

Draft Agenda for June 17, 2025 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 5/20/25 Board Meeting** (draft sent out previously)
- 5. Financial Reports for May/YTD FY2025** (sent out previously)
 - a. SCBD Accounts: Special Tax Treasurer Carol Swan**
 - b. Piers & Harbors Account: Association Treasurer Stephanie Orr**
- 6. President's Report**
 - a. Social Committee: Michele Woolbert**
 - b. Security Committee: Jody Tracey**
 - c. Roads & Drainage Committee**
 - d. Community Property Committee: Joe Matta**
 - e. Beach Committee: John Maxwell**
 - i. Approval of bid for new decking at beach**
 - f. Piers & Harbors Committee: Barrett Hill**
 - g. Grants Committee: John Maxwell**
- 7. Update on Booker Pier Non-Conforming Use Registration: Haley Jurkowski**
- 8. Other Old Business**
- 9. New Business**
- 10. Adjournment**

**OHCA Board of Directors
Draft Minutes of Board Meeting, Tuesday May 20, 2025
Eastport Fire Station, 7:00 PM**

Board Members present:

- Barrett Hill, Board Chair (online)
- Keith Smith, Board Vice Chair
- Brandon Dall’Aqua, OHCA President
- Victoria Barron, Board Member (online)
- Arlene Jackson, Board Member
- Nancy Plaxico, Board Member and Board Secretary
- Trisha Thomas, Board Member and Corresponding Secretary

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OHCA Officers and Committee Chairs present:

- Carol Swan, Special Tax Treasurer
- Stephanie Orr, Association Treasurer

About fifteen OHCA residents attended in person or online.

Call to Order and Moment of Silence

Since Chair Barrett Hill was participating online, Vice Chair Keith Smith presided at the meeting. He called the meeting to order at 7:06 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the May 20 board meeting was sent to all board members prior to the meeting and no changes were requested.

Nancy Plaxico moved and Arlene Jackson seconded a motion to approve the draft agenda. UNANIMOUSLY APPROVED BY VOICE VOTE.

Approval of Minutes for April 15, 2025 Board Meeting and March 18, 2025 Board Executive Session

The draft minutes of the April 15 board meeting and March 18 Executive Session were sent to all board members prior to the meeting and no changes were requested.

Trisha Thomas moved and Arlene Jackson seconded a motion to approve the minutes of the April 18, 2025 OHCA Board Meeting and March 18, 2025 Board Executive Session. UNANIMOUSLY APPROVED BY VOICE VOTE.

Financial Reports for April and FY2025 Year-to-Date

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Carol Swan reported that the account balances as of April 30 were:

Truist Checking	\$41,029.43
Truist Money Market	\$192,910.81
Morgan Stanley	\$806,913.88
Total SCBD Accounts	\$1,040,854.12

Carol Swan noted that two Certificates of Deposit (CDs) totaling \$258,000 will be maturing soon, one in two days and one on June 6. She and President Dall'Aqua consulted with our broker at Morgan Stanley who recommended that we move the maturing funds into longer duration CDs, with half of the funds in a two year CD and half in a two and a half year CD. Both CDs will earn 4.1% interest. President Dall'Aqua said we have sufficient operational funds to make those longer term investments.

**Brandon Dall'Aqua moved and Nancy Plaxico seconded a motion to reinvest the funds from the two maturing CDs into a two year CD and two and a half year CD at Morgan Stanley.
UNANIMOUSLY APPROVED BY VOICE VOTE.**

Piers & Harbors (P&H) Account: Association Treasurer Stephanie Orr reported on the expenses and deposits in the P&H checking account in April, and noted that the balance in that account was \$26,344.22 at the end of April. She said that a CD in the P&H account for \$30,106 will mature on July 26 and a CD for \$45,155 will mature on November 26. She noted that \$10,000 from Eric Epstein, which he agreed to pay OHCA as part of his plea agreement, will be deposited into the P&H account.

President's Report

Social Committee: The beach opening party was a big success, thanks to organizer Michele Woolbert.

Security: ICS security patrols started this month. The board discussed the group of teens who have been jumping, diving and swimming in the channel, ignoring numerous requests from residents to stop and repeated warnings that such actions are illegal. President Dall'Aqua said that he ordered "No Jumping or Swimming in the Channel" signs to go up along the bulkhead, and Keith Smith and he volunteered to install those signs.

Roads & Drainage: President Dall'Aqua reported that the swales in the community will be cleaned out more often, and LB Landscaping will do that work. We are looking into getting the trees trimmed along community roads.

Beach Committee: President Dall'Aqua reported that the lock on the beach gate has been fixed. He will ask ProCom to get quotes from LB Landscaping and Rob Thomas to install new poles for the volleyball net at the beach. He has ordered two paddleboards, two kayaks, two dock carts, paddles and life jackets for community use.

Piers & Harbors Committee: P&H Chair Barrett Hill reported that all the kayaks and other boats on the kayak racks that are not registered/do not have an Oyster Harbor sticker have been tagged with blue tape. Those that are not registered will be removed from the kayak rack soon.

Sewage Leak on Arundel on the Bay Road: Trisha Thomas reported on the recent sewage leak and the County's slow response because the service representative who took resident calls about the leak did not notify the Department of Public Works (DPW) about it for some time. The DPW supervisor who came out with a team to fix the leak said that the service representative should have alerted DPW immediately.

Trisha Thomas noted that the same pipe broke last year also. The board agreed that we should ask the County to perform an assessment of the sewer on Arundel on the Bay Road, and President Dall'Aqua said he would ask ProCom to put in that service request.

Board members asked what the best way is to contact ProCom when an emergency happens over the weekend, which was the case with the sewer leak. President Dall'Aqua said he will talk with Carla Gibbons at ProCom about what the process should be for emergencies during weekends or after hours.

Update on County Community Association Summit: Nancy Plaxico reported that she attended the community association summit last week and it was very informative. The presentations included conflict resolution, engaging with the County, stormwater management and reserve studies. We will put links to the presentations and other information from the summit in the next community newsletter. Since OHCA attended the summit, that qualifies OHCA members to take the County's course on stormwater management, and she can send the login to anyone who is interested.

Old Business

Procurement Policy. The latest draft of the procurement policy was circulated to the board prior to the board meeting. Nancy Plaxico explained that an outstanding question is what the minimum amount of a procurement should be that requires a purchase order (purchase order is defined in the policy as an "official awarded bid, contract, or accepted formal price quote/estimate"). The board decided that minimum amount should be \$1,000.

The board discussed other aspects of the draft procurement policy and decided to keep the rest as drafted.

Nancy Plaxico moved and Brandon Dall'Aqua seconded a motion to make \$1,000 the minimum amount requiring a purchase order, and to approve the procurement policy with that change.

New Business

There was no new business.

Adjournment

Keith Smith moved and Brandon Dall'Aqua seconded a motion that the meeting be adjourned. The motion was unanimously approved and the board meeting was adjourned at 7:57 p.m.

Minutes drafted by Board Secretary Nancy Plaxico



Financial Report Package

May 2025

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.

Assets

CASH - OPERATING

10-1020-00	Truist Operating Checking - 4430	\$29,724.69
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10-1030-00	Truist Operating Money Market - 7029	163,042.51
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Total CASH - OPERATING:	\$192,767.20
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CASH - RESERVES

12-1250-00	Morgan Stanley Investments	807,610.99
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Total CASH - RESERVES:	\$807,610.99
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ACCOUNTS RECEIVABLE

14-1420-00	Cash held by AACO	14,499.44
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14-1430-00	BGE Deposit	100.00
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Total ACCOUNTS RECEIVABLE:	\$14,599.44
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Total Assets:	\$1,014,977.63
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Liabilities & Equity

RESERVE EQUITY

30-3020-00	Reserves - Capital Elements	479,191.08
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Total RESERVE EQUITY:	\$479,191.08
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OPERATING EQUITY

35-3510-00	Undesignated Equity	128,733.09
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35-3520-00	Prior Year Net Income	61,535.73
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Total OPERATING EQUITY:	\$190,268.82
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	345,517.73	
Net Income Gain / Loss		\$345,517.73

Total Liabilities & Equity:	\$1,014,977.63
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 SCBD Income	\$-	\$-	\$-	\$445,851.00	\$417,690.00	\$28,161.00	\$417,690.00
4710-00 Interest Income - Operating	131.70	-	131.70	1,331.64	-	1,331.64	-
4720-00 Interest & Valuation Income - Reserves	1,892.50	-	1,892.50	20,486.61	-	20,486.61	-
Total OPERATING INCOME	\$2,024.20	\$-	\$2,024.20	\$467,669.25	\$417,690.00	\$49,979.25	\$417,690.00
OTHER INCOME							
4900-00 Restitution Income	-	-	-	90,036.00	-	90,036.00	-
Total OTHER INCOME	\$-	\$-	\$-	\$90,036.00	\$-	\$90,036.00	\$-
Total OPERATING INCOME	\$2,024.20	\$-	\$2,024.20	\$557,705.25	\$417,690.00	\$140,015.25	\$417,690.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	1,561.00	3,333.00	1,772.00	16,901.00	36,663.00	19,762.00	40,000.00
5030-00 Tax Prep & Audit Fees	-	-	-	6,000.00	5,000.00	(1,000.00)	5,000.00
5040-00 General Legal	-	-	-	34,726.75	20,000.00	(14,726.75)	20,000.00
5050-00 Administrative Expenses	2,382.63	500.00	(1,882.63)	9,884.84	5,500.00	(4,384.84)	6,000.00
5053-00 Office Supplies	-	-	-	1,439.77	500.00	(939.77)	500.00
5054-00 Office Equipment & Services	-	-	-	-	500.00	500.00	500.00
5080-00 Web Site Administration	900.00	500.00	(400.00)	5,035.68	5,500.00	464.32	6,000.00
5090-00 Dues & Subscriptions	269.18	166.00	(103.18)	2,746.16	1,826.00	(920.16)	2,000.00
5100-00 Bank Charges	5.00	-	(5.00)	118.00	-	(118.00)	-
5105-00 Anne Arundel County Fees	-	-	-	-	2,000.00	2,000.00	2,000.00
5220-00 Real Estate Taxes	-	-	-	670.25	1,000.00	329.75	1,000.00
5310-00 Insurance Premium	-	-	-	10,821.00	10,000.00	(821.00)	10,000.00
5600-00 Rent	-	166.00	166.00	-	1,826.00	1,826.00	2,000.00
5710-00 Design/Engineering/Survey Costs	100.00	5,000.00	4,900.00	1,708.75	15,000.00	13,291.25	15,000.00
5730-00 Security Services	680.52	2,915.00	2,234.48	18,110.11	32,065.00	13,954.89	35,000.00
Total GENERAL & ADMINISTRATIVE	\$5,898.33	\$12,580.00	\$6,681.67	\$108,162.31	\$137,380.00	\$29,217.69	\$145,000.00
UTILITIES							
6010-00 Utilities	114.14	291.00	176.86	4,415.13	3,201.00	(1,214.13)	3,500.00
6040-00 Phone & Internet	276.80	166.00	(110.80)	3,153.52	1,826.00	(1,327.52)	2,000.00
Total UTILITIES	\$390.94	\$457.00	\$66.06	\$7,568.65	\$5,027.00	(\$2,541.65)	\$5,500.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$3,750.00	\$2,915.00	(\$835.00)	\$44,215.50	\$32,065.00	(\$12,150.50)	\$35,000.00
7030-00 Tree Trimming/Replacement	-	-	-	1,850.00	10,000.00	8,150.00	10,000.00
7110-00 Piers & Harbors Improvement & Repairs	-	-	-	2,690.00	-	(2,690.00)	-
7150-00 Beach Cleaning	-	5,000.00	5,000.00	-	25,000.00	25,000.00	30,000.00
7160-00 Swimming Area Nets	-	500.00	500.00	336.30	2,500.00	2,163.70	3,000.00
7165-00 Gazebo Maintenance & Repair	-	-	-	-	1,000.00	1,000.00	1,000.00
7170-00 Portable Toilets	318.00	1,000.00	682.00	3,816.00	5,000.00	1,184.00	6,000.00
7175-00 Dumpsters	-	-	-	-	1,500.00	1,500.00	2,000.00
7210-00 Capital Improvements	6,181.55	-	(6,181.55)	6,181.55	9,142.50	2,960.95	12,190.00
7212-00 Community Amenity Repairs & Maintenance	1,000.00	2,500.00	1,500.00	2,375.94	12,500.00	10,124.06	15,000.00
7220-00 Trash Removal & Hauling	-	1,000.00	1,000.00	-	4,000.00	4,000.00	5,000.00
7250-00 Supplies & Dog Waste Stations	1,116.68	-	(1,116.68)	1,195.10	3,200.00	2,004.90	4,000.00
7265-00 Lock Maintenance & Repair	-	-	-	921.14	4,000.00	3,078.86	5,000.00
7275-00 Signage	46.62	-	(46.62)	2,451.75	6,400.00	3,948.25	8,000.00
7290-00 Lighting Maintenance & Repair	-	-	-	86.28	1,600.00	1,513.72	2,000.00
7300-00 Environmental Initiatives & Erosion Control	-	-	-	9,192.00	8,000.00	(1,192.00)	10,000.00
7305-00 Dredging	2,155.00	10,000.00	7,845.00	2,155.00	50,000.00	47,845.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	-	-	7,400.00	22,400.00	15,000.00	28,000.00
7320-00 Culvert Maintenance & Repair	-	-	-	-	8,000.00	8,000.00	10,000.00
7330-00 Swale Maintenance & Repair	-	-	-	1,450.00	12,000.00	10,550.00	15,000.00
7810-00 Snow & Ice Removal	-	-	-	10,140.00	6,000.00	(4,140.00)	6,000.00
Total SITE MAINTENANCE	\$14,567.85	\$22,915.00	\$8,347.15	\$96,456.56	\$224,307.50	\$127,850.94	\$267,190.00
Total OPERATING EXPENSE	\$20,857.12	\$35,952.00	\$15,094.88	\$212,187.52	\$366,714.50	\$154,526.98	\$417,690.00
Net Income:	(\$18,832.92)	(\$35,952.00)	\$17,119.08	\$345,517.73	\$50,975.50	\$294,542.23	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-1020-00	Truist Operating Checking - 4430	\$20,581.81	\$30,046.62	\$20,903.74	\$29,724.69
Date	GL Ref #	Debit	Credit	Description	
05/01/2025	784560	\$ -	\$ 1,561.00	Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4486 Inv: 28791 Professional Community Management, Inc.	
05/02/2025	810158	-	27.85	Truist Operating Checking - 4430; BGE Chk # 0 Inv: BGE	
05/05/2025	810160	-	169.18	Truist Operating Checking - 4430; Google Chk # 0 Inv: Google	
05/07/2025	810162	-	138.40	Truist Operating Checking - 4430; Comcast Chk # 0 Inv: Comcast	
05/09/2025	796731	-	86.29	Truist Operating Checking - 4430; BGE Chk # 0 Inv: OHHBGEFishing0525 BGE	
05/09/2025	796733	-	400.00	Truist Operating Checking - 4430; Mint Media Agency Chk # 4487 Inv: 00019565 Mint Media Agency	
05/09/2025	796735	-	353.75	Truist Operating Checking - 4430; Pet Waste Eliminator Chk # 4488 Inv: 43420638 Pet Waste Eliminator	
05/09/2025	796737	-	75.00	Truist Operating Checking - 4430; Cubesmart #718 Chk # 0 Inv: Cubesmart #718	
05/16/2025	800247	-	950.82	Truist Operating Checking - 4430; FRIENDSHIP CREATIVE PRINTERS Chk # 4489 Inv: 92621 FRIENDSHIP CREATIVE PRINTERS	
05/16/2025	800249	-	3,750.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4490 Inv: Landscaping0525 LB Landscaping	
05/16/2025	800251	-	318.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4491 Inv: 308587 Jiffy John, Inc.	
05/16/2025	800253	-	300.00	Truist Operating Checking - 4430; MB Matthews Paving and Excavating LLC Chk # 4492 Inv: 3393/OH MB Matthews Paving and Excavating LLC	
05/16/2025	810164	-	25.00	Truist Operating Checking - 4430; Constant Contact Chk # 0 Inv: Constant Contact	
05/20/2025	801587	-	1,000.00	Truist Operating Checking - 4430; John A. Eckert Chk # 4493 Inv: 001 John A. Eckert	
05/20/2025	801603	-	1,000.00	For Meetings, invoice 1001; Eastport Volunteer Fire Department Chk # 4494	
05/20/2025	801639	-	155.00	For grading permit application; Anne Arundel County Chk # 4495	
05/21/2025	801942	-	6,181.55	Reimbursements - Kayaks, Pedal Boat, Lifejackets, Cart; Brandon Dall'Acqua Chk # 4496	
05/21/2025	810166	-	5.00	Truist Operating Checking - 4430; Truist Chk # 0 Inv: Truist	
05/23/2025	802892	-	2,000.00	Truist Operating Checking - 4430; Doldon W. Moore & Associates, LLC Chk # 4497 Inv: GradingPermit0525 Doldon W. Moore & Associates, LLC	
05/28/2025	803679	-	46.62	Reimbursement - Turtle Crossing Signs; Brandon Dall'acqua Chk # 4498	
05/28/2025	803867	-	680.52	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4499 Inv: 9952 Investigative Consulting & Services, Inc.	
05/28/2025	803869	-	500.00	Truist Operating Checking - 4430; Mosaic Data Services, INC. Chk # 4500	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
Inv: 209161 Mosaic Data Services, INC.					
05/28/2025	803679	46.62	-		
					Reimbursement - Turtle Crossing Signs (Reversal); Brandon Dall'acqua Chk # 4498
05/28/2025	804074	-	46.62		
					Reimbursement - Turtle Crossing signs; Brandon Dall'acqua Chk # 4501
05/28/2025	804789	-	431.81		
					Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4502
Inv: 29521 Professional Community Management, Inc.					
05/28/2025	810191	30,000.00	-		
					Working Capital Infusion Truist Operating Checking - 4430
05/29/2025	810168	-	138.40		
					Truist Operating Checking - 4430; Comcast Chk # 0
Inv: Comcast					
05/30/2025	805547	-	462.93		
					Truist Operating Checking - 4430; ProCom Chk # 4503
Inv: OHHPetStation0525 ProCom					
05/30/2025	805687	-	100.00		
					Invoice 42978; Anne Arundel County Chk # 4504
10-1030-00	Truist Operating Money Market - 7029		192,910.81	131.70	30,000.00
					163,042.51
Date	GL Ref #	Debit	Credit	Description	
05/28/2025	810191	\$ -	\$ 30,000.00	Working Capital Infusion Truist Operating Money Market - 7029	
05/31/2025	811932	131.70	-	Truist Monthly Interest	
12-1250-00	Morgan Stanley Investments		805,718.49	1,892.50	-
					807,610.99
Date	GL Ref #	Debit	Credit	Description	
05/31/2025	812079	\$ 1,892.50	\$ -	Morgan Stanley Monthly Interest & Valuation	
14-1420-00	Cash held by AACO		14,499.44	-	-
					14,499.44
Date	GL Ref #	Debit	Credit	Description	
14-1430-00	BGE Deposit		100.00	-	-
					100.00
Date	GL Ref #	Debit	Credit	Description	
30-3020-00	Reserves - Capital Elements		(479,191.08)	-	-
					(479,191.08)
Date	GL Ref #	Debit	Credit	Description	
35-3510-00	Undesignated Equity		(128,733.09)	-	-
					(128,733.09)
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	
40-4010-00	SCBD Income		(445,851.00)	-	-
					(445,851.00)
Date	GL Ref #	Debit	Credit	Description	
40-4710-00	Interest Income - Operating		(1,199.94)	-	131.70
					(1,331.64)
Date	GL Ref #	Debit	Credit	Description	
05/31/2025	811932	\$ -	\$ 131.70	Truist Monthly Interest	
40-4720-00	Interest & Valuation Income - Reserves		(18,594.11)	-	1,892.50
					(20,486.61)
Date	GL Ref #	Debit	Credit	Description	
05/31/2025	812079	\$ -	\$ 1,892.50	Morgan Stanley Monthly Interest & Valuation	
49-4900-00	Restitution Income		(90,036.00)	-	-
					(90,036.00)
Date	GL Ref #	Debit	Credit	Description	
50-5010-00	Management Fees		15,340.00	1,561.00	-
					16,901.00
Date	GL Ref #	Debit	Credit	Description	
05/01/2025	784560	\$ 1,561.00	\$ -	Management Fee; Professional Community Management, Inc. Chk # 4486	
Inv: 28791 Professional Community Management, Inc.					
50-5030-00	Tax Prep & Audit Fees		6,000.00	-	-
					6,000.00
Date	GL Ref #	Debit	Credit	Description	
50-5040-00	General Legal		34,726.75	-	-
					34,726.75
Date	GL Ref #	Debit	Credit	Description	
50-5050-00	Administrative Expenses		7,502.21	2,382.63	-
					9,884.84
Date	GL Ref #	Debit	Credit	Description	
05/16/2025	800247	\$ 950.82	\$ -	Administrative Expenses; FRIENDSHIP CREATIVE PRINTERS Chk # 4489	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
Inv: 92621 FRIENDSHIP CREATIVE PRINTERS					
05/20/2025	801603	1,000.00	-		
					For Meetings, invoice 1001; Eastport Volunteer Fire Department Chk # 4494
05/28/2025	804789	50.36	-		
					Administrative Costs - Admin; Professional Community Management, Inc. Chk # 4502
Inv: 29521 Professional Community Management, Inc.					
05/28/2025	804789	381.45	-		
					Postage; Professional Community Management, Inc. Chk # 4502
Inv: 29521 Professional Community Management, Inc.					
50-5053-00	Office Supplies	1,439.77	-	-	1,439.77
Date	GL Ref #	Debit	Credit	Description	
50-5080-00	Web Site Administration	4,135.68	900.00	-	5,035.68
Date	GL Ref #	Debit	Credit	Description	
05/09/2025	796733	\$ 400.00	\$ -		Web Site Administration; Mint Media Agency Chk # 4487
Inv: 00019565 Mint Media Agency					
05/28/2025	803869	500.00	-		
					Web Site Administration; Mosaic Data Services, INC. Chk # 4500
Inv: 209161 Mosaic Data Services, INC.					
50-5090-00	Dues & Subscriptions	2,476.98	269.18	-	2,746.16
Date	GL Ref #	Debit	Credit	Description	
05/05/2025	810160	\$ 169.18	\$ -		Dues & Subscriptions; Google Chk # 0
Inv: Google					
05/09/2025	796737	75.00	-		Dues & Subscriptions; Cubesmart #718 Chk # 0
Inv: Cubesmart #718					
05/16/2025	810164	25.00	-		
					Dues & Subscriptions; Constant Contact Chk # 0
Inv: Constant Contact					
50-5100-00	Bank Charges	113.00	5.00	-	118.00
Date	GL Ref #	Debit	Credit	Description	
05/21/2025	810166	\$ 5.00	\$ -		Bank Charges; Truist Chk # 0
Inv: Truist					
50-5220-00	Real Estate Taxes	670.25	-	-	670.25
Date	GL Ref #	Debit	Credit	Description	
50-5310-00	Insurance Premium	10,821.00	-	-	10,821.00
Date	GL Ref #	Debit	Credit	Description	
50-5710-00	Design/Engineering/Survey Costs	1,608.75	100.00	-	1,708.75
Date	GL Ref #	Debit	Credit	Description	
05/30/2025	805687	\$ 100.00	\$ -		Invoice 42978; Anne Arundel County Chk # 4504
50-5730-00	Security Services	17,429.59	680.52	-	18,110.11
Date	GL Ref #	Debit	Credit	Description	
05/28/2025	803867	\$ 680.52	\$ -		Security Services; Investigative Consulting & Services, Inc. Chk # 4499
Inv: 9952 Investigative Consulting & Services, Inc.					
60-6010-00	Utilities	4,300.99	114.14	-	4,415.13
Date	GL Ref #	Debit	Credit	Description	
05/02/2025	810158	\$ 27.85	\$ -		Utilities; BGE Chk # 0
Inv: BGE					
05/09/2025	796731	86.29	-		Utilities; BGE Chk # 0
Inv: OHHBGEFishing0525 BGE					
60-6040-00	Phone & Internet	2,876.72	276.80	-	3,153.52
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: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
05/07/2025	810162	\$ 138.40	\$ -		Phone & Internet; Comcast Chk # 0 Inv: Comcast
05/29/2025	810168	138.40	-		Phone & Internet; Comcast Chk # 0 Inv: Comcast
70-7010-00	Landscaping & Cleaning	40,465.50	3,750.00	-	44,215.50
Date	GL Ref #	Debit	Credit	Description	
05/16/2025	800249	\$ 3,750.00	\$ -	Landscaping & Cleaning; LB Landscaping Chk # 4490 Inv: Landscaping0525 LB Landscaping	
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	
70-7160-00	Swimming Area Nets	336.30	-	-	336.30
Date	GL Ref #	Debit	Credit	Description	
70-7170-00	Portable Toilets	3,498.00	318.00	-	3,816.00
Date	GL Ref #	Debit	Credit	Description	
05/16/2025	800251	\$ 318.00	\$ -	Portable Toilets; Jiffy John, Inc. Chk # 4491 Inv: 308587 Jiffy John, Inc.	
70-7210-00	Capital Improvements	-	6,181.55	-	6,181.55
Date	GL Ref #	Debit	Credit	Description	
05/21/2025	801942	\$ 1,687.23	\$ -	Pedal Boat, Lifejackets, Dock Cart; Brandon Dall'Acqua Chk # 4496	
05/21/2025	801942	2,395.54	-	Kayaks; Brandon Dall'Acqua Chk # 4496	
05/21/2025	801942	2,098.78	-	Kayaks; Brandon Dall'Acqua Chk # 4496	
70-7212-00	Community Amenity Repairs & Maintenance	1,375.94	1,000.00	-	2,375.94
Date	GL Ref #	Debit	Credit	Description	
05/20/2025	801587	\$ 1,000.00	\$ -	Community Amenity Repairs & Maintenance; John A. Eckert Chk # 4493 Inv: 001 John A. Eckert	
70-7250-00	Supplies & Dog Waste Stations	78.42	1,116.68	-	1,195.10
Date	GL Ref #	Debit	Credit	Description	
05/09/2025	796735	\$ 353.75	\$ -	Supplies & Dog Waste Stations; Pet Waste Eliminator Chk # 4488 Inv: 43420638 Pet Waste Eliminator	
05/16/2025	800253	300.00	-	Supplies & Dog Waste Stations; MB Matthews Paving and Excavating LLC Chk # 4492 Inv: 3393/OH MB Matthews Paving and Excavating LLC	
05/30/2025	805547	462.93	-	Supplies & Dog Waste Stations; ProCom Chk # 4503 Inv: OHPetStation0525 ProCom	
70-7265-00	Lock Maintenance & Repair	921.14	-	-	921.14
Date	GL Ref #	Debit	Credit	Description	
70-7275-00	Signage	2,405.13	93.24	46.62	2,451.75
Date	GL Ref #	Debit	Credit	Description	
05/28/2025	803679	\$ 46.62	\$ -	Reimbursement - Turtle Crossing Signs; Brandon Dall'acqua Chk # 4498	
05/28/2025	803679	-	46.62	Reimbursement - Turtle Crossing Signs (Reversal); Brandon Dall'acqua Chk # 4498	
05/28/2025	804074	46.62	-	Reimbursement - Turtle Crossing signs; Brandon Dall'acqua Chk # 4501	
70-7290-00	Lighting Maintenance & Repair	86.28	-	-	86.28
Date	GL Ref #	Debit	Credit	Description	
70-7300-00	Environmental Initiatives & Erosion Control	9,192.00	-	-	9,192.00
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: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
70-7305-00	Dredging	-	2,155.00	-	2,155.00	
Date	GL Ref #	Debit	Credit	Description		
05/20/2025	801639	\$ 155.00	\$ -	For grading permit application; Anne Arundel County Chk # 4495		
05/23/2025	802892	2,000.00	-	Dredging; Doldon W. Moore & Associates, LLC Chk # 4497		
				Inv: GradingPermit0525 Doldon W. Moore & Associates, LLC		
70-7310-00	Asphalt Maintenance & Repair	7,400.00	-	-	7,400.00	
Date	GL Ref #	Debit	Credit	Description		
70-7330-00	Swale Maintenance & Repair	1,450.00	-	-	1,450.00	
Date	GL Ref #	Debit	Credit	Description		
70-7810-00	Snow & Ice Removal	10,140.00	-	-	10,140.00	
Date	GL Ref #	Debit	Credit	Description		
		Totals:	\$0.00	\$52,974.56	\$52,974.56	\$0.00



Financial Report Package

May 2025

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Piers & Harbors

End Date: 05/31/2025

Assets

CASH - OPERATING

10-1020-00	PNC Bank Operating Checking - 4178	\$31,882.33
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Total CASH - OPERATING:	<u>\$31,882.33</u>
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CASH - RESERVES

12-1220-00	PNC Bank 4-Month CD 07/26/25	30,000.00
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12-1225-00	PNC Bank 8-Month CD 11/26/25	45,000.00
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Total CASH - RESERVES:	<u>\$75,000.00</u>
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Total Assets:	<u>\$106,882.33</u>
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Liabilities & Equity

OWNER EQUITY

35-3510-00	Undesignated Equity	3,292.05
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35-3520-00	Prior Year Net Income	7,536.57
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Total OWNER EQUITY:	<u>\$10,828.62</u>
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	96,053.71	
Net Income Gain / Loss	<u>96,053.71</u>	

Total Liabilities & Equity:	<u>\$106,882.33</u>
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 Assessment Income	\$-	\$-	\$-	\$16,068.00	\$-	\$16,068.00	\$-
4420-00 Miscellaneous Income	10,000.00	-	10,000.00	85,036.00	-	85,036.00	-
Total OPERATING INCOME	\$10,000.00	\$-	\$10,000.00	\$101,104.00	\$-	\$101,104.00	\$-
Total OPERATING INCOME	\$10,000.00	\$-	\$10,000.00	\$101,104.00	\$-	\$101,104.00	\$-
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	20.00	-	(20.00)	100.00	-	(100.00)	-
5050-00 Administrative Expenses	3.51	-	(3.51)	71.60	-	(71.60)	-
5410-00 Community/Social Activities	5,069.69	-	(5,069.69)	4,878.69	-	(4,878.69)	-
Total GENERAL & ADMINISTRATIVE	\$5,093.20	\$-	(\$5,093.20)	\$5,050.29	\$-	(\$5,050.29)	\$-
Total OPERATING EXPENSE	\$5,093.20	\$-	(\$5,093.20)	\$5,050.29	\$-	(\$5,050.29)	\$-
Net Income:	\$4,906.80	\$0.00	\$4,906.80	\$96,053.71	\$0.00	\$96,053.71	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2025 - 5/31/2025

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	PNC Bank Operating Checking - 4178	\$26,332.75	\$10,642.78	\$5,093.20	\$31,882.33	
Date	GL Ref #	Debit	Credit	Description		
05/01/2025	784558	\$ -	\$ 20.00	PNC Bank Operating Checking - 4178 Inv # 28792; Professional Community Management, Inc Inv: 28792 Professional Community Management, Inc.		
05/05/2025	791832	240.78	-	Deposit from batch 41478		
05/05/2025	791834	202.00	-	Deposit from batch 41479		
05/19/2025	800829	-	1,800.00	Reimbursement - Beach Opening Entertainment; Michele Woolbert Chk # 1073		
05/23/2025	802890	-	2,755.47	PNC Bank Operating Checking - 4178 Inv # E14311; Bayside Catering LLC Chk # 1074 Inv: E14311 Bayside Catering LLC		
05/28/2025	804098	200.00	-	Deposit from batch 42419		
05/28/2025	804787	-	3.51	PNC Bank Operating Checking - 4178 Inv # 29522; Professional Community Management, Inc Inv: 29522 Professional Community Management, Inc.		
05/30/2025	805689	-	514.22	Reimbursement - Social Event Supplies; Michele Woolbert Chk # 1076		
05/31/2025	810118	10,000.00	-	Epstien Judgement PNC Bank Operating Checking - 4178		
12-1220-00	PNC Bank 4-Month CD 07/26/25	30,000.00	-	-	30,000.00	
Date	GL Ref #	Debit	Credit	Description		
12-1225-00	PNC Bank 8-Month CD 11/26/25		45,000.00	-	45,000.00	
Date	GL Ref #	Debit	Credit	Description		
14-1410-00	Accounts Receivable		652.00	-	652.00	
Date	GL Ref #	Debit	Credit	Description		
05/05/2025	791832	\$ 0.00	\$ 240.78	Deposit from batch 41478		
05/05/2025	791834	0.00	202.00	Deposit from batch 41479		
05/06/2025	791941	-	9.22	PayPal Fees waived by Board		
05/28/2025	804098	0.00	200.00	Deposit from batch 42419		
20-2010-00	Accounts Payable		-	2,778.98	2,778.98	
Date	GL Ref #	Debit	Credit	Description		
05/01/2025	784390	\$ -	\$ 20.00	Accounts Payable Inv # 28792 Inv: 28792 Professional Community Management (Do Not Use - Management Module)		
05/01/2025	784558	20.00	-	Accounts Payable Inv # 28792; Professional Community Management, Inc. Chk # 1072 Inv: 28792 Professional Community Management, Inc.		
05/20/2025	802706	-	2,755.47	Accounts Payable Inv # E14311 Inv: E14311 Bayside Catering LLC		
05/23/2025	802890	2,755.47	-	Accounts Payable Inv # E14311; Bayside Catering LLC Chk # 1074 Inv: E14311 Bayside Catering LLC		
05/28/2025	804588	-	3.51	Accounts Payable Inv # 29522 Inv: 29522 Professional Community Management (Do Not Use - Management Module)		
05/28/2025	804787	3.51	-	Accounts Payable Inv # 29522; Professional Community Management, Inc. Chk # 1075 Inv: 29522 Professional Community Management, Inc.		
35-3510-00	Undesignated Equity		(3,301.27)	9.22	-	(3,292.05)
Date	GL Ref #	Debit	Credit	Description		
05/06/2025	791941	\$ 9.22	\$ -	PayPal Fees waived by Board		
35-3520-00	Prior Year Net Income		(7,536.57)	-	-	(7,536.57)
Date	GL Ref #	Debit	Credit	Description		

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
40-4010-00	Assessment Income	(16,068.00)	-	-	(16,068.00)
Date	GL Ref #	Debit	Credit	Description	
40-4420-00	Miscellaneous Income	(75,036.00)	-	10,000.00	(85,036.00)
Date	GL Ref #	Debit	Credit	Description	
05/31/2025	810118	\$ -	\$ 10,000.00	Epstien Judgement Miscellaneous Income	
50-5010-00	Management Fees	80.00	20.00	-	100.00
Date	GL Ref #	Debit	Credit	Description	
05/01/2025	784390	\$ 20.00	\$ -	Management Fee	
				Inv: 28792 Professional Community Management (Do Not Use - Management Module)	
50-5050-00	Administrative Expenses	68.09	3.51	-	71.60
Date	GL Ref #	Debit	Credit	Description	
05/28/2025	804588	\$ 2.07	\$ -	Postage	
				Inv: 29522 Professional Community Management (Do Not Use - Management Module)	
05/28/2025	804588	1.44	-	Administrative Costs - Admin	
				Inv: 29522 Professional Community Management (Do Not Use - Management Module)	
50-5410-00	Community/Social Activities	(191.00)	5,069.69	-	4,878.69
Date	GL Ref #	Debit	Credit	Description	
05/19/2025	800829	\$ 1,800.00	\$ -	Reimbursement - Beach Opening Entertainment; Michele Woolbert Chk # 1073	
05/20/2025	802706	2,755.47	-	Community/Social Activities	
				Inv: E14311 Bayside Catering LLC	
05/30/2025	805689	514.22	-	Reimbursement - Social Event Supplies; Michele Woolbert Chk # 1076	
			Totals:		
			\$0.00	\$18,524.18	\$18,524.18
					\$0.00