

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

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

David Keim, Treasurer

Account	Balance
Checking	50,045.18
Savings	10,903.32
General Reserve	35,873.87
Townhouse Reserve	30,228.45
Total:	127,050.82

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 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 August	(Incoming Balance)				53,292.89
21-Aug-2023	Potomac Edison; Jun->Jul electric service for Main Sign and for Club View Park.	2093	59.45		53,233.44
21-Aug-2023	Verizon; 03-Jul-2023 voice-mail invoice; Jul service.	2094	77.50		53,155.94
21-Aug-2023	Gardner Law Firm, P.C.; 31-Jul invoice #2256; collections.	2095	204.74		52,951.20
21-Aug-2023	Harman's Outdoor Services, LLC; Invoice 2697, Pmt 5 of 8 - August.	2096	4,375.00		48,576.20
21-Aug-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, August 2023.	2097	40.00		48,536.20
21-Aug-2023	Deposit Batch B09-B - Bank Mobile Deposit, 3 checks: \$53.00--2020-prin, \$100.00--2022-int, 207.00--2023-prin.			360.00	48,896.20
21-Aug-2023	Deposit Batch B09B - E-payments xfered from PayPal account, 2 properties made a pmt: \$414.00--2023-prin; \$35.00--re-sale package.			449.00	49,345.20
30-Aug-2023	Deposit Batch B10-A - Bank Mobile Deposit, 2 checks: \$172.00--2021-prin, \$10.32--2021-int, \$289.00--2022-prin, \$21.66--2022-int, \$207.00--2023-prin.			699.98	50,045.18
31 August	(Ending Balance)				50,045.18
Total Monthly Disbursements:			4,756.69		

3. Income Log for August 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income	21-Aug-2023	360.00	Assessment Returns, Deposit Batch #09-B, bank mobile deposit.
Residential Assessment Income	21-Aug-2023	414.00	Assessment Returns, Deposit Batch #09-B, electronic transfer from PayPal account.
Residential Assessment Income	30-Aug-2023	699.98	Assessment Returns, Deposit Batch #10-A, bank mobile deposit.
Non-Exempt Income	21-Aug-2023	35.00	Batch #09-B, proceeds from sale of Re-Sale Packages.
Non-Exempt Income			Batch xx, newsletter ad sales.
Non-Exempt Income			Batch xx, non-resident tennis use fees.
Total Income:		1,508.98	

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 August 2023.
- 2023 Invoicing:
Work is progressing on another invoice to all accounts that have a positive balance; will be completed in early September.
- Account Collections:
 - Waiting to hear the results of our District Court request for an oral exam order for one resident (whose account has two judgments against it).
 - On 27-Jul-2023 the District Court issued judgments in the PCA's favor for the two open 2022 court cases. We are waiting to receive confirmation that liens were filed in August with the Circuit Court (liens can be filed if the residents do not make payment within thirty days of the judgment).
- Support of Property Sales:
 - 24312 Club View Drive – Sold re-sale package to resident on 10-Aug; supplied HOA info for sale to settlement company on 17-Aug; anticipated closing on 06-Sep.
- Support of Insurance Policy Re-Write: The PCA has signed the application for the revised policy with Erie Insurance, with agent Bowers Insurance. We have received the invoice for the cost adjustment, and the new policy went into effect on 15-Aug. The annual cost has changed from \$2,356 to \$3,895 (65 % increase). All major PCA capital assets are now covered, and we have updated replacement costs in the policy.
- Reserve Study: Spent additional time reviewing Version 2 of the Reserve Study report; determined the levels of assessment required for the next four years to bring the PCA's reserve fund contributions in line with the study's recommendations; prepared report to the PCA Board.