

PCA Finance Report for September 01, 2023 to September 30, 2023

1. Account Balances as of 30-September-2023:

David Keim, Treasurer

Account	Balance
Checking	46,417.02
Savings	10,904.22
General Reserve	35,876.82
Townhouse Reserve	30,228.95
Total:	123,427.01

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 September 2023:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 September	(Incoming Balance)				50,045.18
11-Sep-2023	Potomac Edison; Jul->Aug electric service for Main Sign and for Club View Park.	2098	44.26		50,000.92
11-Sep-2023	Verizon; 03-Sep-2023 voice-mail invoice; Sep service.	2099	77.50		49,923.42
11-Sep-2023	Erie Insurance, adjustment charge for change of policy; Liability, Property, Commercial Crime insurance; covers 15-Aug -> 31-Dec-2023; Pmt 1 of 1.	2100	893.00		49,030.42
11-Sep-2023	Gardner Law Firm, P.C.; 31-Aug invoice #2302; collections.	2101	39.00		48,991.42
11-Sep-2023	Montgomery County, MD; 1 of 2, annual Water Quality Protection Charges.	2102	1,210.43		47,780.99
13-Sep-2023	Wolff Tree & Landscape, LLC; Invoice 8609 -- remove 3 pines from CV Park; 1 branch hanging into resident's yard.	2103	4,550.00		43,230.99
26-Sep-2023	Harman's Outdoor Services, LLC; Invoice 2746, Pmt 6 of 8 - September.	2104	4,375.00		38,855.99
26-Sep-2023	Jonathon Robinson; WFM Park trash removal and CV Park litter cleanup, September 2023.	2105	40.00		38,815.99
29-Sep-2023	Deposit Batch B10-B_C - Bank Branch Deposit, 16 checks: \$2,662.00--2023-prin; \$367.56--2022-prin; \$32.78--2022-int; \$118.69--2021-prin; \$5.00--2024-prin.			3,186.03	42,002.02
30 September	(Ending Balance)				42,002.02
Total Monthly Disbursements:			11,229.19		

3. Income Log for September 2023:

Source	Date	Amount	Product/Service
Residential Assessment Income	29-Sep-2023	3,186.03	Assessment Returns, Deposit Batch #10-B_C, bank branch deposit.
Residential Assessment Income			Assessment Returns, Deposit Batch #xx, electronic transfer from PayPal account.
Residential Assessment Income			Assessment Returns, Deposit Batch #xx, bank mobile deposit.
Non-Exempt Income			Batch #xx, 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:		3,186.03	

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 September 2023.
- 2023 Invoicing:
In late September and early October we sent an additional invoice to all accounts that had a positive balance.
- Account Collections:
 - In response to a change in the law, the District Court canceled the PCA's request for an oral exam order for one resident whose account has two judgments against it; a request for an oral exam can only be requested for balances of \$5,000 or greater.
 - On 27-Jul-2023 the District Court issued judgments in the PCA's favor for the two open 2022 court cases. On 27-Sep liens were filed 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:
 - [none]
- Reserve Study: Spent some additional time reviewing Version 2 of the Reserve Study report; will send my report to the PCA Board soon.