

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

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

David Keim, Treasurer

Account	Balance
Checking	31,793.01
Savings	10,907.89
General Reserve	35,888.91
Townhouse Reserve	30,871.01
Total:	109,460.82

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 January 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 January	(Incoming Balance)				31,671.23
7-Jan-2024	2023 Deposit Batch B14 - Bank Mobile Deposit, 1 check: \$207.00--2023-prin; \$189.00--2022-prin; \$11.34--2022-int; \$172.00--2021-prin; \$20.64--2021-int (funds received in 2023).			599.98	32,271.21
11-Jan-2024	Potomac Edison; Nov->Dec electric service for Main Sign and for Club View Park [2023 expense].	2121	49.38		32,221.83
11-Jan-2024	Verizon; 03-Dec-2023 voice-mail invoice; Dec service [2023 expense].	2122	77.50		32,144.33
11-Jan-2024	New Generation Trash, LLC; Invoice 14668; Jan/Feb/Mar trash service.	2123	45.00		32,099.33
11-Jan-2024	Gardner Law Firm, P.C.; 29-Dec invoice #2503; \$1,818.31--advice; \$311.40--collections [2023 expense].	2124	2,129.71		29,969.62
11-Jan-2024	Erie Insurance, annual policy charges; Liability, Property, Commercial Crime insurance; covers 01-Jan -> 31-Dec; Pmt 1 of 1.	2125	3,690.00		26,279.62
11-Jan-2024	Wolff Tree & Landscape, LLC; Invoice 9624--remove 4 dead trees in two locations; Invoice 9625--half of cost to remove oversized "boundry tree" near 12 BH Ct [2023 expense].	2126	3,250.00		23,029.62
11-Jan-2024	Chris Kiron; reimbursement for CV Park repair materials (BB pole padding--\$57.24, tape--\$10.59).	2127	67.83		22,961.79
13-Jan-2024	2023 Deposit Batch B15 - Bank Mobile Deposit, 1 check: \$100.00--2023-prin (funds received in 2023).			100.00	23,061.79
19-Jan-2024	2024 Deposit Batch B00 - E-payments transferred from PayPal account, 3 pmts: \$213.66--2024-prin; \$207.00--2023-prin; \$189.00--2022-prin; \$11.34--2022-int.			621.00	23,682.79
19-Jan-2024	2024 Deposit Batch B00 - Bank Mobile Deposit, 1 check: \$100.00 twd 2023-prin.			100.00	23,782.79
26-Jan-2024	Deposit Batch B01-A - Bank Branch Deposit, 16 checks (23 pmts): \$5,626.00--2024-prin.			5,626.00	29,408.79
27-Jan-2024	Deposit Batch B01-A - E-payments transferred from PayPal account, 10 pmts for 9 accounts: \$2,080.00--2024-prin, \$287.00--2023-prin, \$17.22--2023-int.			2,384.22	31,793.01
31 January	(Ending Balance)				31,793.01
	Total Monthly Disbursements:		9,309.42		

3. Income Log for January 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	07-Jan-2024	599.98	Assessment Returns, 2023 Deposit Batch #B14, bank mobile deposit.
Residential Assessment Income	13-Jan-2024	100.00	Assessment Returns, 2023 Deposit Batch #B15, bank mobile deposit.
Residential Assessment Income	19-Jan-2024	100.00	Assessment Returns, 2024 Deposit Batch #B00, bank mobile deposit.
Residential Assessment Income	19-Jan-2024	621.00	Assessment Returns, Deposit Batch #B00, E-Pmt transfer from PayPal Account.
Residential Assessment Income	26-Jan-2024	5,626.00	Assessment Returns, Deposit Batch #B01-A, Bank Branch Deposit.
Residential Assessment Income	27-Jan-2024	2,384.22	Assessment Returns, Deposit Batch #B01-A, E-Pmt transfer from PayPal Account.
Total Income:		9,431.20	

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.
- Created and maintained 2024 Member Account Log (contains resident contact information and assessment payment records).
- Created and maintained 2024 Checking Ledger & Budget Report.
- Prepared monthly finance report for January 2024.
- 2024 Budget Development:
 - Draft-1 of the 2024 Budget was sent to the Board on 10-Nov.
 - Questions to Attorney: On 01-Dec the Treasurer sent a request to the PCA attorney asking for interpretation of Covenants – clarify the rules for applying the 10% assessment increase limit, and determine what part of the town-house asphalt areas are the responsibility of the T-H Reserve Fund. We learned that the attorney would be away until 14-Dec.
 - The Board voted to adopt Draft-1 of the 2024 Budget on 11-Dec-2023.
 - The attorney's responses were received on 21-Dec.
 - At the 08-Jan-2024 Board Meeting Draft-3 of the 2024 Budget was approved.
- 2024 Invoicing:
 - Modified the 2023 Reserve Study to implement the changes in asphalt responsibility identified by the attorney. Recalculated the 2024 assessment levels for SFD and T-H properties.
 - 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.
- 2024 Collections: Two accounts were sent to the attorney on 19-Jan; complaints for the District Court were signed on 26-Jan.