

PCA Finance Report for December 01, 2022 to December 31, 2022

1. Account Balances as of 31-Dec-2022:

David Keim, Treasurer

Account	Balance
Checking	\$37,238.28
Savings	10,896.07
General Reserve	29,851.90
Townhouse Reserve	27,024.63
Total:	105,010.88

NOTE: These balances were reported by our banks as of the date shown. These balances may not include recent debits or credits that the bank has not yet applied to the PCA accounts. Refer to Section 2 to see all expenditures made during the month.

2. Checking Account Ledger for December 2022:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Dec	(Incoming Balance)				38,318.28
30-Dec-2022	Transfer #2 to T-H Reserve Fund: \$72.00 for each of 15 accounts; total transferred for 2022 is (32+15) of 60.	E-xfer	1,080.00		37,238.28
30-Dec-2022	Potomac Edison; Oct->Nov electric service for Main Sign and for Club View Park.	2034	77.38		37,160.90
30-Dec-2022	Verizon; 03-Dec-2022 voice-mail invoice; December service.	2035	71.43		37,089.47
30-Dec-2022	Montgomery County, MD; 2 of 2, annual Water Quality Protection Charges (part of Real Property Tax Bill).	2036	1,147.96		35,941.51
30-Dec-2022	Howell Brothers Lawn & Landscaping; Sep/Oct/Nov/Dec services (pmts 7->10 of 10).	2037	11,500.00		24,441.51
30-Dec-2022	Gardner Law Firm, P.C.; 30-Nov-2022 invoice #1812; \$71.50 charges for general collections charges; \$52.00 ongoing charges for 2021 collections; 389.19/376.19/402.19 for three collections case openings and lawsuit filings.	2038	1,291.07		23,150.44
30-Dec-2022	New Generation Trash, LLC; Jan/Feb/Mar trash service at Club View Park.	2039	45.00		23,105.44
30-Dec-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, November 2022.	2040	40.00		23,065.44
30-Dec-2022	David J. Keim; \$74.20--PDF editing software; \$240.00--Postage, 2023 invoicing; \$9.90--Postage, re-sale pkg mailing; 2x\$37.50--monthly charge for M-S 365 Bus Std, three users, 24-Nov->23-Dec & 24-Dec-2022->23-Jan-2023; \$160.57--toner & drum for laser printer; \$77.37--500 ct #10 envelopes for invoice mailing.	2041	637.04		22,428.40
30-Dec-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, December 2022.	2042	40.00		22,388.40
31-Dec-2022	Deposit Batch B14 - Bank Mobile Deposit, 5 checks: \$207.00--2023-prin, \$460.00--2022-prin, \$172.00--2021-prin, \$10.32--2021-int.			849.32	23,237.72
31-Dec-2022	Deposit Batch B14 - E-payments transferred from PayPal account, 2 pmts: \$189.00--2022-prin, \$105.67--2021-prin, 2x\$35.00--re-sale package sales.			364.67	23,602.39
31 Dec	(Ending Balance)				23,602.39
	Total Monthly Disbursements:		15,929.88		

3. Income Log for December 2022

Source	Date	Amount	Product/Service
Residential Assessment Income		--	Assessment Returns, Deposit Batch #xx, bank deposit.
Residential Assessment Income	31-Dec-2022	849.32	Assessment Returns, Deposit Batch #14, bank mobile deposit.
Residential Assessment Income	31-Dec-2022	294.67	Assessment Returns, Deposit Batch #14, electronic transfer.
Non-Exempt Income		70.00	Re-Sale Package Sales, Deposit Batch #14, electronic transfer.
Non-Exempt Income			Newsletter Ad Sales.
Non-Exempt Income			Field Use Fees.
Total Income:		1,213.99	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Completed processing of assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2022 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for December 2022.
- 2023 Budget: Submitted Draft-2 with audit fee correction to Board on 04-Dec; submitted Draft-3 with printing cost correction to Board on 06-Dec; budget approved by Board after additional meeting on 19-Dec.
- End of Year Activities: Processed and deposited all payments to the PCA; prepared payments for all accounts payable, and Rod signed the checks; performed various updates and verifications to the 2022 Property Log to close the log for the year.
- 2023 Opening Activities: Modified the 2022 version to create the 2023 Property Log.
- 2023 Invoicing: (Note: Most of this work occurred in Jan 2023, but is reported here in the interest of timely reporting)
 - Planned schedule for invoicing; purchased needed stationary and stamps;
 - printed forms as possible at Staples;
 - updated design of invoicing merge forms;
 - generated the invoices for accounts with no past due and had volunteers stuff the envelopes, mailed 09-Jan;
 - prepared invoices for accounts with past due amounts; customized for each category of account (past due one year; past due multiple years; in PCA payment plans; in collections); all mailed by 12-Jan;
 - prepared e-mailed invoices for the 4 accounts that had requested this, and for the one property in collections that can't be reached by USPS mail (also sent USPS invoice).
- Account Collections: Signed complaints against three accounts on 06-Nov; we were notified on 15-Dec that all three owners had been served with notices to appear in court.
- Reserve Study: Study initiated on 05-Dec; site visit will be in January. (January Preview: site visit completed on 11-Jan).
- Property Sales:
 - 12-Dec: Provided HOA information to title companies for the sale of: 24337 Flamingo Terrace (sale expected 19-Dec);
 - 12-Dec: Contacted title company to verify new owner's names and lender contact info, 24308 Flamingo Terrace (sold 04-Nov);
 - 21-Dec: Provided HOA information to title company for 24113 Newbury Road (sale expected 18-Jan).