1	25	9	192,97
COMPRADOS: 26		VENDIDOS: 17					
STOCK: 9							

Evidence





