

## PCA Finance Report for November 01, 2025 to November 30, 2025

### 1. Account Balances as of 30-November-2025:

David Keim, Treasurer

Account	Balance
Checking	68,736.91
Savings	10,927.90
General Reserve	15,694.17
Townhouse Reserve	13,202.69
<b>Total All Accounts:</b>	<b>108,561.67</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 2025:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 November	(Incoming Balance)				72,923.14
2-Nov-2025	Deposit Batch B11-A - E-Payments transferred from PayPal account, 6 pmts for 4 Member accounts: \$714.00--2025-prin, 470.64 + 130.96--2024-pmts, \$70.00--re-sale packages.			1,385.60	74,308.74
2-Nov-2025	Wolff Tree & Landscape, LLC; Invoice 12407; raise four maples near CV Park pavilion; done 09-Oct.	2225	2,100.00		72,208.74
2-Nov-2025	Playground Specialists, Inc.; Invoice 21269; balance of woodchip installation in playground.	2226	1,840.00		70,368.74
2-Nov-2025	Gardner Law Firm, P.C.; Invoice 3645 on 31-Oct; \$104.00--collections case resolution; \$145.46--advice on audit requirements.	2227	249.46		70,119.28
2-Nov-2025	Deposit Batch B11-B - E-Payments transferred from PayPal account, 2 pmts for 2 Member accounts: \$393.70--2025-prin, \$9.35--2024-prin, \$49.91--2024-int, \$35.00--re-sale packages.			487.96	70,607.24
3-Nov-2025	Deposit Batch B11-B - Bank Branch Deposit, 4 pmts for 1 account: \$238.00--2025-prin, \$642.52--2025 int & fees, \$222.00--2024-prin, \$37.08--2024-int, \$207.00--2023-prin, \$23.76--2023-int, \$189.00--2022-prin, \$11.34--2022-int.			1,570.70	72,177.94
3-Nov-2025	David Keim; reimbursements: (2 x \$38.63)--QBO monthly-Sep/Oct; (2 x \$40.59)--Microsoft 365 Sep/Oct invoices; (2 x \$8.66)--Exchange Online license fee, Sep/Oct invoices; (2 x \$8.24)--Teams Phone, Sep/Oct invoices; \$152.52--website annual fee; (2 x \$13.39)--MailChimp monthly--Sep/Oct; \$11.00--mailing of re-sale pkg; \$13.77--fluorescent tubes for pavilion; \$57.00--extend meeting hours; \$85.00--Security Metrics--PCI compliance.	2229	538.31		71,639.63
6-Nov-2025	Howell Brothers Lawn & Landscaping, LLC; 9 of 10 monthly payments for 2025 landscaping contract, Invoice 29318.	E-Xfer-Intuit	3,455.00		68,184.63
14-Nov-2025	Transfer #3 to T-H Reserve Fund for 2025; 5 of 60 accounts at \$84.00 each; 50 of 60 now deposited.		420.00		67,764.63
16-Nov-2025	Deposit Batch B12-A - E-Payments transferred from PayPal account, 1 pmt for 1 Member accounts: \$130.96--2025-prin, \$105.00--re-sale packages.			235.96	68,000.59
19-Nov-2025	Potomac Edison; 30-Oct invoice; 19-Sep to 22-Oct electric service for Main Sign and for Club View Park; \$61.68; due 19-Nov.	Auto-E-Xfer	61.68		67,938.91

27-Nov-2025	Deposit Batch B12-B - Check Mobile Deposit, 2 pmts for 2 accounts: \$560.00--2025-prin, \$238.00--2026-prin-pre-payment.			798.00	68,736.91
30 November	(Ending Balance)				68,736.91
<b>Total Monthly Disbursements:</b>			<b>8,664.45</b>		

### 3. Income Log for November 2025:

Source	Date	Amount	Product/Service
Residential Assessment Income	02-Nov-2025	1,385.60	Deposit Batch B11-A - E-Payments transferred from PayPal account, 6 pmts for 4 Member accounts: \$714.00--2025-prin, 470.64 + 130.96--2024-pmts, \$70.00--re-sale packages.
Residential Assessment Income	02-Nov-2025	487.96	Deposit Batch B11-B - E-Payments transferred from PayPal account, 2 pmts for 2 Member accounts: \$393.70--2025-prin, \$9.35--2024-prin, \$49.91--2024-int, \$35.00--re-sale packages.
Residential Assessment Income	03-Nov-2025	1,570.70	Deposit Batch B11-B - Bank Branch Deposit, 4 pmts for 1 account: \$238.00--2025-prin, \$642.52--2025 int & fees, \$222.00--2024-prin, \$37.08--2024-int, \$207.00--2023-prin, \$23.76--2023-int, \$189.00--2022-prin, \$11.34--2022-int.
Residential Assessment Income	16-Nov-2025	235.96	Deposit Batch B12-A - E-Payments transferred from PayPal account, 1 pmt for 1 Member accounts: \$130.96--2025-prin, \$105.00--re-sale packages.
Residential Assessment Income	27-Nov-2025	798.00	Deposit Batch B12-B - Check Mobile Deposit, 2 pmts for 2 accounts: \$560.00--2025-prin, \$238.00--2026-prin-pre-payment.
<b>Total Income:</b>		<b>4,478.22</b>	

NOTE: Income log does not include earned interest, refunded utility costs, or refunded contract payments.

### 4. Log of Treasurer's Actions

- Processed assessment payments; paid invoices; reconciled bank statements with PCA records.
- Maintained 2025 Member Account Log (contains resident contact information and assessment payment records).
- Maintained 2025 Checking Ledger & Budget Report.
- Prepared monthly finance reports for November 2025.
- QuickBooks Online (QBO): Conversion to QBO has been delayed by work on the FY2024 audit, which is underway. The initial connection to the PCA's Checking Account, sending and receiving funds, and ability to send an invoice have been configured and checked. The project will be resumed as soon as possible.
- Prepared additional drafts of the 2026 Budget. The Board approved Draft-2B on 02-Dec.
- Responded to realtor and title company inquiries regarding property sales.
- FY2024 Audit: Signed engagement letter with Dimov Tax on 19-Nov; paid 50% initial payment of \$2,900.00 on 04-Dec.
  - The Treasurer is currently working on completing the FY2024 account files and reports so the auditor can get started.