

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

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

David Keim, Treasurer

Account	Balance
Checking	68,017.22
Savings	10,901.47
General Reserve	35,867.78
Townhouse Reserve	30,227.42
Total:	145,013.89

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 June 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 June	(Incoming Balance)				64,278.12
5-Jun-2023	Potomac Edison; Apr->May electric service for Main Sign and for Club View Park.	2074	57.15		64,220.97
5-Jun-2023	Tri-County Fence; balance (50%) for tennis court fence repair.	2075	1,295.00		62,925.97
5-Jun-2023	Wolff Tree & Landscape, LLC; Invoice 7974 -- remove leaning Silver Maple from Ambergate Court; chip brush pile in Club View Park (\$125).	2076	1,875.00		61,050.97
5-Jun-2023	Gardner Law Firm, P.C.; 31-May invoice #2146; collections.	2077	40.20		61,010.77
5-Jun-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, May 2023.	2078	40.00		60,970.77
10-Jun-2023	Deposit Batch B08-A - Bank Mobile Deposit, 4 checks: \$125.04--2022-prin; \$78.56--2021-prin; \$20.64--2021-int; \$158.54--2020-prin; \$54.60--2020-int; \$4,824.07--tennis court insurance claim payment #3.			5,261.45	66,232.22
24-Jun-2023	Deposit Batch B08-B - Bank Mobile Deposit, 3 checks: \$414.00--2023-prin; \$106.00--2020-prin.			520.00	66,752.22
24-Jun-2023	Deposit Batch B08-B - E-payments xfered from PayPal account, 5 properties made a pmt: \$1,195.00--2023-prin; \$70.00--re-sale package.			1,265.00	68,017.22
30-Jun-2023	Potomac Edison; May->Jun electric service for Main Sign and for Club View Park.	2079	38.11		67,979.11
30-Jun-2023	Verizon; 03-Jun-2023 voice-mail invoice; Jun service.	2080	77.35		67,901.76
30-Jun-2023	Rodrigo Ibacache; fence rail for Club View Park.	2081	16.99		67,884.77
30-Jun-2023	Harman's Outdoor Services, LLC; Invoice 2628, Pmt 3 of 8 - June.	2082	4,375.00		63,509.77
30-Jun-2023	New Generation Trash, LLC; Invoice 12501; Jul/Aug/Sep trash service.	2083	45.00		63,464.77
30-Jun-2023	Gardner Law Firm, P.C.; 30-Jun invoice #2222; collections.	2084	13.00		63,451.77
30-Jun-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, June 2023.	2085	40.00		63,411.77
30 June 2023	(Ending Balance)				63,411.77
Total Monthly Disbursements:			7,912.80		

3. Income Log for June 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income	10-Jun-2023	437.38	Assessment Returns, Deposit Batch #08-A, bank mobile deposit.
Residential Assessment Income	24-Jun-2023	520.00	Assessment Returns, Deposit Batch #08-B, bank mobile deposit.
Residential Assessment Income	24-Jun-2023	1,195.00	Assessment Returns, Deposit Batch #08-B, electronic transfer.
Non-Exempt Income			Batch xx, newsletter ad.
Non-Exempt Income	24-Jun-2023	70.00	Batch 08-B, re-sale package sales.
Non-Exempt Income			Batch xx, non-resident tennis use fees.
Non-Exempt Income	10-Jun-2023	4,824.07	Insurance claim payment, tree fall, final.
Total Income:		7,046.45	

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 June 2023.
- 2023 Invoicing:
 - Work has begun on another invoice to all accounts with a positive balance; should be mailed this week.
- Account Collections:
 - Asked the PCA attorney to proceed with the oral exam request for the account that has two judgments against it.
 - Still waiting to receive the official Court judgments for two of the 2022 court cases; the Court dates were in 2022, but no decisions have been issued.
 - On 22-Jun the PCA attorney called the District Court to ask that the cases be sent for ruling.
- Support of Property Sales:
 - 05-Jun-2023: 24317 Log House Road – provided HOA information to settlement agent.
 - 06-Jun-2023: 24113 Welsh Road – provided HOA information to settlement agent.
 - 16-Jun-2023: 24505 Welsh Road – provided HOA fee information to real estate agent.
 - 21-Jun-2023: 24505 Welsh Road – delivered re-sale package to owner.
- Support of Insurance Policy Re-Write: Completed review of Version 2 of the Erie insurance policy re-write, as presented by Bowers Insurance. A few small errors were found. Now waiting for Bowers to send us the updated policy. The annual insurance premium will increase from \$2,356 to approximately \$3,662, 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.
- Reserve Study: Completed 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).