

## PCA Finance Report for May 01, 2023 to May 31, 2023

### 1. Account Balances as of 31-May-2023:

David Keim, Treasurer

Account	Balance
Checking	64,278.12
Savings	10,900.57
General Reserve	35,864.83
Townhouse Reserve	30,226.93
<b>Total:</b>	<b>141,270.45</b>

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 May 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 May	(Incoming Balance)				65,750.85
2-May-2023	Deposit Batch B07 - Bank Mobile Deposit, 7 checks: \$1,242.00--2023-prin; \$3,027.65--tennis court insurance claim payment #2.			4,269.65	70,020.50
2-May-2023	Deposit Batch B07 - E-payments xfered from PayPal account, 1 property made a pmt: \$207.00--2023-prin; \$35.00--re-sale package.			242.00	70,262.50
16-May-2023	Potomac Edison; Mar->Apr electric service for Main Sign and for Club View Park.	2069	44.10		70,218.40
16-May-2023	Verizon; 03-May-2023 voice-mail invoice; May service.	2070	79.50		70,138.90
16-May-2023	Tri-County Fence; 50% deposit for tennis court fence repair.	2071	1,295.00		68,843.90
19-May-2023	Harman's Outdoor Services, LLC; Invoice 2529, Pmt 2 of 8 - May.	2072	4,375.00		64,468.90
19-May-2023	Rodrigo Ibacache; soccer nets for Club View Park.	2073	190.78		64,278.12
31 May 2023	(Ending Balance)				64,278.12
<b>Total Monthly Disbursements:</b>			<b>5,984.38</b>		

### 3. Income Log for May 2023

Source	Date	Amount	Product/Service
Residential Assessment Income	02-May-2023	1,242.00	Assessment Returns, Deposit Batch #07, bank mobile deposit.
Residential Assessment Income	02-May-2023	207.00	Assessment Returns, Deposit Batch #06, electronic transfer.
Non-Exempt Income			Batch xx, newsletter ad.
Non-Exempt Income	02-May-2023	35.00	Batch 07, re-sale package sales.
Non-Exempt Income			Batch xx, non-resident tennis use fees.
Non-Exempt Income	02-May-2023	3,027.65	Insurance claim payment.
<b>Total Income:</b>		<b>4,511.65</b>	

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 May 2023.
- 2023 Invoicing:
  - Advised a resident regarding payment methods; account owes three years of assessment. The PCA website has “late payment” buttons for 2022 and 2021, so the resident does not need a custom invoice.
- Account Collections:
  - Researched an account that has two judgments against it; contacted attorney to verify lien status and benefits of requiring an oral exam.
  - Issued notice of payment plan default to three accounts with PCA payment plans that were two payments behind. One account made the two payments, one delivered a post-dated check for two payments, one did not respond.
  - Still waiting to receive the official Court judgments for two of the 2022 court cases; our attorney tells us that the judgment will be for the PCA, but the Court has not yet issued the decisions.
- Reserve Study: In the process of performing a detailed review of Version 2 of the Reserve Study report to verify accuracy and completeness. The study results have been divided into two sections to support the PCA’s use of two reserve funds (detached-house and town-house reserve fund expenditures need to be tracked separately).
- Support of Property Sales:
  - 04-May-2023: 24004 Log House Road – provided HOA information to settlement agent.
  - 24-May: 24113 Welsh Road – Initiated re-sale package production; delivered 30-May.
- Support of Tree Fall Insurance Claim: On 26-May-2023 received the final payment for this claim, for the damage to the tennis court surface.
- Support of Insurance Policy Re-Write: On 04-May performed a 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. Received Version 2 of policy re-write on 05-Jun. Now in the process of reviewing that version. The annual insurance premium will increase from \$2,356 to approximately \$3,895 (65% 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 \$611 for an additional \$1 million coverage.