

PCA Finance Report for March 01, 2023 to March 31, 2023

1. Account Balances as of 31-Mar-2023:

David Keim, Treasurer

| Account | Balance |
|-------------------|-------------------|
| Checking | 82,648.38 |
| Savings | 10,898.75 |
| General Reserve | 29,859.26 |
| Townhouse Reserve | 27,025.96 |
| Total: | 150,432.35 |

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 March 2023:

| Date | Description | Chk # | Disbursement | Deposit | Balance |
|-------------|---|-------|--------------|----------|-----------|
| 01 Mar | (Incoming Balance) | | | | 78,580.24 |
| 7-Mar-2023 | Verizon; 03-Mar-2023 voice-mail invoice; March service. | 2054 | 78.93 | | 78,501.31 |
| 7-Mar-2023 | Potomac Edison; Jan->Feb electric service for Main Sign and for Club View Park. | 2055 | 54.77 | | 78,446.54 |
| 7-Mar-2023 | Gardner Law Firm, P.C.; 28-Feb invoice #1973; collections fees and costs for liens and resident communications. | 2056 | 98.02 | | 78,348.52 |
| 7-Mar-2023 | See Dirt Run; 1/3 down prmt for Club View Park washing contract -- tennis court, pavilion structure, pavilion floor. | 2057 | 1,091.33 | | 77,257.19 |
| 7-Mar-2023 | U.S. Postal Service; Apr-2023 -> Mar-2024 post office box rental (#222 at Damascus, MD 20872). | 2058 | 230.00 | | 77,027.19 |
| 7-Mar-2023 | Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, February 2023. | 2059 | 40.00 | | 76,987.19 |
| 13-Mar-2023 | Deposit Batch B05 - Bank Branch Deposit, 10 checks: \$1,925.00--2023-prin; \$17.68--2021-prin; \$72.00-2020-prin; \$10.32--2020-int; \$25.00--non-resident tennis fee; \$7.00--newsletter ad. | | | 2,057.00 | 79,044.19 |
| 16-Mar-2023 | Deposit Batch B05-B - Bank Mobile Deposit, 2 checks: \$494.00--2023-prin; \$261.00--2022-prin; \$27.93--2022-int; \$204.58--2021-prin; \$12.27--2021-int. | | | 999.78 | 80,043.97 |
| 22-Mar-2023 | Deposit Batch B05-B - E-payments xfered from PayPal account, 7 properties made prmts: \$1,035.00.00--2023-prin; \$351.36--2022-prin; \$15.66--2022-int; \$45.36--2021-prin; \$14.28--2021-int; \$25.00--non-resident tennis fee; \$35.00--re-sale package; less \$8.58 of excess transfer in B04. | | | 1,513.08 | 81,557.05 |
| 31-Mar | (Ending Balance) | | | | 81,557.05 |
| | Total Monthly Disbursements: | | 1,593.05 | | |

3. Income Log for March 2023

| Source | Date | Amount | Product/Service |
|-------------------------------|-----------------|----------|---|
| Residential Assessment Income | 13-Mar-2023 | 2,025.00 | Assessment Returns, Deposit Batch #05, bank deposit. |
| Residential Assessment Income | 16-Mar-2023 | 999.78 | Assessment Returns, Deposit Batch #05-B, bank mobile deposit. |
| Residential Assessment Income | 22-Mar-2023 | 1,453.08 | Assessment Returns, Deposit Batch #05-B, electronic transfer. |
| Non-Exempt Income | 13-Mar / 22-Mar | 50.00 | Batches 05 and 05-B, non-resident tennis use fees. |
| Non-Exempt Income | 13-Mar-2023 | 7.00 | Batch 05, newsletter ad. |
| Non-Exempt Income | 22-Mar-2023 | 35.00 | Batch 05-B, re-sale package sales. |
| Total Income: | | 4,569.86 | |

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 March 2023.
- 2023 Invoicing:
 - Prepared e-mailed invoices for three properties that had requested them.
- Account Collections: No change – still waiting to hear the results of two court cases.
- Reserve Study: Preliminary study report received 31-Jan; reviewed report for accuracy and to suggest adjusted “Normal Economic Life” and “Remaining Economic Life” values for some PCA assets, with the goal of customizing the study to better represent the PCA's plans for the community.
- Support of Property Sales:
 - 15-Mar: 24229 Welsh Road -- Sold re-sale package to seller.
 - 29-Mar: 24047 Newbury Road – Sold re-sale package to seller.
 - 30-Mar: 24229 Welsh Road – Provided HOA information to settlement company.
 - 31-Mar: 24317 Log House Road -- Sold re-sale package to seller.
- Support of Tree Fall Insurance Claim: Collected repair contractor proposals and additional documentation of the damage and sent completed claim to insurance adjuster.
- Support of Insurance Policy Re-Write: Prepared list of PCA assets and their values; prepared list of PCA member properties; prepared list of PCA-owned properties; transmitted to insurance agent in support of policy re-write.