

PCA Finance Report for September 01, 2024 to September 30, 2024

1. Account Balances as of 30-Sep-2024:

David Keim, Treasurer

| Account | Balance |
|----------------------------|------------------|
| Checking | 58,451.67 |
| Savings | 10,915.16 |
| General Reserve | 3,113.66 |
| Townhouse Reserve | 8,426.17 |
| Total All Accounts: | 80,906.66 |

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 2024:

| Date | Description | Chk # | Disbursement | Deposit | Balance |
|-------------|---|-------|-----------------|---------|-----------|
| 01 Sep | (Incoming Balance) | | | | 64,576.28 |
| 15-Sep-2024 | Montgomery County, MD; 1 of 2, annual Water Quality Protection Charges. | 2170 | 1,311.30 | | 63,264.98 |
| 15-Sep-2024 | Grace Towing and Recovery, LLC, Invoice P-20014; \$125 standby charge & \$75 towing charge for Asphalt Day 4. | 2171 | 200.00 | | 63,064.98 |
| 15-Sep-2024 | Potomac Edison; 23-Jul to 21-Aug electric service for Main Sign and for Club View Park. | 2172 | 44.79 | | 63,020.19 |
| 15-Sep-2024 | Verizon; 03-Sep-2024 voice-mail invoice; September service. | 2173 | 80.79 | | 62,939.40 |
| 15-Sep-2024 | David Keim; reimbursements for 2x \$37.50--Microsoft 365-Jul & Aug invoices; 2 x \$4.00--Exchange Online license fee; \$185.00--room rental for Sep/Oct/Nov/Dec Bd Mtgs & \$46.25 for annual mtg to MoCo CUPF; \$144.24 to Staples for #10 & #9 envelopes for election, printer toner; \$10.59 for sleeves for notices; \$292.00 to USPS for election mailing postage; \$47.67 for stakes, caution tape, & masking tape for asphalt repairs; \$16.95 for final pmt to DPR for MS365; \$292.03--printing for annual meeting. | 2175 | 1,117.73 | | 61,821.67 |
| 25-Sep-2024 | Deposit Batch B09 - Bank Mobile Deposit, 2 pmts for 2 accounts: \$526.00--2024-prin. | | | 526.00 | 62,347.67 |
| 25-Sep-2024 | Deposit Batch B09 - E-payments transferred from PayPal account, 2 pmts for 2 accounts: \$444.00--2024-prin, \$35.00--re-sale package. | | | 479.00 | 62,826.67 |
| 30-Sep-2024 | Harman's Outdoor Services, LLC; Invoice # 3133, Pmt 6 of 8 - September. | 2174 | 4,375.00 | | 58,451.67 |
| 30 Sep | (Ending Balance) | | | | 58,451.67 |
| | Total Monthly Disbursements: | | 7,129.61 | | |

3. Income Log for September 2024:

| Source | Date | Amount | Product/Service |
|-------------------------------|-------------|-----------------|---|
| Residential Assessment Income | 25-Sep-2024 | 526.00 | Assessment Returns, Deposit Batch #B09, Bank Mobile Deposit. |
| Residential Assessment Income | 26-Sep-2024 | 444.00 | Assessment Returns, Deposit Batch #B09, E-Pmt transfer from PayPal Account. |
| Re-Sale Package Sales | | 35.00 | Income from Re-Sale Package sales (via PayPal). |
| Total Income: | | 1,005.00 | |

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 September 2024.
- 2024 Invoicing:
 - 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.
 - 64% of accounts were paid by the 15-Feb-2024 deadline; as of 31-May 82% of accounts were paid for 2024.
 - The second invoice was sent out between 11-May and 15-May, with due dates of 24-May to 31-May.
 - On 28-Sep a third invoice was sent to accounts that owe for 2024 only; the remainder of the third invoice will be mailed to residents in October.
- Phone Port from Verizon to Microsoft: Initiated 16-Aug; as the receiving carrier, MS Phone Number Service Center is contacting the losing carrier, Verizon, to make the number porting request. Verizon has repeatedly rejected the porting request, apparently because all customer information must be exactly correct for them to proceed; rejected again on 11-Sep and 02-Oct; my calls to our local Verizon Business Office have not resulted in a solution (only MS can talk to the Verizon Phone Number Service Center, and only the PCA can speak to the local Verizon business office, and we cannot identify what is wrong with our Verizon records). In an 11-Oct call with Verizon I was told that in fact the porting order can go forward, and a phone number was provided for Microsoft to call to try and resolve any problems; in the past only e-mail communication was available.
- Verizon Voice-Mail Problems: The V-M service was down for a week or two in August, cause unknown; Verizon Repair told that the voice-mail box was completely de-configured. A repair ticket was written by Verizon, and service was restored. V-M service went down again on 02-Oct, on the day that the phone # was supposed to be transferred to Microsoft; could it be that Verizon intentionally de-configured the service, then rejected the transfer request, then failed to restore our voice-mail service?
- Google Rejecting PCA E-Mails: After the PCA started sending e-mails directly from M-S servers, G-Mail started rejecting all e-mails from the PCA, listing them as spam. We found that sending to no more than ten G-mail accounts at a time still works. Brandon says this is a common problem between M-S and Google. In September we established a free MailChimp account to make it easier to send e-mail to all our residents; we have done some additional work to configure the MailChimp service, but we still need to port our address book into MailChimp, and try out the service.