

## PCA Finance Report for November 01, 2023 to November 30, 2023

### 1. Account Balances as of 30-November-2023:

David Keim, Treasurer

Account	Balance
Checking	37,514.41
Savings	10,906.04
General Reserve	35,882.82
Townhouse Reserve	30,229.96
<b>Total:</b>	<b>114,533.23</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 November 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 November	(Incoming Balance)				43,015.62
3-Nov-2023	New Generation Trash, LLC; Invoice 13585; Oct/Nov/Dec trash service.	2110	45.00		42,970.62
3-Nov-2023	Harman's Outdoor Services, LLC; Invoice 2798, Pmt 7 of 8 - October.	2111	4,375.00		38,595.62
3-Nov-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, October 2023.	2112	40.00		38,555.62
3-Nov-2023	David J. Keim; \$231.25--meeting room rental Sep->Dec & Annual Mtg; 3 x \$37.50--monthly charge for M-S 365 Bus Std, three users, Sep/Oct/Nov; \$263.78--Aug newsletter printing; 2x\$69.54--printing for annual mtg; \$111.28--envelopes for election; \$107.24--ink for printer; \$396.00--6 rolls of 100 stamps (election, 2nd invoice, 2024 assessment); \$26.62--soil for CV Park leveling; \$130.36--annual e-mail fee; \$152.52--annual website fee.	2113	1,670.63		36,884.99
6-Nov-2023	Deposit Batch B11-B - Mobile Deposit, 3 checks: \$98.13--2022--int/fee; \$415.87--2023 prin.			514.00	37,398.99
7-Nov-2023	Deposit Batch B11-B - E-payments xfered from PayPal account, 1 property made a pmt: \$80.42--2023-prin; \$35.00--re-sale package.			115.42	37,514.41
30 November	(Ending Balance)				37,514.41
<b>Total Monthly Disbursements:</b>			6,130.63		

### 3. Income Log for November 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income			Assessment Returns, Deposit Batch #11-B, bank branch deposit.
Residential Assessment Income	06-Nov-2023	514.00	Assessment Returns, Deposit Batch #11-B, bank mobile deposit.
Residential Assessment Income	07-Nov-2023	80.42	Assessment Returns, Deposit Batch #11-B, electronic transfer from PayPal account.
Non-Exempt Income		35.00	Batch #11-B, proceeds from sale of Re-Sale Packages.
<b>Total Income:</b>		629.42	

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 November 2023.
- 2023 Invoicing:  
Processed the last returns resulting from the follow-up invoice that was sent to all past due accounts in September.
- Account Collections:
  - The PCA's attorney suggested a garnishment attempt for our two Nov 2022 collections cases, for which we have judgments; presented the question to the Board for an e-mailed vote; the vote was not completed (not all votes received).
- Support of Property Sales:
  - Prepared and delivered re-sale package to the residents of 24000 Bush Hill Road.
  - Directed Bowers Insurance to provide a certificate of insurance for a property that had been up for sale; the property is now trying to refinance.
  - Provided HOA account information to the settlement company for 24300 LH Rd; closing 08-Dec.
- Reserve Study: Responded via e-mail to a resident's questions about the Reserve Study and the 2024 Budget. A buyer's real estate agent also inquired (through the seller's agent) about the Reserve Study. The Reserve Study should be posted on the PCA's website for residents to review.
- 2024 Budget Development:
  - Draft-1 of the 2024 Budget was sent to the Board on 10-Nov. The Treasurer's detailed review of the 2023 Reserve Study-v2 and recommendations for assessment increase had previously been sent to the Board on 27-Oct.
  - The 2024 Budget was discussed at the 13-Nov Board meeting, and at a special open budget meeting on 21-Nov, but no vote was taken. In response to some Board Members raising questions about interpreting the PCA Covenants, on 01-Dec the PCA attorney was asked to assist. The attorney is away until 14-Dec, which will further delay the approval of the 2024 Budget, and the invoicing for the 2024 assessment.
  - The 2024 Budget-D2 will be prepared to reduce the line items for voice-mail service and for trash/litter removal, and to increase the line item for the Landscaping contract to match the expected actual 2024 cost.