

PCA Finance Report for April 01, 2023 to April 30, 2023

1. Account Balances as of 30-Apr-2023:

David Keim, Treasurer

Account	Balance
Checking	67,426.50
Savings	10,899.65
General Reserve	35,861.78
Townhouse Reserve	30,226.41
Total:	144,414.34

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

2. Checking Account Ledger for April 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Apr	(Incoming Balance)				81,557.05
6-Apr-2023	Harman's Outdoor Services, LLC; Invoice 2461, Pmt 1 of 8 - April.	2060	4,375.00		77,182.05
6-Apr-2023	See Dirt Run; 2/3 (final) pmt for Club View Park washing contract -- tennis court, pavilion structure, pavilion floor.	2061	2,182.67		74,999.38
7-Apr-2023	Deposit Batch B06 - Bank Mobile Deposit, 6 checks: \$828.00--2023-prin; \$100.00--2021-prin; \$79.46--2020-prin; \$39.24--2019-int; \$35.00--re-sale package.			1,081.70	76,081.08
10-Apr-2023	Deposit Batch B06 - E-payments xferred from PayPal account, 4 properties made pmnts: \$621.00.00--2023-prin; \$100.30--2022-prin; \$0.50--2022-int; \$35.00--re-sale package.			756.80	76,837.88
11-Apr-2023	Gardner Law Firm, P.C.; 31-Mar invoice #2029; collections advice.	2062	27.20		76,810.68
11-Apr-2023	New Generation Trash, LLC; Apr/May/June trash service.	2063	45.00		76,765.68
11-Apr-2023	Potomac Edison; Feb->Mar electric service for Main Sign and for Club View Park.	2064	60.68		76,705.00
11-Apr-2023	Verizon; 03-Apr-2023 voice-mail invoice; April service.	2065	78.50		76,626.50
27-Apr-2023	Erie Insurance, annual policy charges; Liability, Property, Commercial Crime insurance; covers 01-Nov -> 31-Oct; Pmt 3 of 4.	2066	594.00		76,032.50
27-Apr-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, March & April 2023.	2067	80.00		75,952.50
27-Apr-2023	David J. Keim; 8.47--green spray paint for tennis post touch-up; \$46.25 & \$231.25--meeting room rental Feb->Jun; 4x\$37.50--monthly charge for M-S 365 Bus Std, three users, Feb/Mar/Apr/May; \$113.21 & \$66.14--printing for assessment invoice; \$175.83--tennis net reel; \$131.74--tennis court water roller; \$47.69--color ink for printer; \$19.07--2 flash drives for data backup; \$12.00--Yahoo e-mail forwarding subscription, annual fee.	2068	1,001.65		74,950.85
27-Apr-2023	Transfer #1 to T-H Reserve Fund for 2023; 40 of 60 accounts at \$80.00 each; 40 of 60 now deposited.		3,200.00		71,750.85
27-Apr-2023	Transfer to General Reserve Fund for 2023; budgeted annual contribution.		6,000.00		65,750.85
30-Apr	(Ending Balance)				65,750.85
	Total Monthly Disbursements:		17,644.70		

3. Income Log for April 2023

Source	Date	Amount	Product/Service
Residential Assessment Income	07-Apr-2023	1,046.70	Assessment Returns, Deposit Batch #06, bank mobile deposit.
Residential Assessment Income	10-Apr-2023	721.80	Assessment Returns, Deposit Batch #06, electronic transfer.
Non-Exempt Income			Batch xx, newsletter ad.
Non-Exempt Income	07-Apr / 10-Apr	70.00	Batch 06, re-sale package sales.
Non-Exempt Income			Batch xx, non-resident tennis use fees.
Non-Exempt Income			Insurance claim payment.
Total Income:		1,838.50	

NOTE: Income log does not include earned interest.

4. Log of Treasurer’s Actions

- Processed assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2023 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for April 2023.
- 2023 Invoicing:
 - Sent copy of 2023 invoice to one property owner who requested it.
- Account Collections: No change – still waiting to receive the official Court judgments for two of the 2022 court cases.
- Reserve Study: Detailed review of the preliminary Reserve Study report to verify accuracy and to suggest adjusted “Normal Economic Life” and “Remaining Economic Life” values for some PCA assets; returned mark-up of study 30-Apr; should receive updated version from MillerDodson this week.
- Support of Property Sales:
 - 07-Apr: 24047 Newbury Road – Provided HOA information to settlement company.
 - 08-Apr: 24004 Log House Road -- Sold re-sale package to seller.
- Support of Tree Fall Insurance Claim: Received insurance company payment for tennis court fence, net, and net reel. Re-sent repair proposal for court surface to insurance adjuster.
- Support of Insurance Policy Re-Write: Detailed review of 31-page proposal from insurance agent for new ErieSecure Business policy; transmitted corrections to insurance agent in support of policy re-write. The annual insurance premium will increase from \$2,356 to approximately \$3,666 (56% increase), but all PCA assets will now be covered. Erie is also offering an umbrella policy to increase the maximum annual payout limits; cost is approximately \$611 for an additional \$1 million coverage.