

PCA Finance Report for August 01, 2024 to August 31, 2024

1. Account Balances as of 31-Aug-2024:

David Keim, Treasurer

Account	Balance
Checking	64,576.28
Savings	10,914.26
General Reserve	3,125.91
Townhouse Reserve	8,426.03
Total All Accounts:	87,042.48

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 August 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Aug	(Incoming Balance)				73,580.35
5-Aug-2024	Harman's Outdoor Services, LLC; Invoice # 3029, Pmt 4 of 8 - July.	2162	4,375.00		69,205.35
5-Aug-2024	Potomac Edison; 21-Jun to 22-Jul electric service for Main Sign and for Club View Park.	2163	45.28		69,160.07
5-Aug-2024	Grace Towing and Recovery, LLC; charges for standby and towing of 2 vehicles, Asphalt Work Day 1.	2164	275.00		68,885.07
5-Aug-2024	Deposit Batch B08-A - Bank Mobile Deposit, 1 pmt for 1 account: \$222.00--2024-prin.			222.00	69,107.07
5-Aug-2024	Deposit Batch B08-A - E-payments transferred from PayPal account, 2 pmts for 2 accounts: \$304.00--2024-prin, \$207.00--2024-prin, \$12.42--2024-int.			523.42	69,630.49
15-Aug-2024	Verizon; 03-Aug-2024 voice-mail invoice; August service.	2165	79.21		69,551.28
15-Aug-2024	Grace Towing and Recovery, LLC; \$275 for standby and towing of 2 vehicles, Asphalt Work Day 2; \$125 standby charge for Asphalt Day 3.	2166	400.00		69,151.28
24-Aug-2024	Harman's Outdoor Services, LLC; Invoice # 3080, Pmt 5 of 8 - August.	2167	4,575.00		64,576.28
28-Aug-2024	VOID: Written to replace Check 2163 from 05-Aug that Potomac Edison said they did not receive; on 26-Aug #2163 finally cleared our bank.	2168			64,576.28
28-Aug-2024	Transfer from General Reserve Fund to Checking to cover asphalt contract 60% balance payment.			24,889.22	89,465.50
28-Aug-2024	Transfer from Town-House Reserve Fund to Checking to cover asphalt contract 60% balance payment.			15,782.38	105,247.88
28-Aug-2024	Dominion Paving & Sealing; 60% balance pmt for 29-Jun-2024 asphalt contract; work completed 23-Aug-2024.	2169	40,671.60		64,576.28
31 Aug	(Ending Balance)				
	Total Monthly Disbursements:		50,421.09		

3. Income Log for August 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	05-Aug-2024	222.00	Assessment Returns, Deposit Batch #B08-A, Bank Mobile Deposit.
Residential Assessment Income	05-Aug-2024	523.42	Assessment Returns, Deposit Batch #B08-A, E-Pmt transfer from PayPal Account.
Re-Sale Package Sales			Income from Re-Sale Package sales.
Total Income:		745.42	

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 2024 Member Account Log (contains resident contact information and assessment payment records).
- Maintained 2024 Checking Ledger & Budget Report.
- Prepared monthly finance report for August 2024.
- 2024 Invoicing:
 - The 2024 invoices were prepared between January 09 and 18. Most of the invoices were mailed to residents on 16-Jan, and all were mailed by 18-Jan. This year the payment deadline has been extended to 15-Feb.
 - 64% of accounts were paid by the 15-Feb-2024 deadline; as of 31-May 82% of accounts were paid for 2024.
 - The second invoice was sent out between 11-May and 15-May, with due dates of 24-May to 31-May.
- Phone Port from Verizon to Microsoft: Initiated 16-Aug; primarily being handled by MS Phone Number Service Center; Verizon repeatedly rejected the porting request, apparently because all customer information must be exactly correct; current transition date is 11-Sep.
- Verizon Voice-Mail Problems: The V-M service has been down for a week or two; cause unknown; a repair ticket was written by Verizon, but we have received no status reports; this won't matter after noon on 11-Sep when Verizon relinquishes the line.
- Google Rejecting PCA E-Mails: After the PCA started sending e-mails directly from M-S servers, G-Mail started rejecting all e-mails from the PCA, listing them as spam. We found that sending to no more than ten G-mail accounts at a time still works. Brandon says this is a common problem between M-S and Google; we will look into using a free MailChimp account to make it easier to send e-mail to all our residents.
- 2024 Asphalt Projects:
 - All work completed by 23-Aug.
 - The work generally looks good. Some of the basketball court end lines are painted over weeds that somehow did not get removed by either Harman's Outdoor Services or Dominion Paving (Dominion only removed weeds where it was necessary for the crack filling; I thought Harman's was going to line-trim the court perimeter). There are some gouges on the court; looks as though they were there at the time of sealing, so perhaps during our walk-around both the PCA and Dominion missed flagging them for repair.