

PCA Finance Report for November 01, 2022 to November 30, 2022

1. Account Balances as of 30-Nov-2022:

David Keim, Treasurer

Account	Balance
Checking	39,480.68
Savings	10,895.14
General Reserve	29,849.37
Townhouse Reserve	25,944.19
Total:	106,169.38

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

2. Checking Account Ledger for November 2022:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Nov	(Incoming Balance)				39,703.65
2-Nov-2022	Erie Insurance, annual policy charges; Liability, Property, Commercial Crime insurance; covers 01-Nov -> 31-Oct; Pmt 1 of 4.	2026	589.00		39,114.65
7-Nov-2022	Deposit Batch B12-B - Bank Mobile Deposit, 1 check: \$189.00--2022-prin, \$172.00--2021-prin, \$16.86--2021-int, \$108.94--2020-prin, \$6.54--2020-int.			493.34	39,607.99
7-Nov-2022	Deposit Batch B12-B - e-payments transferred from PayPal account, 2 pmts: \$189.00--2022-prin, \$43.17--2021-prin, \$62.50--2020-prin.			294.67	39,902.66
21-Nov-2022	Potomac Edison; Sep->Oct electric service for Main Sign and for Club View Park.	2027	49.51		39,853.15
21-Nov-2022	Verizon; 03-Nov-2022 voice-mail invoice; November service.	2028	72.29		39,780.86
21-Nov-2022	Gardner Law Firm, P.C.; 30-Sep-2022 invoice #1754, \$57.00--collections research.	2029	57.00		39,723.86
21-Nov-2022	Rod Ibacache; replacement rail for park fence.	2030	7.40		39,716.46
21-Nov-2022	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, October 2022.	2031	40.00		39,676.46
21-Nov-2022	David J. Keim; \$60.00--Postage, general use; \$19.38 grounds maintenance (soccer net stakes & masking tape for painting backboards); \$143.63--tennis net reel; \$149.90--Zoom annual fee; \$130.25--e-mail annual fee; 152.52--website annual fee; \$37.50--monthly charge for M-S 365 Bus Std, three users, 24-Oct->23-Nov.	2032	693.18		38,983.28
21-Nov-2022	Deposit Batch B13-A - Bank Mobile Deposit, 1 check: \$261.00--2022-prin.			261.00	39,244.28
21-Nov-2022	Deposit Batch B13-A - E-payments transferred from PayPal account, 1 pmt: \$189.00--2022-prin.			189.00	39,433.28
22-Nov-2022	MillerDodson Associates; retainer for Level I Reserve Study.	2033	1,115.00		38,318.28
30 Nov	(Ending Balance)				38,318.28
Total Monthly Disbursements:			2,623.38		

3. Income Log for November 2022

Source	Date	Amount	Product/Service
Residential Assessment Income		--	Assessment Returns, Deposit Batch #xx, bank deposit.
Residential Assessment Income	07-Nov-2022	493.34	Assessment Returns, Deposit Batch #12-B, bank mobile deposit.
Residential Assessment Income	07-Nov-2022	294.67	Assessment Returns, Deposit Batch #12-B, electronic transfer.
Residential Assessment Income	21-Nov-2022	261.00	Assessment Returns, Deposit Batch #13-A, bank mobile deposit.
Residential Assessment Income	21-Nov-2022	189.00	Assessment Returns, Deposit Batch #13-A, electronic transfer.
Non-Exempt Income			Re-Sale Package Sales, Deposit Batch #13-A, electronic transfer.
Non-Exempt Income			Newsletter Ad Sales.
Non-Exempt Income			Field Use Fees.
Total Income:		1,238.01	

NOTE: Income log does not include earned interest.

4. Log of Treasurer's Actions

- Completed processing of assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2022 Member Account Log (contains resident contact information and assessment payment records).
- Prepared monthly finance, budget analysis, and assessment collections reports for November 2022.
- Account Collections: Signed complaints against three accounts on 06-Nov; by mid-November the Court had processed the complaints and process servers were at work; assisted attorney's office by providing information about resident's presence at their properties for the process server (2 of 3 residents were difficult to reach).
- Reserve Study: Reviewed reserve study proposals from two companies, sent notes to Board. Communicated with the selected contractor. (December Report Preview: Study initiated on 05-Dec; site visit will be in January).
- 2023 Budget: Prepared Draft-1 and sent to Board on 28-Nov; worked with Melvin to address his concerns. (December Report Preview: Submitted Draft-2 with audit fee correction to Board on 04-Dec; submitted Draft-3 with printing cost correction to Board on 06-Dec).
- MoCo Property Tax Bill Payment Error: The PCA does not pay real property tax, but through this tax invoice we do pay an annual Water Quality Protection Charge for stormwater handling on five land parcels. Our payment was allotted to only one of the five accounts, resulting in the other four appearing to be delinquent. On 04-Nov we communicated (by fax!) with the MoCo Department of Finance and they corrected the problem.