

## PCA Finance Report for November 01, 2024 to November 30, 2024

### 1. Account Balances as of 30-Nov-2024:

David Keim, Treasurer

Account	Balance
Checking	56,758.26
Savings	10,916.98
General Reserve	3,089.18
Townhouse Reserve	8,836.45
<b>Total All Accounts:</b>	<b>79,600.87</b>

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 November 2024:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Nov	(Incoming Balance)				55,655.11
4-Nov-2024	Deposit Batch B11 - Bank Mobile Deposit, 1 pmt for 1 account: \$261.00--2022-prin, \$44.22--2022-int, \$311.94--2022-costs, \$238.00--2021-prin, \$28.56--2021-int, \$238.00--2020-prin, \$14.28--2020-int.			1,136.00	56,791.11
4-Nov-2024	Deposit Batch B11 - E-payments transferred from PayPal account, 4 pmts for 3 accounts: \$748.00--2024-prin, \$287.00--2023-prin, \$17.22--2023-int.			1,052.22	57,843.33
5-Nov-2024	Potomac Edison; 22-Aug to 19-Sep and 20-Sep to 23-Oct electric service for Main Sign and for Club View Park.	2177	98.53		57,744.80
5-Nov-2024	Verizon; 03-Oct-2024 voice-mail invoice; October service.	2178	81.36		57,663.44
5-Nov-2024	[ VOIDED -- check reported as not rcvd ] New Generation Trash, LLC; Invoice 03287 for \$105.00; Oct/Nov/Dec trash service, both parks; 3 cans total.	2179	105.00		57,558.44
5-Nov-2024	Gardner Law Firm, P.C.; 31-Oct invoice #3028; \$105.38--collections (handle payoff of past due account).	2180	105.38		57,453.06
24-Nov-2024	Deposit Batch B12A - Bank Mobile Deposit, 2 pmts for 2 accounts: \$444.00--2024-prin, \$414.00--2023-prin, \$39.16--2023-int, \$189.00--2022-prin, \$14.32--2022-int, \$49.74--2021-prin, \$2.98--2021-int, \$35.00--re-sale package.			1,188.20	58,641.26
24-Nov-2024	Deposit Batch B12A - E-payments transferred from PayPal account, 1 pmt for 1 account: \$222.00--2024-prin.			222.00	58,863.26
26-Nov-2024	Transfer #3 to T-H Reserve Fund for 2024; 5 of 60 accounts at \$82.00 each; 52 of 60 now deposited.		410.00		58,453.26
26-Nov-2024	German Romero (of GR Landscaping & Tree Services, LLC); one mowing, main sign clean-up.	2181	1,800.00		56,653.26
30 Nov	(Ending Balance)				56,653.26
	<b>Total Monthly Disbursements:</b>		<b>2,600.27</b>		

### 3. Income Log for November 2024:

Source	Date	Amount	Product/Service
Residential Assessment Income	04-Nov-2024	1,136.00	Assessment Returns, Deposit Batch #B11, Bank Mobile Deposit.
Residential Assessment Income	04-Nov-2024	1,052.22	Assessment Returns, Deposit Batch #B11, E-Pmt transfer from PayPal Account.
Residential Assessment Income	24-Nov-2024	1,153.20	Assessment Returns, Deposit Batch #B12-A, Bank Mobile Deposit.
Residential Assessment Income	24-Nov-2024	222.00	Assessment Returns, Deposit Batch #B112-A, E-Pmt transfer from PayPal Account.
Re-Sale Package Sales		35.00	Income from Re-Sale Package sales (via PayPal).
<b>Total Income:</b>		<b>3,598.42</b>	

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 2024 Member Account Log (contains resident contact information and assessment payment records).
- Maintained 2024 Checking Ledger & Budget Report.
- Prepared monthly finance reports for November 2024.
- Continued preparation of the 2025 Budget.
- Continued investigation of a double-draw on the PCA Checking account in October by a PCA contractor.
  - History of Issue: The Checking Account debits were done using the ACH service, and implemented through the contractor's QuickBooks account; the PCA had been paying using paper checks, but in fact ACH debits were being used to draw the funds. We spoke with the contractor, who claimed not to know how the September contract payment had been drawn twice. We also spoke with QuickBooks, and with the PCA's bank. We sent a letter to the contractor stating that ACH transfers had never been authorized.
  - New Actions Taken: The contractor stopped providing services, and is not communicating with the PCA. The PCA estimated the value of the completed and uncompleted contract tasks, and found that the monthly contract payments to the contractor resulted in overpayment. Following attorney advice, a Breach of Contract letter was sent to the contractor, followed by a letter requesting that a portion of the overpayment (the second ACH Debit) be returned to the PCA. The PCA will consider disputing the ACH Debit to try and recover those funds.
- 2024 Invoicing: A third invoice was sent to delinquent accounts in November. This year we have an unusually large number of accounts that owe for two or three years of assessment.
- Phone Port from Verizon to Microsoft: We have had considerable difficulty with our August request to Microsoft that they port (transfer) the PCA's voice-mail number from Verizon to Microsoft control – Verizon keeps claiming that the information in the request is incorrect, but they don't tell us what is incorrect. In November Verizon closed our voice-mail account, but without transferring the number to Microsoft. We have now cancelled the number transfer, and re-instated the Verizon voice-mail account; note that the phone number cannot be transferred unless it is an active number. In December we will make a new request to Microsoft to have the phone number transferred from Verizon to them. When complete this will save the PCA money, as the landline voice-mail through Verizon is expensive when compared to VOIP service through Microsoft.
- Switch to MailChimp to send PCA Mass E-Mails: We still need to port our address book into MailChimp, and try out the service. The goal here is to avoid the rejection of e-mails the PCA sends to residents who use G-Mail.