

PCA Finance Report for April 01, 2025 to April 30, 2025

1. Account Balances as of 30-Apr-2025:

David Keim, Treasurer

Account	Balance
Checking	101,815.07
Savings	10,921.50
General Reserve	15,692.33
Townhouse Reserve	11,439.24
Total All Accounts:	139,868.14

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 April 2025:

Date	Description	Chk #	Disbursement	Deposit	Balance
01 Apr	(Incoming Balance)				97,346.64
1-Apr-2025	Deposit Batch B07-B - Bank Branch Deposit, 16 checks for 23 accounts: \$3,798.00--2025-prin, \$222.00--2024-prin, \$13.32--2024-int, \$0.68--2026-prin.			4,034.00	101,380.64
3-Apr-2025	Deposit Batch B07-A - E-Payments transferred from PayPal account, 3 pmts for 3 accounts: \$714.00--2025-prin.	E-Xfer		714.00	102,094.64
4-Apr-2025	Deposit Batch B07-B - E-Payments transferred from PayPal account, 8 pmts for 8 accounts: \$1,512.45--2025-prin, \$525.58--2024-prin, \$31.53--2024-int.	E-Xfer		2,069.56	104,164.20
10-Apr-2025	Federal business income tax 2024; paid via EFTPS.	E-Xfer	45.00		104,119.20
10-Apr-2025	Comptroller of Maryland; MD business income tax 2024.	2203	12.38		104,106.82
10-Apr-2025	Potomac Edison; 03-Apr invoice; 22-Feb to 20-Mar electric service for Main Sign and for Club View Park; \$69.47 + \$0.50 pmt fee.	E-Xfer	69.97		104,036.85
10-Apr-2025	Howell Brothers Lawn & Landscaping, LLC; 2 of 10 monthly payments for 2025 landscaping contract.	E-Xfer	3,455.00		100,581.85
10-Apr-2025	Gardner Law Firm, P.C.; 31-Mar invoice; 4 new collections cases.	2204	677.95		99,903.90
10-Apr-2025	New Generation Trash, LLC; Invoice 05104; Apr/May/Jun trash service, both parks; 3 cans total.	2205	45.00		99,858.90
10-Apr-2025	David Keim; reimbursements: 4x \$37.50--Microsoft 365 Dec/Jan/Feb/Mar invoices; 4 x \$8.00--Exchange Online license fee, Dec/Jan/Feb/Mar invoices; 2 x \$8--Teams Phone, Feb & Mar services; \$10.45--Harmans refund request ltr; \$73.00--roll of stamps; \$90.90--9 x final assess warning ltr; \$292.00-- 4 rolls stamps; \$52.34--#9 & #10 envelopes for invoicing; \$254.91--printing of 1st invoice & budget; \$73.16--printing of HOA doc sets; \$406.40--printing of Feb newsletter; 160.86--1 laser & 5 ink cartridges.	2206	1,612.02		98,246.88
17-Apr-2025	Deposit Batch B07-C - Mobile Deposit, 11 pmts for 11 accounts: \$2,306.50--2025-prin, \$80.36--2024-prin, \$207.00--2023-prin, \$12.42--2023-int, \$0.22--2022-int.			2,606.50	100,853.38
29-Apr-2025	Deposit Batch B07-C - E-Payments transferred from PayPal account, 4 pmts for 4 accounts: \$798.00--2025-prin, \$110.82--2022-prin, \$17.87--2022-int, 35.00--re-sale package.			961.69	101,815.07
30 Apr	(Ending Balance)				
	Total Monthly Disbursements:		5,917.32		

3. Income Log for April 2025:

Source	Date	Amount	Product/Service
Residential Assessment Income	01-Apr-2025	4,034.00	Assessment Returns, Deposit Batch #B07-B, Bank Branch Deposit.
Residential Assessment Income	03-Apr-2025	714.00	Assessment Returns, Deposit Batch #B07-A, E-Pmt transfer from PayPal Account.
Residential Assessment Income	04-Apr-2025	2,069.56	Assessment Returns, Deposit Batch #B07-B, E-Pmt transfer from PayPal Account.
Residential Assessment Income	17-Apr-2025	2,606.50	Assessment Returns, Deposit Batch #B07-C, Bank Mobile Deposit.
Residential Assessment Income	29-Apr-2025	961.69	Assessment Returns, Deposit Batch #B07-C, E-Pmt transfer from PayPal Account.
Total Income:		10,385.75	

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 April 2025.
- 2025 Assessment Receipts: 3 deposit batches were processed in April, with \$10,385.75 in proceeds. As of 30-Apr, 335 of 406 accounts had made an assessment payment, and 327 accounts were fully paid for 2025, leaving 79 accounts that owed for 2025; there were 80 accounts that owed for some year.