

## PCA Finance Report for February 01, 2026 to February 28, 2026

### 1. Account Balances as of 28-February-2026:

David Keim, Treasurer

| Account                    | Balance           |
|----------------------------|-------------------|
| Checking                   | 102,413.52        |
| Savings                    | 10,930.60         |
| General Reserve            | 15,694.94         |
| Townhouse Reserve          | 13,615.35         |
| <b>Total All Accounts:</b> | <b>142,654.41</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 February 2026:

| Date                                | Description   | Chk #       | Disbursement     | Deposit   | Balance    |
|-------------------------------------|---|-------------|------------------|-----------|------------|
| 01 February                         | (Incoming Balance)  |             |                  |           | 95,887.07  |
| 11-Feb-2026                         | Bob Fitterer Roofing, Inc.; balance (2/3) of pavilion roof replacement; \$5,166.00 ] [ was held since 21-Oct-2025 pending roof evaluation ]   | 2228        | 5,166.00         |           | 90,721.07  |
| 13-Feb-2026                         | Damascus Enterprises, Inc.; snow removal Jan-25-26-27 Invoice 8974--\$6,970 & on 06-Feb Invoice 9039--150.00.   | 2235        | 7,120.00         |           | 83,601.07  |
| 13-Feb-2026                         | Deposit Batch B02-A - Bank Branch Deposit, 59 checks for 59 account payments: \$15,304.00--2026-prin.   |             |                  | 15,304.00 | 98,905.07  |
| 17-Feb-2026                         | Deposit Batch B02-A - E-payments transferred from PayPal account, 14 pmts for 14 accounts: \$3,264.48--2026-prin; \$321.55--2025-prin, \$19.29--2025-int; \$35.00--re-sale package. |             |                  | 3,640.32  | 102,545.39 |
| 20-Feb-2026                         | Potomac Edison; 02-Feb invoice; 23-Dec to 21-Jan electric service for Main Sign and for Club View Park; \$100.87; due 23-Feb.   | Auto-E-Xfer | 100.87           |           | 102,444.52 |
| 11-Feb-2026                         | M & T Bank; service charge for excess # of check deposits per month.  |             | 31.00            |           | 102,413.52 |
| 27-Feb-2026                         | Damascus Enterprises, Inc.; snow removal Jan-17 Invoice 8956--\$960.  | 2236        | 960.00           |           | 101,453.52 |
| 27-Feb-2026                         | Gardner Law Firm, P.C.; Invoice 3814 on 30-Jan-2026; prepared & filed District Court "Request to File Notice of Lien".  | 2237        | 65.52            |           | 101,388.00 |
| 28-Feb-2026                         | Deposit Batch B03 - Bank Branch Deposit, 67 checks for 67 account payments: \$9,608.00--2026-prin.  |             |                  | 9,608.00  | 110,996.00 |
| 28 February                         | (Ending Balance)  |             |                  |           | 110,996.00 |
| <b>Total Monthly Disbursements:</b> |   |             | <b>13,443.39</b> |           |            |

### 3. Income Log for February 2026:

| Source                        | Date        | Amount           | Product/Service   |
|-------------------------------|-------------|------------------|---|
| Residential Assessment Income | 13-Feb-2026 | 15,304.00        | Deposit Batch B02-A - Bank Branch Deposit.                        |
| Residential Assessment Income | 17-Feb-2026 | 3,640.32         | Deposit Batch B02-A - E-Payments transferred from PayPal account. |
| Residential Assessment Income | 28-Feb-2026 | 9,608.00         | Deposit Batch B03 - Bank Branch Deposit.                          |
| <b>Total Income:</b>          |             | <b>28,552.32</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.
- Responded to communications from realtors and settlement companies; produced Re-Sale Packages.
- Prepared monthly finance reports for February 2026.
- Responded to realtor and title company inquiries regarding property sales.
- **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.
- **FY2024 Audit:** Signed engagement letter with Dimov Tax on 19-Nov; paid 50% initial payment of \$2,900.00 on 04-Dec.
  - The Lead Auditor contacted the PCA on 16-Dec; we responded on 17-Dec with a description of the PCA as an organization and of its financial practices, and our plan for providing financial data to the auditor. The auditor responded positively on 23-Dec.
  - The Treasurer is currently working on completing the FY2024 account files and reports so the auditor can get started. Work began in very late November and continued into the first few days of December, at which time the Treasurer needed to switch tasks to generating the 2026 assessment invoices; the primary task then switched to processing incoming payments.
  - January and February Updates: Progress was made on January 24 through 28; in particular, the Accrued Expenses ledger in the FY2024 records was completed. This ledger handles expenses incurred but not yet paid. For example, in Dec 2023 expenses were incurred that were paid in the following fiscal year, 2024. Similarly, there were expenses incurred in Dec 2024 that wouldn't get paid until Jan 2025. Entries must be made in a number of ledgers so that expenses are properly shown in the year they were incurred, not the year when they were paid.

**Special Note:** From 08-Jan to 14-Jan and 30-Jan to 08-Feb and 14-Feb to 22-Feb and 28-Feb to 07-Mar the Treasurer was in Fredericksburg, VA to help care for an ill family member. Some payment processing occurred during this period, but no audit work occurred. Payment processing and audit work can now resume as of 08-Mar, but the Treasurer will be in Virginia again from 12-Mar to 18-Mar.
- **2026 Assessment:** We have received full payments for 2026 from 294 of 406 accounts (72%). 258 payments have been processed and deposited.