

Draft Agenda for May 16, 2023 OHCA Board Meeting

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Approval of Minutes for 4/18/23 Board Meeting (draft sent out previously)**
- 4. Financial Reports for April/YTD FY2023**
- 5. President's Report**
 - a. Roads & Drainage Committee**
 - b. Security Committee**
 - c. Beach Committee**
 - d. Community Property Committee**
 - e. Social Committee**
 - f. Piers & Harbors Committee**
- 6. RFP/Remediation Committee Update**
- 7. Update on Special Audit of Special Benefit Tax District and Piers & Harbors Funds**
- 8. Other Old Business**
- 9. New Business**
- 10. Adjournment**

Oyster Harbor

CITIZENS ASSOCIATION

MINUTES



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Accredited Association
Management Company

**OHCA Board of Directors
Draft Minutes of monthly meeting Tuesday, April 18, 2023
Eastport Fire Station, 7:00 PM**

Board Members present:

- Winston Dunkley, Chairman of the Board
- Kathy Burk, President & Board Member
- David Ginsburg, Board Member
- Calvin Kidd, Board Member
- Joe Matta, Board Member
- Nancy Plaxico, Board Member

OHCA Officers and Committee Chairs Present:

- Patty Jenkins, Special Tax Treasurer
- Don Krause, Vice President
- Jody Tracey, Recording Secretary and Security Committee Chair
- Dan Craig, Chair of the RFP/Remediation Committee and Beach Committee
- Barrett Hill, Chair, Piers & Harbors Committee and Social Committee
- Mike Wierzbicki, Chair, Roads and Drainage Committee

ProCom Community Managers present:

- Fran McDonnell
- Angela Ashe

About a dozen OHCA residents attended in person and via Zoom.

Call to Order

Chairman Winston Dunkley called the meeting to order at 7:03 pm, noted the presence of a quorum, and asked for a moment of silence.

Approval of Minutes for March 21, 2023 Board Meeting

Chairman Dunkley noted that the draft minutes were sent to all Board members several weeks ago for review, and there were no requested changes to the minutes.

Nancy Plaxico moved and Chairman Dunkley seconded a motion to approve the minutes of the March 21, 2023 OHCA Board Meeting. ADOPTED BY VOICE VOTE.

Financial Reports for March and Fiscal Year-to-Date

Special Tax Treasurer Patty Jenkins recommended that, in order to earn higher interest, we move some of the OHCA funds into Certificates of Deposit with staggered terms at Morgan Stanley and the money market account at Truist Bank. She also recommended that we keep no more than \$250,000 at Truist Bank since that is the maximum amount insured by FDIC.

Nancy Plaxico moved and Chairman Dunkley seconded a motion to transfer all the OHCA funds at First National Bank and \$300,000 of the funds at Truist Bank into Certificates of Deposit with staggered terms (3 month, 6 month and 9 month) at Morgan Stanley, keep \$100,000 in the Truist checking account, and move \$150,000 into the Truist money market account. ADOPTED BY VOICE VOTE.

Patty will work with ProCom to move the funds per the approved motion.

President's Report

President Kathy Burk reported that ProCom assumed responsibility for OHCA finances and financial reporting on April 1. Claire Dillon will stay on as needed. ProCom is recommending auditors to conduct the annual OHCA audit, and is getting three proposals to do that audit.

Kathy delivered OHCA's committee reports, asking committee chairs to chime in as needed:

Piers & Harbors (P&H): Effective April 1, ProCom assumed financial responsibility for P&H. There will be a P&H voucher approval process from here on, with President Kathy Burk, P&H Chair Barrett Hill, and Association Treasurer Drew Lawson approving all vouchers (approval of all three will be needed for any P&H voucher).

Slip agreements were sent out in March and slip fees are starting to come in. ProCom will be managing slip fees in the future.

Security: Some boats were broken into at Fishing Creek Marina and some things taken. There were two incidents, with three teenagers involved in one and one teenager in another. A Police Report was filed.

The Security Committee got four proposals to do security for OHCA, from ICS, Don Ross-State Troopers, Sgt. Hardesty-Anne Arundel County Police, and Tactical Elite. The committee prepared a handout (see Attachment A to the minutes) that compares the costs and other factors of the various proposals. Key considerations are whether the security guard should be armed or unarmed, whether there should be a marked patrol car, and what tracking system would be used and at what cost. The preference expressed at the Board meeting is for an unarmed security guard.

President Kathy Burk and Security Committee Chairs Jody Tracy and Peter Vail recommended that ICS be selected since their bid is the lowest cost, their tracking system is included at no additional cost, and they were reliable and responsive in the bidding process.

Joe Matta moved and Chairman Dunkley seconded a motion to approve ICS as the security provider for OHCA. ADOPTED BY VOICE VOTE.

President Burk thanked the Security Committee for all of its work.

Community Property: Joe Matta reported that we have two bids for new beach furniture (eight picnic tables and two beach chairs). The furniture will have a 15 year warranty and be made of polywood. The only needed maintenance will be powerwashing each year. Joe recommended the bid from Backyard Billy's in Grasonville. No further motion is needed from the Board since the cost of

the new beach furniture will be less than the amount authorized in the motion approved at the 2/21/23 Board meeting, which authorized spending “up to \$25,000 for new outdoor furniture for the beach.”

Roads and Drainage: ProCom is getting bids on needed repairs to asphalt and the speed bump on Washington Drive. Roads and Drainage Committee Chair Mike Wierzbicki is meeting with property owners who are having drainage issues. We will get bids on what needs to be done, and if the cost of a project is more than \$2500, ProCom will get three bids.

Beach: ProCom will work with the Beach Committee to get the ivy, vines and invasive plants that were starting to creep onto the beach removed.

Social: Social Committee Chair Barrett Hill reported that there was a great turnout for the Sock Burning in March and Easter Egg Hunt in April. The Beach Opening Party will be on June 3. Having a food truck at the beach worked well and the food truck wants to come back. An ice cream truck will be at the beach several days in coming months.

Transition to ProCom as OHCA’s Property Management Company

On April 10, Fran McDonnell from ProCom and President Burk spent three hours walking through the community and compiling a list of needed repairs in the community. That list was handed out at the Board meeting and is at Attachment B to these minutes. Fran asked what the priorities are about which projects should be addressed first, and the response was that those with safety or liability concerns should be prioritized. Nancy Plaxico suggested that Fran work with the committee chair each section of the list, and the two of them can prioritize the projects and ProCom can move forward with implementation, consulting with the committee chair as needed during implementation. If a project costs more than \$2500, ProCom will get three bids. President Burk noted that after the projects have been costed out, some may need to be brought back to the Board.

For derelict properties in the community, ProCom will draft letters to the owners, which will be signed by Chairman Dunkley. ProCom will also send letters to the owners of two boat trailers parked on the community property next to the channel.

Fran McDonnell and Angela Ashe from ProCom reported that ProCom will send Board members the Board meeting materials in the future and post them on the Oyster Harbor website. ProCom will send a letter to all Oyster Harbor property owners soon announcing that ProCom is the property management company for OHCA.

The community can use the ProCom web portal at no additional cost, and there was discussion about whether we should keep the Oyster Harbor website as well as use the ProCom portal. ProCom agreed to demo the ProCom portal at the Board and Community meetings in May.

Update on OHCA’s Wetland Remediation Project at the West End of Cross Road

RFP/Remediation Committee Chair Dan Craig reported that OHCA has still not received the go-ahead from the Maryland Department of Environment (MDE) to proceed with the remediation.

Mr. Craig handed out a Violation Notice that MDE issued to Stewart Anderson on 3/29/23, which is based on an inspection MDE made of Mr. Anderson’s property at 1209 Creek Drive on that date. Mr.

Anderson and his representative Joseph Louis accompanied MDE on that site inspection. The Violation Notice (which is included as Attachment C to these minutes) states that:

“Inspection of the site was made today in response to a statement by Mr. Louis (during a virtual meeting with MDE on 3/28/23) that work was conducted in nontidal wetlands without authorization approx. the week of March 20 - 26, 2023...During today’s inspection, Mr. Anderson stated that he removed the unauthorized fill that creates a path through nontidal wetlands on his property in 3 locations ‘last week’ (approx. between March 20 and March 26, 2023)...The work within nontidal wetlands, regulated buffer and stream was conducted without first obtaining an authorization....A restoration plan was not submitted to MDE for review and approval before the aforementioned work in nontidal wetlands, regulated buffer, and stream was conducted; despite the fact that the property owner and his consultant, Joseph Louis, had already been told multiple times verbally and in writing that a restoration plan, approved by MDE, was required before any work could take place in the wetland, the regulated buffer, or the stream, and that any restoration must include the complete removal of the unauthorized trail/fill. **The following violation of Environment Article Title 5 by property owner Stewart Anderson was observed this day with corrections needed immediately:** Unauthorized work within nontidal wetlands and regulated buffer...STATE LAW PROVIDES PENALTIES FOR VIOLATIONS OF MARYLAND ENVIRONMENT ARTICLE TITLE 5 FOR EACH DAY THE VIOLATION CONTINUES. THE MARYLAND DEPARTMENT OF THE ENVIRONMENT MAY SEEK PENALTIES FOR THE AFOREMENTIONED VIOLATIONS OF TITLE 5 ON THIS SITE FOR EACH DAY THE VIOLATION CONTINUES...”

Mr. Craig also handed out a Violation Notice MDE issued on 3/29/23 to OHCA and Anthony Fox, resident at 1215 Cross Road, which was based on a site inspection MDE made on that date with Mr. Fox, Mr. Anderson and Mr. Louis. The Violation Notice (which is included as Attachment D to these minutes) states that:

“Mr. Fox suggested that he remove all the fill that he added and bring the site into pre-construction condition...The following violation of Environmental Article Title 5, by the property owner Oyster Harbor Citizen Association and the contractor Anthony Fox continues on site with corrections needed immediately: Placing an unauthorized fill, consisting of mulch, broken concrete, gravel and wooded boards, into non-tidal wetlands and regulated buffer. BEFORE APRIL 29, 2023, SUBMIT A RESTORATION PLAN TO MDE FOR REVIEW AND APPROVAL. THE PLAN SHOULD ADDRESS THE REMOVAL OF THE ENIRE UNAUTHORIZED FILL/TRAIL (APPROX. 300 FEET LONG) FROM NONTIDAL WETLANDS, THE REGULATED BUFFER, AND THE STREAM. PRIOR TO ANY WORK, WRITTEN PERMISSIOIN TO CONDUCT THE WORK SHOULD BE OBTAINED FROM ALL PROPERTY OWNERS IMPACTED BY THE WORK. ONCE APPROVED BY MDE THE PLAN SHOULD BE IMPLEMENTED ON SITE.”

Mr. Craig reiterated that OHCA’s remediation plan was approved by MDE in December and we have been awaiting the go-ahead from MDE to proceed with the remediation. Since Mr. Anderson has not given OHCA permission to conduct remediation on his property, OHCA has asked MDE to allow OHCA to proceed with the remediation on OHCA property.

Without being recognized by the Chair, an audience member repeatedly interrupted Mr. Craig as he gave his report. As with all meetings, comments given without recognition by the Chair are not included in the minutes.

Dave Ginsburg asked if we are opposing a property owner wishing to perform the remediation on his own property. Mr. Craig responded that OHCA is not opposed to Mr. Anderson remediating his own property, and approval of any such remediation is up to MDE.

Chairman Dunkley moved that discussion be tabled until the next Board meeting when the OHCA attorney can be present.

There was no second to the motion and the motion was dropped.

Mr. Ginsburg asked questions about the cost of the OHCA attorney, and asked that the billing statements from the OHCA attorney be shared with the community. Chairman Dunkley said he would look into that and get back to Mr. Ginsburg by May 23 when there is a community meeting.

Update on the Special Audit of OHCA's Finances, FY 2016-FY 2022

Chairman Dunkley reported that the audit of OHCA's Special Community Benefit District account and Piers & Harbors account for the years FY 2016-FY2022 [as requested by Anne Arundel County and ordered by the OHCA Board in February] is still underway, and the audit firm has requested additional information.

Other Old Business

There was no further Old Business.

New Business

It was asked if we could resume giving a Welcome Packet to new property owners in the community. ProCom responded that they will give a Welcome Packet to all new property owners they are aware of, but since OHCA is a Special Community Benefit District and not a homeowners association, OHCA does not get notified when a property in the community is sold. The only way we know about new property owners is through word-of-mouth.

John Kerster reported that he is putting together a proposal for cameras in the community, which would improve camera placement and upgrade the system. Security Chairs Jody Tracey and Peter Vail are working on that proposal with John, and they will make a presentation at the May Board meeting. Both Jody and Peter noted that we need to get community input before proceeding with any camera plan. It was noted that there is only one camera in the community now, which is at Fishing Creek, and Piers & Harbors Chair Barrett Hill has access to that.

Adjournment

Since there was no further business,

Chairman Dunkley moved and Dave Ginsburg seconded a motion that the meeting be adjourned.

ADOPTED BY VOICE VOTE.

The meeting was adjourned at 8:51 p.m.

Minutes drafted by Board Secretary Nancy Plaxico

Attachment A
Security Proposals Summary



OH Security.pdf

Attachment B

April 10, 2023 ProCom Community Walk-Through with OHCA Board President

Beach - Shore Drive:

- Ramp at gate needs replacement
- Paint gate & flag pole
- Power wash all benches & standing table
- Replace trash can lid
- Power wash, repair slats & paint gazebo next to flag pole
- Make decision about what to do with the band stand
- Replace ropes near shore drive pier
- Fill in underneath the pier
- Replace large sign at pier and at the gate
- Replace broken slides
- Remove broken fence by the utility box and replace by the water
- Paint sign by the trash cans (maybe relocate?)
- Repair slats/pickets along Shore Dr (there are about 4 that are bent)
- Confirm water tank is full and functioning
- Clear out weeds at the north end of the beach
- Replace long lost life ring at fishing pier

Boat Ramp:

- Replace entry sign
- Replace the ramp gate and put a lock on it
- Replace the life ring at the end of ramp pier
- Power wash ladders on ramp pier
- Paint arrow on boat ramp & yellow stripes
- Replace rope and wood posts at boat ramp
- Replace no parking sign across from boat ramp
- Landscape along Willson fence and in swale/remove weeds
- Old faded signs

Pier at Booker & Washington:

- Power wash bench
- Paint flag pole
- Remove sign post near flag pole

Harbor Road Playground:

- Replace basketball court sign
- Add skate at your own risk sign
- Look into seeing if the skate ramp is included in the liability insurance.
- Make the sign straight at Creek Drive & Harbor
- Replace faded signs
- Right leaning street signs
- Remove or replace faded crime watch signs

Fishing Creek Park:

- Replace dog and kayak wash sign
- Power wash bench and chairs
- Power wash ladder and bench on pier & sign at entrance
- Three new life rings
- Bow flex equipment left by homeowner (should this be kept – if so need sign to use at your own risk).
- Two addresses to report to county: 1405 Ellis Road; 3342 Arundel on the Bay (in need of repairs/vacant)
- Add a dog station at Washington & Booker
- Right leaning road sign
- Replace or power wash FC Park sign at entrance
- Replace faded dog wash sign

Two derelict properties: are they violation any county zoning ordinances? Can we send a letter to the owners?

Arundel on the Bay

Ellis

Attachment C

3/29/24 MDE Violation Notice to Stewart Anderson



MDE new violation notice for Stewart Anderson, 1209 Creek, 3-29-23 (1).pdf

Attachment D

3/29/24 MDE Violation Notice to Anthony Fox and OHCA



MDE violation notice (OHCA), follow-up meeting with Fox, Anderson, and Louis 3-29-23 (1).pdf



Financial Report Package

April 2023

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Citizens Association, Inc.

End Date: 04/30/2023

Assets

CASH - OPERATING

10-1020-00 Truist Operating Checking - 4430 \$487,892.78

Total CASH - OPERATING: \$487,892.78

CASH - RESERVES

12-1220-00 Truist Reserve MM - 7029 51,218.18

12-1230-00 First National Bank Reserve MM - 1057 124,891.46

Total CASH - RESERVES: \$176,109.64

Total Assets: \$664,002.42

Liabilities & Equity

OWNER EQUITY

35-3510-00 Undesignated Equity 429,046.93

Total OWNER EQUITY: \$429,046.93

Net Income Gain / Loss 234,955.49 \$234,955.49

Total Liabilities & Equity: \$664,002.42



Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 04/01/2023 to 04/30/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 SCBD Income	\$-	\$34,267.50	(\$34,267.50)	\$408,062.54	\$342,675.00	\$65,387.54	\$411,210.00
4420-00 Miscellaneous Income	-	183.33	(183.33)	-	1,833.30	(1,833.30)	2,200.00
4710-00 Interest Income - Operating	-	-	-	570.76	-	570.76	-
4720-00 Interest Income - Reserve	-	166.67	(166.67)	-	1,666.70	(1,666.70)	2,000.00
Total OPERATING INCOME	\$-	\$34,617.50	(\$34,617.50)	\$408,633.30	\$346,175.00	\$62,458.30	\$415,410.00
Total OPERATING INCOME	\$0.00	\$34,617.50	(\$34,617.50)	\$408,633.30	\$346,175.00	\$62,458.30	\$415,410.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	5,549.52	6,250.00	700.48	35,061.52	62,500.00	27,438.48	75,000.00
5030-00 Tax Prep & Audit Fees	-	375.00	375.00	10,900.00	3,750.00	(7,150.00)	4,500.00
5040-00 Legal Fees	-	1,000.00	1,000.00	25,424.75	10,000.00	(15,424.75)	12,000.00
5050-00 Administrative Expenses	23.85	41.67	17.82	3,813.88	416.70	(3,397.18)	500.00
5053-00 Office Supplies	-	125.00	125.00	342.93	1,250.00	907.07	1,500.00
5054-00 Office Equipment & Services	-	41.67	41.67	261.92	416.70	154.78	500.00
5080-00 Web Site Administration	-	500.00	500.00	3,600.00	5,000.00	1,400.00	6,000.00
5090-00 Memberships & Subscriptions	-	125.00	125.00	1,960.48	1,250.00	(710.48)	1,500.00
5105-00 SCBD Fees	-	166.67	166.67	-	1,666.70	1,666.70	2,000.00
5110-00 Miscellaneous Expenses	-	-	-	71.00	-	(71.00)	-
5210-00 Taxes	-	83.33	83.33	629.72	833.30	203.58	1,000.00
5310-00 Insurance Premium	-	750.00	750.00	9,544.00	7,500.00	(2,044.00)	9,000.00
5600-00 Rent	806.00	758.33	(47.67)	6,447.65	7,583.30	1,135.65	9,100.00
5710-00 Engineering Services	-	291.67	291.67	4,062.00	2,916.70	(1,145.30)	3,500.00
5730-00 Security Services	-	4,416.67	4,416.67	15,740.00	44,166.70	28,426.70	53,000.00
Total GENERAL & ADMINISTRATIVE	\$6,379.37	\$14,925.01	\$8,545.64	\$117,859.85	\$149,250.10	\$31,390.25	\$179,100.00
UTILITIES							
6010-00 Water, Sewer, & Electricity	275.78	83.33	(192.45)	1,754.47	833.30	(921.17)	1,000.00
6040-00 Phone & Internet	-	666.67	666.67	4,799.31	6,666.70	1,867.39	8,000.00
Total UTILITIES	\$275.78	\$750.00	\$474.22	\$6,553.78	\$7,500.00	\$946.22	\$9,000.00



Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 04/01/2023 to 04/30/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$-	\$1,833.33	\$1,833.33	\$19,525.00	\$18,333.30	(\$1,191.70)	\$22,000.00
7030-00 Tree Maintenance	-	1,000.00	1,000.00	-	10,000.00	10,000.00	12,000.00
7110-00 Piers & Harbors Improvement & Repairs	-	500.00	500.00	184.89	5,000.00	4,815.11	6,000.00
7150-00 Beach Cleaning	-	1,500.00	1,500.00	13,615.58	15,000.00	1,384.42	18,000.00
7160-00 Swimming Area Nets	-	41.67	41.67	-	416.70	416.70	500.00
7165-00 Gazebo Maintenance & Repair	-	66.67	66.67	-	666.70	666.70	800.00
7170-00 Portable Toilets	318.00	333.33	15.33	2,714.00	3,333.30	619.30	4,000.00
7210-00 General Maintenance & Repairs	224.50	3,166.67	2,942.17	3,562.48	31,666.70	28,104.22	38,000.00
7220-00 Trash Removal Contract	-	500.00	500.00	4,800.00	5,000.00	200.00	6,000.00
7250-00 Pet Waste Station Expense	-	125.00	125.00	356.08	1,250.00	893.92	1,500.00
7265-00 Lock Maintenance & Repair	-	1,000.00	1,000.00	-	10,000.00	10,000.00	12,000.00
7275-00 Signage	286.15	25.83	(260.32)	786.15	258.30	(527.85)	310.00
7290-00 Lighting Maintenance & Repair	-	100.00	100.00	-	1,000.00	1,000.00	1,200.00
7300-00 Environmental Initiatives & Erosion Control	420.00	333.33	(86.67)	420.00	3,333.30	2,913.30	4,000.00
7305-00 Dredging	3,300.00	5,000.00	1,700.00	3,300.00	50,000.00	46,700.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	416.67	416.67	-	4,166.70	4,166.70	5,000.00
7320-00 Culvert Maintenance & Repair	-	1,250.00	1,250.00	-	12,500.00	12,500.00	15,000.00
7330-00 Swale Maintenance & Repair	-	1,250.00	1,250.00	-	12,500.00	12,500.00	15,000.00
7810-00 Snow & Ice Removal	-	500.00	500.00	-	5,000.00	5,000.00	6,000.00
Total SITE MAINTENANCE	\$4,548.65	\$18,942.50	\$14,393.85	\$49,264.18	\$189,425.00	\$140,160.82	\$227,310.00
Total OPERATING EXPENSE	\$11,203.80	\$34,617.51	\$23,413.71	\$173,677.81	\$346,175.10	\$172,497.29	\$415,410.00
Net Income:	(\$11,203.80)	(\$0.01)	(\$11,203.79)	\$234,955.49	(\$0.10)	\$234,955.59	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 4/1/2023 - 4/30/2023

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-1020-00	Truist Operating Checking - 4430	\$499,096.58	\$130.36	\$11,334.16	\$487,892.78
Date	GL Ref #	Debit	Credit	Description	
04/01/2023	246787	\$ -	\$ 318.00	Voucher 2023-94, Check # 8210, Jiffy John Reimbursement; Dan Craig Chk # 0	
04/01/2023	246789	-	1,492.00	Voucher # 2023-95, Check # 8211, March Management Fees; ProCom Chk # 0	
04/01/2023	246791	-	806.00	Voucher # 2023-96, Check # 8212, Office Lease; The Yard Chk # 0	
04/01/2023	246793	-	286.15	Voucher # 2023-97, Check # 8213, Reimbursement for Sign; Don Krause Chk # 0	
04/01/2023	246795	-	2,585.52	Voucher # 2023-98, Check # 8214, Bookkeeping; Claire Dillon Chk # 0	
04/07/2023	243722	-	1,472.00	April Management fee; ProCom Chk # 4000	
04/11/2023	246270	-	116.47	Truist Operating Checking - 4430; AA CO. OFFICE OF FINANCE Chk # 4001 Inv: 23808388 AA CO. OFFICE OF FINANCE	
04/11/2023	246272	-	113.63	Truist Operating Checking - 4430; BGE Chk # 4002 Inv: March BGE	
04/11/2023	246274	-	16.73	Truist Operating Checking - 4430; BGE Chk # 4003 Inv: March BGE	
04/11/2023	246276	-	420.00	Truist Operating Checking - 4430; AACC Environmental Center Chk # 4004 Inv: 2023 AACC Environmental Center	
04/11/2023	246278	-	1,300.00	Truist Operating Checking - 4430; Fred Bedell Chk # 4005 Inv: 3-25-2023 Fred Bedell	
04/11/2023	246280	-	2,000.00	Truist Operating Checking - 4430; Doldon W. Moore & Associates, LLC Chk # 4006 Inv: April 3, 2023 Doldon W. Moore & Associates, LLC	
04/11/2023	246272	113.63	-	Truist Operating Checking - 4430 (Reversal); BGE Chk # 4002 Inv: March BGE	
04/11/2023	246274	16.73	-	Truist Operating Checking - 4430 (Reversal); BGE Chk # 4003 Inv: March BGE	
04/12/2023	246895	-	113.63	Truist Operating Checking - 4430; BGE Chk # 0 Inv: BGE	
04/12/2023	246897	-	16.96	Truist Operating Checking - 4430; BGE Chk # 0 Inv: BGE	
04/24/2023	251008	-	190.60	Reimbursement for 4 life rings; ProCom Chk # 4007	
04/28/2023	253012	-	28.72	Truist Operating Checking - 4430; BGE Chk # 0 Inv: BGE	
04/28/2023	253014	-	33.90	Reimbursement for life ring brackets; ProCom Chk # 4008	
04/28/2023	253099	-	23.85	MDE letters; Daniel Craig Chk # 4009	
12-1220-00	Truist Reserve MM - 7029		51,218.18		51,218.18
Date	GL Ref #	Debit	Credit	Description	
12-1230-00	First National Bank Reserve MM - 1057		124,891.46		124,891.46
Date	GL Ref #	Debit	Credit	Description	
35-3510-00	Undesignated Equity		(429,046.93)		(429,046.93)
Date	GL Ref #	Debit	Credit	Description	
40-4010-00	SCBD Income		(408,062.54)		(408,062.54)
Date	GL Ref #	Debit	Credit	Description	
40-4710-00	Interest Income - Operating		(570.76)		(570.76)
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 4/1/2023 - 4/30/2023

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
50-5010-00	Management Fees	29,512.00	5,549.52	-	35,061.52
Date	GL Ref #	Debit	Credit	Description	
04/01/2023	246789	\$ 1,492.00	\$ -	Voucher # 2023-95, Check # 8211, March Management Fees; ProCom Chk # 0	
04/01/2023	246795	2,585.52	-	Voucher # 2023-98, Check # 8214, Bookkeeping; Claire Dillon Chk # 0	
04/07/2023	243722	1,472.00	-	April Management fee; ProCom Chk # 4000	
50-5030-00	Tax Prep & Audit Fees	10,900.00	-	-	10,900.00
Date	GL Ref #	Debit	Credit	Description	
50-5040-00	Legal Fees	25,424.75	-	-	25,424.75
Date	GL Ref #	Debit	Credit	Description	
50-5050-00	Administrative Expenses	3,790.03	23.85	-	3,813.88
Date	GL Ref #	Debit	Credit	Description	
04/28/2023	253099	\$ 23.85	\$ -	MDE letters; Daniel Craig Chk # 4009	
50-5053-00	Office Supplies	342.93	-	-	342.93
Date	GL Ref #	Debit	Credit	Description	
50-5054-00	Office Equipment & Services	261.92	-	-	261.92
Date	GL Ref #	Debit	Credit	Description	
50-5080-00	Web Site Administration	3,600.00	-	-	3,600.00
Date	GL Ref #	Debit	Credit	Description	
50-5090-00	Memberships & Subscriptions	1,960.48	-	-	1,960.48
Date	GL Ref #	Debit	Credit	Description	
50-5110-00	Miscellaneous Expenses	71.00	-	-	71.00
Date	GL Ref #	Debit	Credit	Description	
50-5210-00	Taxes	629.72	-	-	629.72
Date	GL Ref #	Debit	Credit	Description	
50-5310-00	Insurance Premium	9,544.00	-	-	9,544.00
Date	GL Ref #	Debit	Credit	Description	
50-5600-00	Rent	5,641.65	806.00	-	6,447.65
Date	GL Ref #	Debit	Credit	Description	
04/01/2023	246791	\$ 806.00	\$ -	Voucher # 2023-96, Check # 8212, Office Lease; The Yard Chk # 0	
50-5710-00	Engineering Services	4,062.00	-	-	4,062.00
Date	GL Ref #	Debit	Credit	Description	
50-5730-00	Security Services	15,740.00	-	-	15,740.00
Date	GL Ref #	Debit	Credit	Description	
60-6010-00	Water, Sewer, & Electricity	1,478.69	406.14	130.36	1,754.47
Date	GL Ref #	Debit	Credit	Description	
04/11/2023	246270	\$ 116.47	\$ -	Water, Sewer, & Electricity; AA CO. OFFICE OF FINANCE Chk # 4001 Inv: 23808388 AA CO. OFFICE OF FINANCE	
04/11/2023	246272	113.63	-	Water, Sewer, & Electricity; BGE Chk # 4002 Inv: March BGE	
04/11/2023	246274	16.73	-	Water, Sewer, & Electricity; BGE Chk # 4003 Inv: March BGE	
04/11/2023	246272	-	113.63	Water, Sewer, & Electricity (Reversal); BGE Chk # 4002 Inv: March BGE	
04/11/2023	246274	-	16.73	Water, Sewer, & Electricity (Reversal); BGE Chk # 4003 Inv: March BGE	
04/12/2023	246895	113.63	-	Water, Sewer, & Electricity; BGE Chk # 0 Inv: BGE	
04/12/2023	246897	16.96	-	Water, Sewer, & Electricity; BGE Chk # 0	



Financial Report Package

April 2023

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Piers & Harbors

End Date: 04/30/2023

Assets

CASH - OPERATING

10-1020-00 PNC Operating Checking - 4178 \$6,514.69

Total CASH - OPERATING: \$6,514.69

ACCOUNTS RECEIVABLE

14-1410-00 Accounts Receivable 3,600.00

Total ACCOUNTS RECEIVABLE: \$3,600.00

Total Assets: \$10,114.69

Liabilities & Equity

CURRENT LIABILITIES

Net Income Gain / Loss 10,114.69 \$10,114.69

Total Liabilities & Equity: \$10,114.69



Income Statement - Operating

Oyster Harbor Piers & Harbors

From 04/01/2023 to 04/30/2023

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 Assessment Income	\$10,200.00	\$-	\$10,200.00	\$10,200.00	\$-	\$10,200.00	\$-
Total OPERATING INCOME	\$10,200.00	\$-	\$10,200.00	\$10,200.00	\$-	\$10,200.00	\$-
Total OPERATING INCOME	\$10,200.00	\$-	\$10,200.00	\$10,200.00	\$-	\$10,200.00	\$-
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	20.00	-	(20.00)	20.00	-	(20.00)	-
5050-00 Administrative Expenses	65.31	-	(65.31)	65.31	-	(65.31)	-
Total GENERAL & ADMINISTRATIVE	\$85.31	\$-	(\$85.31)	\$85.31	\$-	(\$85.31)	\$-
Total OPERATING EXPENSE	\$85.31	\$-	(\$85.31)	\$85.31	\$-	(\$85.31)	\$-
Net Income:	\$10,114.69	\$0.00	\$10,114.69	\$10,114.69	\$0.00	\$10,114.69	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 4/1/2023 - 4/30/2023

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-1020-00	PNC Operating Checking - 4178	\$-	\$6,677.95	\$163.26	\$6,514.69
Date	GL Ref #	Debit	Credit	Description	
04/06/2023	240931	\$ -	\$ 57.95	PNC Operating Checking - 4178 Inv # March; ProCom Chk # 0 Inv: March ProCom	
04/06/2023	240931	57.95	-	PNC Operating Checking - 4178 Inv # March (Reversal); ProCom Chk # 0 Inv: March ProCom	
04/06/2023	240943	-	57.95	PNC Operating Checking - 4178 Inv # March; ProCom Chk # 1000 Inv: March ProCom	
04/07/2023	243724	-	20.00	April Management fee; ProCom Chk # 1001	
04/07/2023	243724	20.00	-	April Management fee (Reversal); ProCom Chk # 1001	
04/07/2023	249653	-	20.00	PNC Operating Checking - 4178; ProCom Chk # 1002 Inv: ProCom	
04/25/2023	251674	6,600.00	-	Deposit from batch 14217	
04/28/2023	253411	-	7.36	PNC Operating Checking - 4178 Inv # April; ProCom Chk # 1003 Inv: April ProCom	
14-1410-00	Accounts Receivable	-	10,200.00	6,600.00	3,600.00
Date	GL Ref #	Debit	Credit	Description	
04/11/2023	246266	\$ 3,720.00	\$ -	Marina Fee - Batch 13704	
04/14/2023	247731	648.00	-	Marina Fee - Batch 13825	
04/20/2023	249985	2,232.00	-	Marina Fee - Batch 14062	
04/25/2023	251674	0.00	6,600.00	Deposit from batch 14217	
04/27/2023	252766	3,600.00	-	Marina Fee - Batch 14287	
20-2010-00	Accounts Payable	-	143.26	143.26	-
Date	GL Ref #	Debit	Credit	Description	
04/06/2023	240928	\$ -	\$ 57.95	Accounts Payable Inv # March Inv: March ProCom	
04/06/2023	240931	57.95	-	Accounts Payable Inv # March; ProCom Chk # 0 Inv: March ProCom	
04/06/2023	240931	-	57.95	Accounts Payable Inv # March (Reversal); ProCom Chk # 0 Inv: March ProCom	
04/06/2023	240943	57.95	-	Accounts Payable Inv # March; ProCom Chk # 1000 Inv: March ProCom	
04/07/2023	249651	-	20.00	Accounts Payable Inv: ProCom	
04/07/2023	249653	20.00	-	Accounts Payable; ProCom Chk # 1002 Inv: ProCom	
04/28/2023	253226	-	7.36	Accounts Payable Inv # April Inv: April ProCom	
04/28/2023	253411	7.36	-	Accounts Payable Inv # April; ProCom Chk # 1003 Inv: April ProCom	
40-4010-00	Assessment Income	-	-	10,200.00	(10,200.00)
Date	GL Ref #	Debit	Credit	Description	
04/11/2023	246266	\$ -	\$ 3,720.00	Marina Fee - Batch 13704	



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 4/1/2023 - 4/30/2023

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
04/14/2023	247731	\$ -	\$ 648.00		Marina Fee - Batch 13825	
04/20/2023	249985	-	2,232.00		Marina Fee - Batch 14062	
04/27/2023	252766	-	3,600.00		Marina Fee - Batch 14287	
50-5010-00	Management Fees	-	40.00	20.00	20.00	
Date	GL Ref #	Debit	Credit	Description		
04/07/2023	243724	\$ 20.00	\$ -	April Management fee; ProCom Chk # 1001		
04/07/2023	243724	-	20.00	April Management fee (Reversal); ProCom Chk # 1001		
04/07/2023	249651	20.00	-	Management Fees Inv: ProCom		
50-5050-00	Administrative Expenses	-	65.31	-	65.31	
Date	GL Ref #	Debit	Credit	Description		
04/06/2023	240928	\$ 20.40	\$ -	Postage Expenses Inv: March ProCom		
04/06/2023	240928	37.55	-	Administrative Expenses Inv: March ProCom		
04/28/2023	253226	4.80	-	Postage Expenses Inv: April ProCom		
04/28/2023	253226	2.56	-	Administrative Expenses Inv: April ProCom		
Totals:			\$0.00	\$17,126.52	\$17,126.52	\$0.00

Business Checking

For 24-hour account information, sign-on to
pnc.com/mybusiness/

For the Period 04/01/2023 to 04/28/2023
 Oyster Harbor Citizens Assoc
 Primary Account Number: 53-2897-4178
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Business Checking Account Number: 53-2897-4178 - continued

the information in it is appropriate to facilitate the timely calculation of deposit insurance. Please visit pnc.com/fdic-passthrough for more information. Notwithstanding other provisions in this Agreement, this Section survives after the FDIC is appointed as PNC's receiver, and the FDIC is considered a third-party beneficiary of this section.

Business Checking Summary

Oyster Harbor Citizens Assoc

Account number: 53-2897-4178

Overdraft Protection has not been established for this account.
 Please contact us if you would like to set up this service.

Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
3,338.62	6,600.00	328.16	9,610.46
		Average ledger balance	Average collected balance
		4,123.45	4,014.73

Deposits and Other Additions

Description	Items	Amount
Deposits	1	6,600.00
Total	1	6,600.00

Checks and Other Deductions

Description	Items	Amount
Checks	2	206.49
ACH Deductions	4	121.67
Total	6	328.16

Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
04/01	3,338.62	04/20	3,132.13	04/25	9,610.46
04/06	3,190.08				

Activity Detail

Deposits and Other Additions

Deposits

Date posted	Amount	Transaction description	Reference number
04/25	6,600.00	Deposit	049983010

Checks and Other Deductions

Checks and Substitute Checks


* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
04/20	1000 *	57.95	018746418	04/06	1003 *	148.54	013640583

ACH Deductions

Date posted	Amount	Transaction description	Reference number
04/25	48.13	ACH Web Online Pmt	00023114007594992
		Baltimore Gas An Ckf245397311POS	
04/25	32.84	ACH Web Online Pmt	00023114007594991
		Baltimore Gas An Ckf245397311POS	
04/25	24.20	ACH Web Online Pmt	00023114007594990
		Baltimore Gas An Ckf245397311POS	
04/25	16.50	ACH Web Online Pmt	00023114007594989
		Baltimore Gas An Ckf245397311POS	

Business Checking

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pnc.com/mybusiness/

For the Period 04/01/2023 to 04/28/2023
Oyster Harbor Citizens Assoc
Primary Account Number: 53-2897-4178
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Business Checking Account Number: 53-2897-4178 - continued

Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 05/01/2023 and will appear on your next statement as a single line item entitled Service Charge Period Ending 04/28/2023.

** Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	21	.00	Included in Account
ACH Debits	4	.00	
Checks Paid	2	.00	
Deposited Item - Consolidated	14	.00	
Deposit Tickets Processed	1	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	
