

Draft Agenda for December 17, 2024 OHCA Board Meeting

Notice: The board meeting will be recorded.

1. Call to Order
2. Moment of Silence
3. Approval of Agenda (draft sent out previously)
4. Approval of Minutes for 11/19/24 Board Meeting (draft sent out previously)
5. Financial Reports for November/YTD FY2025 (sent out previously)
 - a. SCBD Accounts: Special Tax Treasurer Carol Swan
 - b. Piers & Harbors Account: Association Treasurer Stephanie Orr
6. FY2026 Draft Budget Review
 - a. SCBD Budget
 - b. Piers & Harbors Budget
7. President's Report
 - a. Social Committee: Michele Woolbert
 - b. Security Committee: Jody Tracey
 - c. Roads & Drainage Committee
 - d. Community Property Committee
 - e. Beach Committee
 - f. Piers & Harbors Committee: Barrett Hill
 - g. Grants Committee: John Maxwell
8. Update on Emergency Vehicle Turnaround: John Maxwell
9. Update on Booker Pier Non-Conforming Use Registration: Haley Jurkowski
10. Old Business
 - a. Corporate Transparency Act
 - b. OHCA Procurement Policy
 - i. Expenditures from SCBD Account
 - ii. Expenditures from Piers & Harbors Account
 - c. OHCA Legal Spending Policy
11. New Business
12. Adjournment

**OHCA Board of Directors
Draft Minutes of Board Meeting Tuesday, November 19, 2024
Eastport Fire Station, 7:00 PM**

Board Members present:

- Barrett Hill, Chair
- Keith Smith, Vice Chair
- Brandon Dall'Aqua, President
- Winston Dunkley, Board Member
- Jeanie Greenwell, Board Member
- Joe Matta, Board Member
- John Maxwell, Board Member
- Nancy Plaxico, Board Member and Board Secretary
- Trisha Thomas, Board Member and Corresponding Secretary

OHCA Officers and Committee Chairs present:

- Carol Swan, Special Tax Treasurer
- Stephanie Orr, Association Treasurer
- Jody Tracey, Security Chair

ProCom Representative present:

- Fran McDonnell

About twenty OHCA residents attended in person or online.

Call to Order and Announcements

Chair Barrett Hill called the meeting to order at 7:00 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the November 19 board meeting was sent to all board members prior to the meeting.

Nancy Plaxico moved and Winston Dunkley seconded a motion that the draft agenda be approved. UNANIMOUSLY APPROVED BY VOICE VOTE.

Approval of Minutes for October 15, 2024 and October 21, 2024 Board Meetings

The draft minutes were sent to all board members prior to the meeting and no changes were requested.

Nancy Plaxico moved and Barrett Hill seconded a motion to approve the minutes of the October 15, 2024 and October 21, 2024 OHCA Board Meetings. UNANIMOUSLY APPROVED BY VOICE VOTE.

Financial Reports for October and FY2025 Year-to-Date

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Carol Swan reported the balances in the SCBD accounts and noted that SCBD assets totaled \$586,132 at the end of October.

Carol Swan noted that two Certificates of Deposits (CDs) at Morgan Stanley matured in October, and she and President Dall'Aqua recommended that the funds be reinvested in three CDs: two \$100,000 3 month CDs at a 4.45% interest rate, and one \$137,000 6 month CD at a 4.35% interest rate.

Nancy Plaxico moved and Brandon Dall'Aqua seconded a motion that \$337,000 of SCBD funds be invested in three CDs at Morgan Stanley: two 3 month CDs for \$100,000 each and one 6 month CD for \$137,000. UNANIMOUSLY APPROVED BY VOICE VOTE.

Piers & Harbors Account: Association Treasurer Stephanie Orr reported on expenses and deposits in the Piers & Harbors account in October, and noted that the balance in the account was \$13,741 at the end of October.

President's Report

Social Committee: President Dall'Aqua commended Social Committee Chair Michele Woolbert for all the events she has organized in the short time since she took the position, including the Halloween event, Veterans Recognition and Oyster Roast, with several other events scheduled for December. We asked for small donations for the Oyster Roast, which brought in about \$350 in revenue and will be used for other events. We are considering community dinners like Arundel on the Bay does, at which the restaurant donates 10% of the tab to the community.

Finance Committee: The Finance Committee met and elected Bill Blakefield as Chair. The Reserve Study will be a large focus of the committee, including making sure there are enough funds set aside for the projects in the Reserve Study and prioritizing the projects that need to get done.

Security: There will be no ICS security patrols in the winter.

Grants Committee: There are five members on the committee, and Amy Smith is serving as Chair and John Maxwell as Secretary. President Dall'Aqua noted that he will propose that the Grants Committee be added to the OHCA Constitution as a standing committee when the constitution is updated.

Community Property: President Dall'Aqua is meeting with the County Department of Public Works to see if the County will pay some of the cost of repairing the Booker Pier sinkhole.

Piers & Harbors: Piers & Harbors Chair Barrett Hill reported that the contractor he had talked to about getting permits for redoing sections of the Fishing Creek pier cannot do that in a timely manner, and Keith Smith said he will check on another possible contractor. President Dall'Aqua reported that signs have now been made to go up on the bulkheads saying no swimming or jumping, and he will put them up.

Beach Committee: John Maxwell reported that the float for the swimming area has been pulled in and will be cleaned and stored for the winter. He got zip ties to repair the nettle nets and will put those in, and he got new Plexiglas for the bulletin board at the entrance to the beach.

Other updates from the President: President Dall'Aqua launched a Google form on the Oyster Harbor website where anyone from the community can put in a comment, question or concern, and that will go to the President's email. The new feedback form will be publicized in community newsletters and on the website. There will soon be Oyster Harbor gear such as T-shirts and hats available for purchase, which will build community spirit and bring in a little income. President Dall'Aqua will have the SCBD and Piers & Harbors budgets for next year ready for Board review at the December board meeting. Jeanie Greenwell is managing the new sign at the entrance to the community that announces community events.

President Dall'Aqua proposed and the Board agreed that the following community assets should be purchased:

- New lacrosse net at Harbor Lot – at cost of \$120
- New basketball hoop at Harbor Lot - \$270
- Bike racks at Harbor Lot, Fishing Creek Park and Booker Pier - \$350 each
- Bike rack at beach - \$550

President Dall'Aqua proposed getting a Venmo or other such account to facilitate donations and payments from community members (for events and T-shirts, etc.). Board members discussed other options such as Zelle and PayPal, and President Dall'Aqua said he will research the best one to get. All such payments will go into the Association (Piers & Harbors) account.

Old Business

Corporate Transparency Act: The Act applies to OHCA and board members will need to submit the necessary information. Fran McDonnell from ProCom will let board members know how to submit the information.

Legal Spending: President Dall'Aqua reported that legal spending in October was \$4875, which is about 25% of the total legal budget for the year. [Addendum to these minutes has a breakdown of the \$4875 in October legal expenses.] He handed out a proposed legal spending policy and asked that board members review it and discuss it at the December board meeting.

Jeanie Greenwell noted that the new board has an obligation and fiduciary duty to the community to resolve the legal matters that OHCA faces. The budget that was put together by someone last year did not contemplate all the legal issues that the board faces this year.

John Maxwell commented that the board should exhaust communications internally before reaching out to the board attorney, and individual board members should not reach out to the attorney. Keith Smith noted that the board also has a duty to the community to spend within the budget, and we should go back to the community if we think we will go over the budget. Jeanie Greenwell noted that facts and circumstances change in the legal matters that OHCA faces, and the board needs to be accountable and responsive when they do. Joe Matta commented that the legal budgeting was not done properly, and we need to make sure we budget adequately for legal services in the future.

Chair Barrett Hill said he wants the board as a whole to decide when we use the board attorney, and it does not need to be a formal vote.

Update on Eric Epstein Trial: The case has been moved from the District Court to the Circuit Court, and the trial will be sometime early next year.

Emergency Vehicle Turnaround at the End of Cross Road: John Maxwell reported that he is reviewing all the material that Dan Craig sent him about the emergency vehicle turnaround and will give an update at the next board meeting.

OHCA Bidding Policy: Board members agreed to review and provide edits to the bidding policy prior to the December board meeting, so the policy can be discussed and approved at that meeting. Jeanie Greenwell asked if the policy is intended to cover Piers & Harbors as well as SCBD expenditures. Chair Hill said it would be better to have a separate Piers & Harbors bidding policy, and the Finance Committee can propose one. He agreed to ask the Finance Committee to do that, and send the draft to the board by early December so board members can review it prior to the December board meeting.

Reserve Study: Chair Hill said he would like to add items from the Reserve Study to the budget for next year. He agreed to send the Reserve Study to all board members so they can review it and provide input for the budget at the December meeting. President Dall'Aqua noted that we need to set aside about \$90,000 to \$100,000 in each year's budget for the future capital projects in the Reserve Study.

Jeanie Greenwell pointed out that the Reserve Study covers physical assets of the community and their expected life and replacement costs, but does not cover stormwater management or other areas where OHCA will need to spend money in the future. She would like to be sure that the board looks at the big picture and all the major buckets of expenditures OHCA will need in the future.

Stormwater Management: President Dall'Aqua reported that last year he and past President Kathy Burk met with two stormwater management contractors, Biohabitats and Baylands, to discuss getting a comprehensive stormwater management plan for the community. He would like to get bids from each of them and a third contractor. Nancy Plaxico suggested that the third contractor be Underwood and Associates, which did the recent wetlands remediation project for OHCA. President Dall'Aqua agreed, and said the Roads and Drainage Committee will take the lead on the stormwater management plan.

Roads & Drainage Committee: Board members agreed with the importance of the Roads & Drainage Committee, and Keith Smith offered to serve on the committee. President Dall'Aqua said there are a number of drainage and runoff issues that community members have brought up. OHCA is in a tough position because community members own their land up to the road, so OHCA is limited in what we can do and we cannot force a property owner to put in drainage pipes, etc. on their property. OHCA can work only in the area of community right-of-way by the road. Chair Hill noted that road paving is a big ticket item in the Reserve Study, which estimates that paving will cost \$500,000 over the next six years. Jeanie Greenwell asked that the Roads & Drainage Committee give an update at each board meeting since roads and drainage are so important to the community.

Fire Risk Reduction: President Dall'Aqua will consult with the Fire Department and Department of Public Works about steps that can be taken to reduce fire risks in the community. He will ask the Department of Public Works about extending the public water lines to Oyster Harbor so there can be hydrants in the community, and will ask the Fire Department if they recommend OHCA get a water tank that fire trucks can draw from when there is a fire in the community. He asked whether there are fire extinguishers in public areas of the community, and Chair Hill said there are extinguishers on the piers, but they probably need to be charged and checked.

Beach Improvements: Chair Hill would like to have a masterplan for beach improvements and get quotes for that. Joe Matta noted that since the beach is in the 100 foot buffer, we will need a variance from the County for some of the work. John Maxwell mentioned that the wood deck at the entrance to the beach needs repairs, and he volunteered to patch it up some until we have an overall plan for the beach.

Camera at Fishing Creek Park: Chair Hill said the current camera at Fishing Creek Park is almost worthless, and community member John Kerster has put together a proposal for a new camera system there that would cost about \$5000. Trisha Thomas asked what the purpose of the camera would be, and Chair Hill said it would be a deterrent against thefts from boats. Keith Smith commented that camera system with local storage and three cameras costs about \$700. Nancy Plaxico suggested that the board refer the matter to the Security Committee, and that committee can report back with a recommendation on whether to get a new camera at Fishing Creek Park, and if so, which camera.

Proposed Board Code of Conduct Policy: Nancy Plaxico noted that the policy proposed by Jeanie Greenwell was circulated to all board members, and some edits were suggested that have been incorporated into the policy now before the board.

Nancy Plaxico moved and Jeanie Greenwell seconded a motion to approve the Board Code of Conduct Policy. UNANIMOUSLY APPROVED BY VOICE VOTE.

Proposed OHCA Community Communications and Social Media Policy: Nancy Plaxico noted that the policy proposed by Jeanie Greenwell was circulated to all board members, and some edits were suggested that have been incorporated into the policy now before the board. Corresponding Secretary and board member Trisha Thomas commented that she is now comfortable with the policy.

Trisha Thomas moved and Jeanie Greenwell seconded a motion to approve the OHCA Community Communications and Social Media Policy. UNANIMOUSLY APPROVED BY VOICE VOTE.

New Business

Podio: President Dall'Aqua recommended that we wind down Podio once everything on Podio has been backed up.

Brandon Dall'Aqua moved and Jeanie Greenwell seconded a motion to wind down Podio, with a goal to shut it down by the end of December. UNANIMOUSLY APPROVED BY VOICE VOTE.

Short-term Rental Properties in the Community: Community members brought up noise, parking and other concerns about a short-term rental property next to their home. Fran McDonnell from ProCom said that she spoke to the County about short-term rentals, and the County said the governing documents for the community would apply. Most homeowner associations that ProCom works with prohibit short-term rentals, but the OHCA Constitution does not make any reference to them. It was agreed that if a community member submits complaints about a short-term rental, ProCom will draft a letter to the property owner, and that letter will be reviewed by the board before being sent to the property owner.

Adjournment

Since there was no further business, Barrett Hill moved and John Maxwell seconded a motion that the meeting be adjourned. The motion was unanimously approved and the meeting was adjourned at 8:40 p.m.

Minutes drafted by Board Secretary Nancy Plaxico.

Addendum to 11/19/24 Board Meeting Minutes

The \$4875 in legal expenses in October, 2024 included:

- \$1870 for the Epstein criminal case, including requesting (as approved by the board) that an embezzlement charge be added;
- \$1056 for demand letters to Dan Houle and Anthony Fox (as approved by the board);
- \$1300 for meetings with the new board to discuss pending legal matters (as requested by the board).



Financial Report Package

**November 2024
Fiscal Year: 2025**

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.



Assets

CASH - OPERATING

10-1020-00	Truist Operating Checking - 4430	\$7,094.66
10-1030-00	Truist Operating Money Market - 7029	51,548.06

Total CASH - OPERATING: \$58,642.72

CASH - RESERVES

12-1250-00	Morgan Stanley Investments	495,678.65
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Total CASH - RESERVES: \$495,678.65

ACCOUNTS RECEIVABLE

14-1420-00	Cash held by AACO	14,499.44
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Total ACCOUNTS RECEIVABLE: \$14,499.44

18-1830-00	BGE Deposit	100.00
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Total Assets: \$568,920.81

Liabilities & Equity

RESERVE FUNDS

30-3020-00	Reserves - Capital Elements	482,691.08
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Total RESERVE FUNDS: \$482,691.08

OWNER EQUITY

35-3510-00	Undesignated Equity	128,732.53
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35-3520-00	Prior Year Net Income	61,535.73
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Total OWNER EQUITY: \$190,268.26

Net Income Gain / Loss	<u>(104,038.53)</u>	<u>(\$104,038.53)</u>
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Total Liabilities & Equity: \$568,920.81

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 SCBD Income	\$-	\$139,230.00	(\$139,230.00)	\$-	\$139,230.00	(\$139,230.00)	\$417,690.00
4710-00 Interest Income - Operating	55.04	-	55.04	724.19	-	724.19	-
4720-00 Interest & Valuation Income - Reserves	921.20	-	921.20	8,554.83	-	8,554.83	-
Total OPERATING INCOME	\$976.24	\$139,230.00	(\$138,253.76)	\$9,279.02	\$139,230.00	(\$129,950.98)	\$417,690.00
Total OPERATING INCOME	\$976.24	\$139,230.00	(\$138,253.76)	\$9,279.02	\$139,230.00	(\$129,950.98)	\$417,690.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	1,516.00	3,333.00	1,817.00	7,580.00	16,665.00	9,085.00	40,000.00
5030-00 Tax Prep & Audit Fees	-	-	-	-	5,000.00	5,000.00	5,000.00
5040-00 General Legal	4,875.00	5,000.00	125.00	22,019.25	10,000.00	(12,019.25)	20,000.00
5050-00 Administrative Expenses	1,027.18	500.00	(527.18)	5,117.92	2,500.00	(2,617.92)	6,000.00
5053-00 Office Supplies	177.95	-	(177.95)	1,195.97	500.00	(695.97)	500.00
5054-00 Office Equipment & Services	-	-	-	-	500.00	500.00	500.00
5080-00 Web Site Administration	400.00	500.00	100.00	2,111.30	2,500.00	388.70	6,000.00
5090-00 Dues & Subscriptions	24.38	166.00	141.62	745.28	830.00	84.72	2,000.00
5100-00 Bank Charges	-	-	-	86.00	-	(86.00)	-
5105-00 Anne Arundel County Fees	-	-	-	-	-	-	2,000.00
5220-00 Real Estate Taxes	-	-	-	670.25	-	(670.25)	1,000.00
5310-00 Insurance Premium	-	-	-	9,634.00	10,000.00	366.00	10,000.00
5600-00 Rent	-	166.00	166.00	-	830.00	830.00	2,000.00
5710-00 Design/Engineering/Survey Costs	-	-	-	1,608.75	5,000.00	3,391.25	15,000.00
5730-00 Security Services	1,275.18	2,915.00	1,639.82	16,605.97	14,575.00	(2,030.97)	35,000.00
Total GENERAL & ADMINISTRATIVE	\$9,295.69	\$12,580.00	\$3,284.31	\$67,374.69	\$68,900.00	\$1,525.31	\$145,000.00
UTILITIES							
6010-00 Utilities	86.21	291.00	204.79	2,323.16	1,455.00	(868.16)	3,500.00
6040-00 Phone & Internet	-	166.00	166.00	1,226.52	830.00	(396.52)	2,000.00
Total UTILITIES	\$86.21	\$457.00	\$370.79	\$3,549.68	\$2,285.00	(\$1,264.68)	\$5,500.00



Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 11/01/2024 to 11/30/2024

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$3,750.00	\$2,915.00	(\$835.00)	\$21,715.00	\$14,575.00	(\$7,140.00)	\$35,000.00
7030-00 Tree Trimming/Replacement	-	-	-	1,850.00	6,000.00	4,150.00	10,000.00
7110-00 Piers & Harbors Improvement & Repairs	-	-	-	2,690.00	-	(2,690.00)	-
7150-00 Beach Cleaning	-	-	-	-	15,000.00	15,000.00	30,000.00
7160-00 Swimming Area Nets	-	-	-	336.30	1,500.00	1,163.70	3,000.00
7165-00 Gazebo Maintenance & Repair	-	-	-	-	1,000.00	1,000.00	1,000.00
7170-00 Portable Toilets	318.00	-	(318.00)	1,908.00	3,000.00	1,092.00	6,000.00
7175-00 Dumpsters	-	-	-	-	1,000.00	1,000.00	2,000.00
7210-00 Capital Improvements	-	-	-	-	6,095.00	6,095.00	12,190.00
7212-00 Community Amenity Repairs & Maintenance	-	-	-	80.35	7,500.00	7,419.65	15,000.00
7220-00 Trash Removal & Hauling	-	-	-	-	3,000.00	3,000.00	5,000.00
7250-00 Supplies & Dog Waste Stations	-	-	-	437.26	2,400.00	1,962.74	4,000.00
7265-00 Lock Maintenance & Repair	-	-	-	921.14	3,000.00	2,078.86	5,000.00
7275-00 Signage	940.95	-	(940.95)	2,405.13	4,800.00	2,394.87	8,000.00
7290-00 Lighting Maintenance & Repair	-	-	-	-	1,200.00	1,200.00	2,000.00
7300-00 Environmental Initiatives & Erosion Control	2,450.00	-	(2,450.00)	5,050.00	6,000.00	950.00	10,000.00
7305-00 Dredging	-	-	-	-	30,000.00	30,000.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	-	-	5,000.00	16,800.00	11,800.00	28,000.00
7320-00 Culvert Maintenance & Repair	-	-	-	-	6,000.00	6,000.00	10,000.00
7330-00 Swale Maintenance & Repair	-	-	-	-	9,000.00	9,000.00	15,000.00
7810-00 Snow & Ice Removal	-	-	-	-	-	-	6,000.00
Total SITE MAINTENANCE	\$7,458.95	\$2,915.00	(\$4,543.95)	\$42,393.18	\$137,870.00	\$95,476.82	\$267,190.00
Total OPERATING EXPENSE	\$16,840.85	\$15,952.00	(\$888.85)	\$113,317.55	\$209,055.00	\$95,737.45	\$417,690.00
Net Income:	(\$15,864.61)	\$123,278.00	(\$139,142.61)	(\$104,038.53)	(\$69,825.00)	(\$34,213.53)	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 11/1/2024 - 11/30/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	Truist Operating Checking - 4430	(\$1,064.49)	\$25,000.00	\$16,840.85	\$7,094.66	
Date	GL Ref #	Debit	Credit	Description		
11/01/2024	642332	\$ -	\$ 1,516.00	Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4400		
11/05/2024	648806	-	164.30	Truist Operating Checking - 4430; FRIENDSHIP CREATIVE PRINTERS Chk # 4401		
11/05/2024	648808	-	940.95	Truist Operating Checking - 4430; Signs By Tomorrow Chk # 4402		
11/05/2024	648810	-	3,750.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4403		
11/05/2024	648812	-	400.00	Truist Operating Checking - 4430; Mint Media Agency Chk # 4404		
11/05/2024	648814	-	623.28	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4405		
11/05/2024	648816	-	623.28	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4406		
11/05/2024	648818	-	2,450.00	Truist Operating Checking - 4430; Crew Cut Lawn & Landscaping Chk # 4407		
11/05/2024	649693	25,000.00	-	Truist bank transfer Truist Operating Checking - 4430		
11/15/2024	656261	-	86.21	Truist Operating Checking - 4430; BGE Chk # 0		
11/18/2024	657145	-	13.65	Reimbursement for new keys at the beach bulletin board; Daniel Craig Chk # 4408		
11/19/2024	657984	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4409		
11/19/2024	657986	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4410		
11/19/2024	657988	-	28.62	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4411		
11/19/2024	657990	-	406.25	Truist Operating Checking - 4430; Kurt D. Karsten, ESQ Chk # 4412		
11/19/2024	657992	-	1,625.00	Truist Operating Checking - 4430; Kurt D. Karsten, ESQ Chk # 4413		
11/19/2024	657994	-	1,787.50	Truist Operating Checking - 4430; Kurt D. Karsten, ESQ Chk # 4414		
11/19/2024	657996	-	1,056.25	Truist Operating Checking - 4430; Kurt D. Karsten, ESQ Chk # 4415		
11/22/2024	659277	-	300.00	Truist Operating Checking - 4430; ProCom Chk # 4416		
11/25/2024	659831	-	24.38	Reimbursement for square space fee paid via credit card; ProCom Chk # 4417		
11/25/2024	660933	-	727.18	Truist Operating Checking - 4430; ProCom Chk # 4418		
10-1030-00	Truist Operating Money Market - 7029		76,492.46	55.60	25,000.00	51,548.06
Date	GL Ref #	Debit	Credit	Description		
11/05/2024	649693	\$ -	\$ 25,000.00	Truist bank transfer Truist Operating Money Market - 7029		
11/19/2024	673818	0.08	-	Morgan Stanley account verification		
11/19/2024	673818	0.48	-	Morgan Stanley account verification		
11/30/2024	671929	55.04	-	Truist Monthly Interest		
12-1250-00	Morgan Stanley Investments		494,758.01	921.20	0.56	495,678.65
Date	GL Ref #	Debit	Credit	Description		
11/19/2024	673818	\$ -	\$ 0.08	Morgan Stanley account verification		
11/19/2024	673818	-	0.48	Morgan Stanley account verification		
11/30/2024	671850	921.20	-	Morgan Stanley Monthly Interest & Valuation		
14-1420-00	Cash held by AACO		14,499.44	-	-	14,499.44
Date	GL Ref #	Debit	Credit	Description		
18-1830-00	BGE Deposit		100.00	-	-	100.00
Date	GL Ref #	Debit	Credit	Description		
30-3020-00	Reserves - Capital Elements		(482,691.08)	-	-	(482,691.08)
Date	GL Ref #	Debit	Credit	Description		
35-3510-00	Undesignated Equity		(128,732.53)	-	-	(128,732.53)
Date	GL Ref #	Debit	Credit	Description		
35-3520-00	Prior Year Net Income		(61,535.73)	-	-	(61,535.73)
Date	GL Ref #	Debit	Credit	Description		
40-4710-00	Interest Income - Operating		(669.15)	-	55.04	(724.19)
Date	GL Ref #	Debit	Credit	Description		
11/30/2024	671929	\$ -	\$ 55.04	Truist Monthly Interest		
40-4720-00	Interest & Valuation Income - Reserves		(7,633.63)	-	921.20	(8,554.83)
Date	GL Ref #	Debit	Credit	Description		
11/30/2024	671850	\$ -	\$ 921.20	Morgan Stanley Monthly Interest & Valuation		



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 11/1/2024 - 11/30/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
50-5010-00	Management Fees	\$6,064.00	\$1,516.00	\$-	\$7,580.00
Date	GL Ref #	Debit	Credit	Description	
11/01/2024	642332	\$ 1,516.00	\$ -	Management Fee; Professional Community Management, Inc. Chk # 4400	
50-5040-00	General Legal	17,144.25	4,875.00	-	22,019.25
Date	GL Ref #	Debit	Credit	Description	
11/19/2024	657990	\$ 406.25	\$ -	General Legal ; Kurt D. Karsten, ESQ Chk # 4412	
11/19/2024	657992	1,625.00	-	General Legal ; Kurt D. Karsten, ESQ Chk # 4413	
11/19/2024	657994	1,787.50	-	General Legal ; Kurt D. Karsten, ESQ Chk # 4414	
11/19/2024	657996	1,056.25	-	General Legal ; Kurt D. Karsten, ESQ Chk # 4415	
50-5050-00	Administrative Expenses	4,090.74	1,027.18	-	5,117.92
Date	GL Ref #	Debit	Credit	Description	
11/22/2024	659277	\$ 300.00	\$ -	Administrative Expenses; ProCom Chk # 4416	
11/25/2024	660933	454.63	-	Administrative Expenses; ProCom Chk # 4418	
11/25/2024	660933	272.55	-	Postage Expenses; ProCom Chk # 4418	
50-5053-00	Office Supplies	1,018.02	177.95	-	1,195.97
Date	GL Ref #	Debit	Credit	Description	
11/05/2024	648806	\$ 164.30	\$ -	Office Supplies; FRIENDSHIP CREATIVE PRINTERS Chk # 4401	
11/18/2024	657145	13.65	-	Reimbursement for new keys at the beach bulletin board; Daniel Craig Chk # 4408	
50-5080-00	Web Site Administration	1,711.30	400.00	-	2,111.30
Date	GL Ref #	Debit	Credit	Description	
11/05/2024	648812	\$ 400.00	\$ -	Web Site Administration; Mint Media Agency Chk # 4404	
50-5090-00	Dues & Subscriptions	720.90	24.38	-	745.28
Date	GL Ref #	Debit	Credit	Description	
11/25/2024	659831	\$ 24.38	\$ -	Reimbursement for square space fee paid via credit card; ProCom Chk # 4417	
50-5100-00	Bank Charges	86.00	-	-	86.00
Date	GL Ref #	Debit	Credit	Description	
50-5220-00	Real Estate Taxes	670.25	-	-	670.25
Date	GL Ref #	Debit	Credit	Description	
50-5310-00	Insurance Premium	9,634.00	-	-	9,634.00
Date	GL Ref #	Debit	Credit	Description	
50-5710-00	Design/Engineering/Survey Costs	1,608.75	-	-	1,608.75
Date	GL Ref #	Debit	Credit	Description	
50-5730-00	Security Services	15,330.79	1,275.18	-	16,605.97
Date	GL Ref #	Debit	Credit	Description	
11/05/2024	648814	\$ 623.28	\$ -	Security Services; Investigative Consulting & Services, Inc. Chk # 4405	
11/05/2024	648816	623.28	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4406	
11/19/2024	657988	28.62	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4411	
60-6010-00	Utilities	2,236.95	86.21	-	2,323.16
Date	GL Ref #	Debit	Credit	Description	
11/15/2024	656261	\$ 86.21	\$ -	Water, Sewer, & Electricity; BGE Chk # 0	
60-6040-00	Phone & Internet	1,226.52	-	-	1,226.52
Date	GL Ref #	Debit	Credit	Description	
70-7010-00	Landscaping & Cleaning	17,965.00	3,750.00	-	21,715.00
Date	GL Ref #	Debit	Credit	Description	
11/05/2024	648810	\$ 3,750.00	\$ -	Landscaping & Cleaning; LB Landscaping Chk # 4403	
70-7030-00	Tree Trimming/Replacement	1,850.00	-	-	1,850.00
Date	GL Ref #	Debit	Credit	Description	
70-7110-00	Piers & Harbors Improvement & Repairs	2,690.00	-	-	2,690.00
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 11/1/2024 - 11/30/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
70-7160-00	Swimming Area Nets	336.30	-	-	336.30	
Date	GL Ref #	Debit	Credit	Description		
70-7170-00	Portable Toilets	1,590.00	318.00	-	1,908.00	
Date	GL Ref #	Debit	Credit	Description		
11/19/2024	657984	\$ 159.00	\$ -	Portable Toilets; Jiffy John, Inc. Chk # 4409		
11/19/2024	657986	159.00	-	Portable Toilets; Jiffy John, Inc. Chk # 4410		
70-7212-00	Community Amenity Repairs & Maintenance	80.35	-	-	80.35	
Date	GL Ref #	Debit	Credit	Description		
70-7250-00	Supplies & Dog Waste Stations	437.26	-	-	437.26	
Date	GL Ref #	Debit	Credit	Description		
70-7265-00	Lock Maintenance & Repair	921.14	-	-	921.14	
Date	GL Ref #	Debit	Credit	Description		
70-7275-00	Signage	1,464.18	940.95	-	2,405.13	
Date	GL Ref #	Debit	Credit	Description		
11/05/2024	648808	\$ 940.95	\$ -	Signage; Signs By Tomorrow Chk # 4402		
70-7300-00	Environmental Initiatives & Erosion Control	2,600.00	2,450.00	-	5,050.00	
Date	GL Ref #	Debit	Credit	Description		
11/05/2024	648818	\$ 2,450.00	\$ -	Environmental Initiatives & Erosion Control; Crew Cut Lawn & Landscaping Chk # 4407		
70-7310-00	Asphalt Maintenance & Repair	5,000.00	-	-	5,000.00	
Date	GL Ref #	Debit	Credit	Description		
		Totals:	\$0.00	\$42,817.65	\$42,817.65	\$0.00



Invoice List

Oyster Harbor Citizens Association, Inc

Invoice Status - Paid

Paid Date: 11/1/2024 - 11/30/2024

Payment Type: A

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount	Balance Due
						Payment Type	
BGE							
11/15/2024		11/14/2024	11/15/2024	Paid (EFT)		\$86.21	\$ -
				Gena Teano		Payment Type: EFT	
						BGE Total:	\$ 86.21
							\$ 0.00
Crew Enterprises, L.L.C.							
11/05/2024	24-660	11/04/2024	11/05/2024	Paid (check)		\$2,450.00	-
				Tracy Denny		Payment Type: Check	
						Crew Enterprises, L.L.C. Total:	\$ 2,450.00
							\$ 0.00
FRIENDSHIP CREATIVE PRINTERS							
11/05/2024	91791	11/04/2024	11/05/2024	Paid (check)		\$164.30	-
				Tracy Denny		Payment Type: Check	
						FRIENDSHIP CREATIVE PRINTERS Total:	\$ 164.30
							\$ 0.00
Gibbs Unlimited LLC							
11/05/2024	1897	11/04/2024	11/05/2024	Paid (check)		\$400.00	-
				Tracy Denny		Payment Type: Check	
						Gibbs Unlimited LLC Total:	\$ 400.00
							\$ 0.00
Investigative Consulting & Services, Inc.							
11/05/2024	6442	11/04/2024	11/05/2024	Paid (check)		\$623.28	-
				Tracy Denny		Payment Type: Check	
11/05/2024	6556	11/04/2024	11/05/2024	Paid (check)		\$623.28	-
				Tracy Denny		Payment Type: Check	
11/19/2024	6771	11/18/2024	11/19/2024	Paid (check)		\$28.62	-
				Tracy Denny		Payment Type: Check	
						Investigative Consulting & Services, Inc. Total:	\$ 1,275.18
							\$ 0.00
Jiffy John, Inc.							
11/19/2024	302888	11/18/2024	11/19/2024	Paid (check)		\$159.00	-
				Tracy Denny		Payment Type: Check	
11/19/2024	302889	11/18/2024	11/19/2024	Paid (check)		\$159.00	-
				Tracy Denny		Payment Type: Check	
						Jiffy John, Inc. Total:	\$ 318.00
							\$ 0.00
Jose A. Lemus							
11/05/2024	October	11/05/2024	11/05/2024	Paid (check)		\$3,750.00	-
				Tracy Denny		Payment Type: Check	
						Jose A. Lemus Total:	\$ 3,750.00
							\$ 0.00
Kurt D. Karsten, ESQ							
11/19/2024	2601	11/18/2024	11/19/2024	Paid (check)		\$406.25	-
				Tracy Denny		Payment Type: Check	
11/19/2024	2602	11/18/2024	11/19/2024	Paid (check)		\$1,625.00	-
				Tracy Denny		Payment Type: Check	
11/19/2024	2603	11/18/2024	11/19/2024	Paid (check)		\$1,787.50	-
				Tracy Denny		Payment Type: Check	
11/19/2024	2604	11/18/2024	11/19/2024	Paid (check)		\$1,056.25	-
				Tracy Denny		Payment Type: Check	
						Kurt D. Karsten, ESQ Total:	\$ 4,875.00
							\$ 0.00
ProCom							
11/22/2024		11/22/2024	11/22/2024	Paid (check)		\$300.00	-
				Tracy Denny		Payment Type: Check	



Financial Report Package

November 2024

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Piers & Harbors

End Date: 11/30/2024

Assets

CASH - OPERATING

10-1020-00 PNC Operating Checking - 4178 \$12,566.98

Total CASH - OPERATING: \$12,566.98

Total Assets: \$12,566.98

Liabilities & Equity

OWNER EQUITY

35-3510-00 Undesignated Equity 3,301.27

35-3520-00 Prior Year Net Income 2,751.91

Total OWNER EQUITY: \$6,053.18

Net Income Gain / Loss 6,513.80 \$6,513.80

Total Liabilities & Equity: \$12,566.98



Income Statement - Operating

Oyster Harbor Piers & Harbors

From 11/01/2024 to 11/30/2024

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 Assessment Income	\$-	\$-	\$-	\$17,860.00	\$-	\$17,860.00	\$-
4420-00 Miscellaneous Income	-	-	-	33.00	-	33.00	-
Total OPERATING INCOME	\$-	\$-	\$-	\$17,893.00	\$-	\$17,893.00	\$-
Total OPERATING INCOME	\$0.00	\$-	\$-	\$17,893.00	\$-	\$17,893.00	\$-
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	20.00	-	(20.00)	220.00	-	(220.00)	-
5050-00 Administrative Expenses	13.71	-	(13.71)	174.43	-	(174.43)	-
5410-00 Community/Social Activities	1,136.66	-	(1,136.66)	11,013.48	-	(11,013.48)	-
Total GENERAL & ADMINISTRATIVE	\$1,170.37	\$-	(\$1,170.37)	\$11,407.91	\$-	(\$11,407.91)	\$-
UTILITIES							
6010-00 Electricity	-	-	-	(28.71)	-	28.71	-
Total UTILITIES	\$-	\$-	\$-	(\$28.71)	\$-	\$28.71	\$-
Total OPERATING EXPENSE	\$1,170.37	\$-	(\$1,170.37)	\$11,379.20	\$-	(\$11,379.20)	\$-
Net Income:	(\$1,170.37)	\$0.00	(\$1,170.37)	\$6,513.80	\$0.00	\$6,513.80	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 11/1/2024 - 11/30/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance		
10-1020-00	PNC Operating Checking - 4178	\$13,737.35	\$-	\$1,170.37	\$12,566.98		
Date	GL Ref #	Debit	Credit	Description			
11/01/2024	642330	\$ -	\$ 20.00	PNC Operating Checking - 4178 Inv # 23786; Professional Community Management, Inc. Chk Inv: 23786 Professional Community Management, Inc.			
11/18/2024	657153	-	65.01	Reimbursement for movie night supplies; Brandon Dall'Acqua Chk # 1053			
11/18/2024	657159	-	621.65	Reimbursement- balance for pizza at community party; Barrett Hill Chk # 1054			
11/18/2024	657161	-	450.00	Reimbursement for band at oyster roast; Barrett Hill Chk # 1055			
11/25/2024	660931	-	13.71	PNC Operating Checking - 4178 Inv # November; ProCom Chk # 1056 Inv: November ProCom			
20-2010-00	Accounts Payable	-	33.71	33.71	-		
Date	GL Ref #	Debit	Credit	Description			
11/01/2024	642160	\$ -	\$ 20.00	Accounts Payable Inv # 23786 Inv: 23786 Professional Community Management (Do Not Use - Management Module)			
11/01/2024	642330	20.00	-	Accounts Payable Inv # 23786; Professional Community Management, Inc. Chk # 1052 Inv: 23786 Professional Community Management, Inc.			
11/25/2024	660740	-	13.71	Accounts Payable Inv # November Inv: November ProCom			
11/25/2024	660931	13.71	-	Accounts Payable Inv # November; ProCom Chk # 1056 Inv: November ProCom			
35-3510-00	Undesignated Equity	(3,301.27)	-	-	(3,301.27)		
Date	GL Ref #	Debit	Credit	Description			
35-3520-00	Prior Year Net Income	(2,751.91)	-	-	(2,751.91)		
Date	GL Ref #	Debit	Credit	Description			
40-4010-00	Assessment Income	(17,860.00)	-	-	(17,860.00)		
Date	GL Ref #	Debit	Credit	Description			
40-4420-00	Miscellaneous Income	(33.00)	-	-	(33.00)		
Date	GL Ref #	Debit	Credit	Description			
50-5010-00	Management Fees	200.00	20.00	-	220.00		
Date	GL Ref #	Debit	Credit	Description			
11/01/2024	642160	\$ 20.00	\$ -	Management Fee Inv: 23786 Professional Community Management (Do Not Use - Management Module)			
50-5050-00	Administrative Expenses	160.72	13.71	-	174.43		
Date	GL Ref #	Debit	Credit	Description			
11/25/2024	660740	\$ 2.07	\$ -	Postage Expenses Inv: November ProCom			
11/25/2024	660740	11.64	-	Administrative Expenses Inv: November ProCom			
50-5410-00	Community/Social Activities	9,876.82	1,136.66	-	11,013.48		
Date	GL Ref #	Debit	Credit	Description			
11/18/2024	657153	\$ 65.01	\$ -	Reimbursement for movie night supplies; Brandon Dall'Acqua Chk # 1053			
11/18/2024	657159	621.65	-	Reimbursement- balance for pizza at community party; Barrett Hill Chk # 1054			
11/18/2024	657161	450.00	-	Reimbursement for band at oyster roast; Barrett Hill Chk # 1055			
60-6010-00	Electricity	(28.71)	-	-	(28.71)		
Date	GL Ref #	Debit	Credit	Description			
		Totals:		\$0.00	\$1,204.08	\$1,204.08	\$0.00