

# **Oyster Harbor**

**Oyster Harbor Citizen's Association Budget Meeting: 12/2/2025**

**7:00-8:45 p.m.**

**Eastport Fire House - 914 Bay Ridge Ave, Annapolis, MD 21403**

## **AGENDA**

1. Call to Order
2. Moment of Silence
3. Minutes
  - a. Previous Board of Directors Meeting (8/26, 9/23 (election), 9/23 (Board), 10/15)
4. Treasurers' Reports
  - a. Special Tax Treasurer
  - b. Association Treasurer
5. Roberts Rules of Order Review for Budget Presentation
6. 2027 Budget Presentation
7. New Business / Community Updates / Committee Updates
8. Adjournment – *Hard stop at 8:45pm*

**OHCA Community Meeting**  
August 26, 2025  
Eastport Fire Department Conference Room

President Brandon Dall'Acqua called the meeting to order at 7:02 pm, followed by a moment of silence.

The group had planned to host an emergency preparedness briefing at 7:30. The speaker was a no-show.

The agenda was approved.

The previous meeting minutes were approved.

Special Tax Treasurer Carol Swan provided the SCBD financial report:

SCBD account balances as of July 31, 2025:

|                      |                      |
|----------------------|----------------------|
| Truist checking:     | \$ 37,199.33         |
| Truist money market: | \$ 133,246.33        |
| <b>Truist total:</b> | <b>\$ 170,443.67</b> |

**Morgan Stanley investments (ladder of CDs) total: \$814,108.08**

**Total SCBD funds: \$984,553.75**

Security Committee Chair Jody Tracey stated that John Foreman from ICS will be patrolling 1-2 nights per week through the end of September.

President Dall'Acqua announced that OHCA elections will be held on September 23 and the deadline for candidates to submit their questionnaires and bios is September 3. The email for submissions is [nominations@oysterharbor.org](mailto:nominations@oysterharbor.org).

President Dall'Acqua announced that OHCA would be celebrating its 75th anniversary on September 20 from 5 till 9 pm. The Social Committee is leading the event, which will include catering by Main and Market, live music, speakers, etc. Please RSVP by September 13 to ensure there's enough food for all.

Carla Gibbons from ProCom reported that the beach gate lock is being replaced and the new code will be the same for everyone. President Dall'Acqua thanked Carla for the new Oyster Harbor sign that was installed at the entrance to the community.

President Dall'Acqua noted that a representative from the County Conflict Resolution Center conducted conflict resolution training at the August board meeting, and they can provide such training at a community meeting if we would like. Trisha Thomas praised the training saying it was "worthwhile." Keith Smith commended it as well and said that it would be good to have such training at a community meeting.

In response to an inquiry, President Dall'Acqua said that the wifi was working at Fishing Creek Park. Dan Craig said that there are still issues with the beach wifi, which is provided by Comcast.

Discussion ensued about getting a basketball key painted under the basketball goal at the Harbor Lot. Since cars park in that area, there was discussion about having "no parking" signage where kids play basketball.

Curtis Morehead of 1325 Harbor Road discussed his intent to build a garage and his neighbor's disenchantment with that. Morehead said it will be mediated in court, since he has received a summons from his neighbor.

Lastly, the group discussed the upcoming food truck nights at the beach for ice cream and Mexican food.

The meeting was adjourned at 7:32 pm.

## Oyster Harbor Citizens Association (OHCA) Community Meeting and Annual Election

September 23, 2025, 7:30 p.m.

Eastport Firehouse

OHCA Vice President Arlene Jackson called the meeting to order at 7:30 p.m and asked for a moment of silence. There was a motion to approve the agenda for the meeting, which had been handed out to attendees, and the motion was seconded and approved. Vice President Jackson then turned the meeting over to the President Pro Tem Benny McCottry.

The President Pro Tem thanked the Nominating Committee, and noted that their report had been sent to all community members several weeks before the election and was also available as a handout at the meeting. He noted that the Nominating Committee Report recommended a candidate for each open position, and those candidates were listed on the ballots that community members received when they arrived at the meeting. The ballots also had blank spaces for any candidates nominated from the floor to be added.

The President Pro Tem then asked for any additional nominations from the floor for each of the open officer and board positions. The only nomination from the floor was for Patty Jenkins as President, but she declined the nomination.

Since there were no further nominations, the President Pro Tem asked that nominations be closed. There was a motion to close nominations and accept the candidates recommended in the Nominating Committee Report, and that motion was seconded and approved.

Community members present then marked and submitted their ballots, and the votes were counted and the results announced.

The following officers and new board members were elected:

### Officers

- Heather Ludwig - President
- Don Krause - Vice President
- Carol Swan - Special Tax Treasurer
- Stephanie Orr - Association Treasurer
- Elaine Goldberg - Recording Secretary
- Trisha Thomas - Corresponding Secretary

### New Board Members

- Victoria Barron
- Thomasina Coates
- Robin Gilliam

The meeting was adjourned at 8:15 p.m.

**OHCA Board of Directors**  
**Minutes of Board Meeting, Tuesday September 23, 2025**  
**Eastport Fire Station, 8:15 PM**

**Board Members present:**

- Victoria Barron
- Thomasina Coates
- Robin Gilliam
- Barrett Hill
- Arlene Jackson
- Nancy Plaxico
- Trisha Thomas

**Others present:**

- Benny McCottry, President Pro Tem

**Call to Order**

President Pro Tem Benny McCottry called the meeting to order at 8:15 pm after swearing in the newly elected OHCA board members and officers.

**Election of Board Officers**

President Pro Tem McCottry conducted the election of new board officers (Chair, Vice Chair and Secretary).

He opened nominations for Chair and Victoria Barron was nominated. Since there were no further nominations for Chair, it was moved that nominations for Chair be closed, and that motion was seconded and unanimously approved.

President Pro Tem McCottry then opened nominations for Vice Chair and Trisha Thomas was nominated. Since there were no further nominations for Vice Chair, it was moved that nominations for Vice Chair be closed, and that motion was seconded and unanimously approved.

He then opened nominations for Secretary and Nancy Plaxico was nominated. Since there were no further nominations for Secretary, it was moved that nominations for Secretary be closed, and that motion was seconded and unanimously approved.

The President Pro Tem then called for unanimous consent to election of the three nominated candidates.

**Trisha Thomas moved and Arlene Jackson seconded a motion for unanimous consent to the election of Victoria Barron as OHCA Board Chair, Trisha Thomas as Vice Chair, and Nancy Plaxico as Secretary. UNANIMOUSLY APPROVED BY VOICE VOTE.**

The President Pro Tem then left the meeting and Victoria Barron took over as Chair. The board discussed and decided on various matters including:

- Setting the board meeting date for the third Wednesday of each month;
- Contracting with the Eastport Fire Department for the use of the meeting room for all board and community meetings, at a cost of \$3600 for three years (\$1200 a year);
- Robin Gilliam taking the lead for the board on developing the OHCA budget for FY2027;
- Victoria Barron taking the lead on OHCA insurance and, working with ProCom, getting new Directors & Officers insurance for OHCA, getting a new insurance broker, and possibly bidding out other OHCA insurance policies;
- Devoting a good portion of the October 15 board meeting to goal setting for the year, with Arlene Jackson to inquire if Lisa DeVeaux from the County, who provided training to the board at the 8/19/25 meeting, could serve as the outside facilitator for that goal setting session.

### **Adjournment**

The board meeting was adjourned at 8:45 p.m.

Minutes drafted by Board Secretary Nancy Plaxico and approved by the OHCA board at its 10/15/25 board meeting.

**OHCA Board of Directors  
Minutes of Board Meeting, Wednesday October 15, 2025  
Eastport Fire Station, 7:00 PM**

**Board Members present:**

- Victoria Barron, Board Chair
- Heather Ludwig, OHCA President
- Trisha Thomas, Board Vice Chair and Corresponding Secretary
- Thomasina Coates, Board Member
- Robin Gilliam, Board Member
- Barrett Hill, Board Member
- Arlene Jackson, Board Member
- Nancy Plaxico, Board Member and Board Secretary
- Keith Smith, Board Member

**OHCA Officers present:**

- Carol Swan, Special Tax Treasurer
- Stephanie Orr, Association Treasurer
- Don Krause, Vice President
- Elaine Goldberg, Recording Secretary

**Others who stayed for Goal-Setting Session**

- Dan Craig
- Peter Vail

About twenty OHCA residents attended in person or online.

**Call to Order and Moment of Silence**

Chair Victoria Barron called the meeting to order at 7:05 pm and asked for a moment of silence.

**Approval of Agenda**

A draft agenda for the October 15 board meeting was sent to all board members prior to the meeting. Barrett Hill asked that Review of OHCA Emails be added to the agenda and that addition was made.

**Trisha Thomas moved and Arlene Jackson seconded a motion to approve the draft agenda as updated. UNANIMOUSLY APPROVED BY VOICE VOTE.**

**Approval of Minutes for August 19, 2025 Board Meeting**

The draft minutes of the August 19 board meeting were sent to all board members prior to the meeting and no changes were requested.

**Nancy Plaxico moved and Keith Smith seconded a motion to approve the minutes of the August 19, 2025 OHCA Board Meeting. UNANIMOUSLY APPROVED BY VOICE VOTE.**

**Approval of Minutes for September 23, 2025 Board Meeting**

The draft minutes of the September 23 board meeting were sent to all board members prior to the meeting and no changes were requested.

**Thomasina Coates moved and Trisha Thomas seconded a motion to approve the minutes of the September 23, 2025 OHCA Board Meeting. UNANIMOUSLY APPROVED BY VOICE VOTE.**

**Financial Reports for September and FY2025 Year-to-Date**

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Carol Swan explained that SCBD Funds are split between Truist Bank and Morgan Stanley. SCBD bills are paid from Truist checking. We keep a sizeable sum in the Truist money market account for easy transfer. The current interest rate on the Truist money market account is 0.82%.

Account balances on 9/30/25 were as follow:

**Truist Accounts**

Checking - \$47,208.16

Money Market - \$73,392.85

**Total Truist \$120,601.01**

**Morgan Stanley Certificates of Deposit (CDs)** – We hold a ladder of brokered CDs staggered as suggested by our broker. Note that unlike traditional bank CDs, brokered CDs can be sold before maturity at current market value.

**Total Morgan Stanley: \$821,744.66**

\$240,000 matures 2/4/26

\$200,000 matures 3/27/26

\$125,000 matures 6/16/27

\$140,000 matures 11/20/27

There was a CD for \$106,185 that matured in September which needs reinvestment. Our broker recommends a 3 year US Treasury CD at a 3.5% interest rate, which would mature in October 2028.

**Grand total SCBD accounts: \$942,345.67**

**Nancy Plaxico moved and Thomasina Coats seconded a motion to reinvest the \$106,185 from the CD that matured into a 3 year US Treasury CD at a 3.5% interest rate. 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 September. The expenses included \$13,031 for OHCA’s 75<sup>th</sup> Anniversary Party and \$1734 for OHCA T-shirts, which are being sold to community members. The balance in the P&H checking account was \$17,449.82 at the end of September. She noted that the current value of the two CD in the P&H account are \$30,607.23 for a CD that will mature on 3/26/26 and \$45,903.83 for a CD that will mature on 11/26/25. She will have a recommendation at the November board meeting about what to do with the funds from the CD maturing on 11/26/25.

### **Community Meeting Dates for 2026**

Nancy Plaxico explained that the OHCA Constitution states that there will be community meetings “the fourth Tuesday of the months of November, February, May and September.” In 2025 OHCA also had community meetings in January and August. In 2025 and past years, we have shifted the May meeting date to the third rather than fourth Tuesday since the fourth Tuesday in May is right after Memorial Day, and we have shifted the November meeting date to the third rather than fourth Tuesday since the fourth Tuesday in November is right before Thanksgiving. If we made those same changes in 2026, then the 2026 community meeting dates would be: 1/27/26, 2/24/26, 5/19/26, 8/25/26, 9/22/26 (election), and 11/17/26.

Elaine Goldberg raised a concern that the annual election this year (9/23/25) was held on Yom Kippur. It was agreed that everyone should look at the proposed community meeting dates for 2026 and let the board know if there are any with conflicts such that the board should revisit those dates.

### **Reserving the Firehouse Meeting Room for OHCA Meetings in 2026, 2027 and 2028**

Nancy Plaxico reported that when Brandon Dall’Aqua was President, he negotiated with the Fire Department representative Lee Downing for OHCA to use the Firehouse meeting room for three years at a cost of \$1200 per year.

**Nancy Plaxico moved and Heather Ludwig seconded a motion to pay the Eastport Fire Department \$1200 a year (\$3600 total) for OHCA to use the meeting room for board and community meetings in 2026, 2027 and 2028. UNANIMOUSLY APPROVED BY VOICE VOTE.**

### **Proposed Budget Schedule**

Robin Gilliam proposed the following schedule for development of the FY2027 OHCA budget:

1. 11/19/25 Board Meeting – Board reviews & approves draft FY2027 budget
2. 12/2/25 Community Meeting – community feedback on draft budget (switching the November community meeting date to 12/2/25 enables the community to provide comments on the draft budget reviewed by the Board on 11/19/25; comments from community members on the proposed budget is required by the County)
3. 1/27/26 Community Meeting – community approval of budget
4. 1/30/25 – Robin Gilliam submits budget to County to meet County deadline

The board agreed with the proposed budget schedule.

Board members noted that it would be good to have an OHCA calendar for the year that sets out what needs to be done or is due when. Such a calendar would be beneficial to ProCom as well as to the board, officers and community.

### **OHCA Emails**

Barrett Hill noted that there have been a lot of problems with OHCA email addresses this week in the transition of email addresses from former to current position holders. As an example, both Barrett and Keith Smith have not had access to their OHCA email accounts for a couple of days. President Ludwig agreed that the transition has been rough and a lot of cleanup is still needed on the email addresses. Several board members agreed that OHCA needs professional tech support or a “technology administrator.” Thomasina Coates agreed to be the lead on finding tech support for the

OHCA email remapping, in coordination with President Ludwig. The board agreed that the OHCA email addresses need to be straightened out ASAP.

### **OHCA Procurement Policy**

The procurement policy, which was approved by the board in May 2025, specifies that:

*Within two months after the annual election of members to the Board, this policy document should be reviewed by the newly elected Board to update, change, amend or reaffirm its provisions. If the Board does not take action on the policy at that time, the policy will remain in place until the Board has approved an updated policy.*

The board agreed that no changes are needed in the procurement policy at this time and it can automatically renew for another year.

### **Goal-Setting for the Year**

The board and officers convened in a brainstorming session to discuss what the main goals for the coming year should be. The following goals were set:

1. Stormwater Management – Keith Smith reported that the Roads & Drainage Committee has a template for a Request for Proposal (RFP) to develop a stormwater management plan for the community. It was agreed that the Roads & Drainage Committee will bring its recommendations for moving forward on stormwater management to the December board meeting.
2. Strengthen OHCA Organization – There was strong agreement that we need to develop Standard Operating Procedures (SOPs) for key OHCA functions, as well as transition plans for after the annual election when new officers and board members take over their positions from the former position holders, which could include a changeover meeting or retreat in which new position holders are walked through the responsibilities and requirements of their position by the former position holders.
3. Update OHCA Constitution – The process underway for the past two years should be brought to completion. In addition to the updated Constitution, Bylaws should be developed for OHCA.
4. Strengthen Community – Elaine Goldberg and others discussed ideas for strengthening the community, which included community dinners, conservation initiatives, and speakers at community meetings.
5. Implement Reserve Study – The relevant committee (e.g., Roads & Drainage, Community Property) will be responsible for overseeing implementation of the Reserve Study projects for the year.

There was a general discussion of the different types of committees in the Constitution (Standing Committees, Executive Committees, Board Committees) and who (President, Board Chair, etc.) has authority to appoint the chairs and members of the different types of committees. We agreed that

the President appoints the Standing Committees as part of her executive duties and consistent with past practice.

**Nancy Plaxico moved and Robin Gilliam seconded a motion that Joe Madron be named Harbormaster and Barrett Hill be named Piers & Harbors Chair. UNANIMOUSLY APPROVED BY VOICE VOTE.**

The Harbormaster is responsible for the physical upkeep of the Oyster Harbor piers, and the Piers & Harbors Chair is responsible for the slip leases and wait list.

**Adjournment**

A motion was made, seconded and unanimously approved that the meeting be adjourned, and the meeting was adjourned at 9:19 p.m.

Minutes drafted by Board Secretary Nancy Plaxico and approved by OHCA Board at 11/19/25 board meeting.

**Robert's Rules of Order**  
**Parliamentary Procedures for OHCA Community Meetings**  
**(from 12<sup>th</sup> [latest] Edition of Robert's Rules)**

Generally speaking, all debate should address a specific motion / pending question (43:4 of Robert's Rules). [Not relevant to committee reports or officers making presentations.]

**DECORUM in DEBATE (43:19-24)**

- Cannot talk without being recognized by the Chair/President (3:30-35; 4:28).
- Confine remarks to the merits of the pending question (43:20).
- Refrain from attacking a fellow Member's motives (43:21).
- Address all remarks through the Chair/President (i.e., no cross-talk or direct debate between Members, 43:22).
- Avoid using a Member's name (43:23).
- Refrain from speaking adversely on a prior action not pending (43:24).

**TWO SPEECH RULE:**

- No member can speak more than twice on the same question on the same day (43:12).
- No member can make a second speech until and unless others wishing to speak a first time have done so (43:13, 4:28).

**TIME LIMITS ON SPEECHES:**

- Unless an Association like OHCA has passed its own limits, the general rule under Roberts Rules is 10 minutes per speech, two speeches a day (43:15) unless the body grants unanimous consent (4:58-63) or votes to change the rules (43:8).
- Bodies such as OHCA can adopt their own standing rules for all general meetings which expand or limit the provisions in Roberts Rules on the number and length of permissible speeches per person (43:8; 43:15).
- Bodies like OHCA can also vote (by 2/3 majority) to impose limits on speech where it has none or to modify its standing rule for one particular general meeting (43:16) or a particular subject within a general meeting (43:17).
  - Many organizations adopt stricter time periods (like two or five minutes per speech), either as a standing rule or for specific meetings.

**DRAFT PROPOSED FY27 BUDGET by LINE ITEM for December 2, 2025 Community Meeting**

| Description  | FY25 Actuals<br>7/1/24-6/30/25 | Annual<br>Budget FY26 | FY 27 Budget - line<br>items mapped to<br>SCBD "buckets" | NOTES  |
|--|--------------------------------|-----------------------|--|--|
| <b>COMMUNITY PROPERTY [Budget Bucket #1]</b>                         |                                |                       |  |  |
| <b>GENERAL &amp; ADMINISTRATIVE</b>                                  |                                |                       |  |  |
| 5010-00 Management Fees  | 18,462.00                      | 19,000.00             | 20,000.00  |  |
| 5030-00 Tax Prep & Audit Fees  | 6,000.00                       | 8,000.00              | 8,000.00   |  |
| 5050-00 Administrative Expenses                                      | 11,080.92                      | 25,000.00             | 6,000.00   | Recommend Separating postage & printing bucket   |
| 50##-00 Postage(need acct number)                                    |                                |                       | 4,000.00   | New account to track postage costs   |
| 50##-00 Printing (need acct number)                                  |                                |                       | 8,000.00   | New account to track printing costs  |
| 5053-00 Office Supplies  | -                              | 3,500.00              | -  | used for printing - will move to new printing account  |
| 5054-00 Office Equipment & Services                                  | -                              | 500.00                | -  | Do not need - covered in Management Fees   |
| 5080-00 Web Site Administration                                      | 5,435.68                       | 6,000.00              | 6,000.00   | Same as FY26   |
| 5090-00 Dues & Subscriptions   | 3,016.34                       | 2,000.00              | 2,000.00   | Moved storage for archived records to separate acct  |
| 50##-00 Storage Fees   |                                |                       | 1,100.00   | New acct for tracking storage of archived OHCA docs  |
| 5100-00 Bank Charges   | 123.00                         | 500.00                | 150.00   | Special tax treasurer estimates approx \$100 for annual bank fees  |
| 5110-00 Miscellaneous Expenses                                       |                                | 500.00                | -  | Do not need  |
| 5210-00 Taxes  |                                | -                     | -  | Accountant Fee for doing Taxes, will post to acct 5030   |
| 50##-00 Watershed Protection & Resotration Fee (WRPF) StormWater Fee | -                              | -                     | 6,000.00   | New acct to track new countytax - stormwater fee   |
| 5220-00 Real Estate Taxes  | 670.25                         | 1,000.00              | 1,200.00   |  |
| 5310-00 Insurance Premium  | 10,821.00                      | 11,000.00             | 12,000.00  |  |
| 5600-00 Room Rental Fee  |                                | 1,000.00              | 1,500.00   | ProCom to update title from Rent to Room Rental Fee.   |
| <b>Total GENERAL &amp; ADMINISTRATIVE</b>                            |                                |                       | <b>75,950.00</b>   |  |
| <b>UTILITIES</b>   |                                |                       |  |  |
| 6010-00 Utilities  | 5,833.54                       | 6,500.00              | 7,000.00   |  |
| 6040-00 Phone & Internet   | 3,430.32                       | 4,000.00              | 4,500.00   |  |
| <b>Total Utilities</b>   |                                |                       | <b>11,500.00</b>   |  |
| <b>Site Maintenance</b>  |                                |                       |  |  |
| 7010-00 Landscaping & Cleaning                                       | 48,130.50                      | 48,000.00             | 50,000.00  | ProCom Title<br>Beach cleaning was included here for actuals for FY25. Recommend separate invoices to track amount spent on beach cleaning. Added a separate line item to track beach cleaning                             |
| 7030-00 Tree Trimming/Replacement                                    | 1,850.00                       | 7,500.00              | 7,500.00   |  |
| 7150-00 Beach Cleaning   | -                              | 30,000.00             | 30,000.00  | Recommend separate invoices for Beach Cleaning   |
| 7160-00 Swimming Area Nets   | 336.30                         | 1,500.00              | 2,000.00   |  |
| 7165-00 Gazebo Maintenance & Repair                                  | -                              | 1,000.00              | 4,000.00   |  |
| 7170-00 Portable Toilets   | 4,134.00                       | 4,000.00              | 5,000.00   |  |
| 7175-00 Dumpsters  | -                              | 2,000.00              | 2,000.00   |  |
| 7212-00 Community Amenity Repairs & Maintenance                      | 6,234.07                       | 15,000.00             | 20,000.00  |  |
| 7220-00 Trash Removal & Hauling                                      | -                              | 5,000.00              | 3,000.00   | Estimate to cover any new fees to pick up trash, for example, a dumpster if the beach needs a special cleaning from additional storm debris. Amount reduced from FY26 because there has not been any actual expenses here. |
| 7250-00 Supplies & Dog Waste Stations                                | 1,282.93                       | 3,000.00              | 2,500.00   |  |
| 7275-00 Signage  | 2,593.75                       | 10,000.00             | 10,000.00  |  |
| 7290-00 Lighting Maintenance & Repair                                | 86.28                          | 2,000.00              | 5,000.00   |  |
| 7030 Environmental Intiatives (update name)                          | 9,192.00                       |                       | 10,000.00  | New acct to track wetland restoration mitigation at Cross Rd   |
| Site Item  |                                | 48,400.00             |  |  |
| <b>Total Site Maintenance</b>  |                                |                       | <b>151,000.00</b>  |  |
| <b>LEGAL EXPENSES</b>  |                                |                       |  |  |
| 5040-00 Legal Expenses   | 40,067.75                      | 20,000.00             | 40,000.00  | Seperated for audit, included in Comm Prop for Budget<br>Merging account 5045 here   |
| 5045-00 Lawsuits/Special Projects                                    | -                              | \$ 10,000.00          | -  |  |
| <b>Total Legal Expenses</b>  |                                |                       | <b>40,000.00</b>   |  |

**DRAFT PROPOSED FY27 BUDGET by LINE ITEM for December 2, 2025 Community Meeting**

| Description   | FY25 Actuals<br>7/1/24-6/30/25 | Annual<br>Budget FY26 | FY 27 Budget - line<br>items mapped to<br>SCBD "buckets" | NOTES  |
|---|--------------------------------|-----------------------|--|--|
| <b>TOTAL COMMUNITY PROPERTY</b>   |                                |                       | <b>278,450.00</b>  |  |
| <b>ROADS [Budget Bucket #2]</b>   |                                |                       |  |  |
| 7310-00 Asphalt Maintenance & Repair & Paving                           | 7,400.00                       |                       | 50,000.00  |  |
| 7320-00 Culvert Maintenance & Repair                                    | 3,500.00                       |                       |  | included in stormwater budget  |
| 7330-00 Swale Maintenance & Repair                                      | 1,450.00                       |                       |  | included in stormwater budget  |
| 7810-00 Snow & Ice Removal  | 10,140.00                      | 6,000.00              | 12,000.00  |  |
| <b>Total Roads</b>  |                                |                       | <b>62,000.00</b>   |  |
| <b>SECURITY [Budget Bucket #3]</b>                                      |                                |                       |  |  |
| 5730-00 Security Services   | 21,025.38                      | 35,000.00             | 40,000.00  |  |
| 5740-00 Extra Security Services/Cameras                                 |                                | 5,000.00              | 5,000.00   | Is there an extra cost for managing camers?  |
| 7265-00 Lock Maintenance & Repair                                       | 921.14                         | 5,000.00              | 1,500.00   |  |
| <b>Total Security</b>   |                                |                       | <b>46,500.00</b>   |  |
| <b>Dredging [Budget Bucket #4]</b>                                      |                                |                       |  |  |
| 7305-00 Dredging  | 2,155.00                       | 88,480.00             | 75,000.00  | Estimate for work not yet done for dredging in prior years.  |
| <b>Total Dredging</b>   |                                |                       | <b>75,000.00</b>   |  |
| <b>Capital Improvements [Budget Bucket #6]</b>                          |                                |                       |  | reserve study estimates for budget year  |
| 7210 Capital Improvements   | 6,181.55                       |                       |  | Are new paddle boats, kayaks considered capital improvements?  |
| #### Stormwater Management & Design - including culvert/swale R&M       |                                | 175,000.00            | 175,000.00   | Need Acct # - to address stormwater management projects including plans, surveys, grants apps, work, etc.                              |
| #### Bulkheads Repair/Replacement                                       |                                |                       | 100,000.00   | Repair/Replace Booker Peir seawall & Shore Drive bulkhead to protect community property  |
| #### Piers Repair/Replacement   |                                |                       | 300,000.00   | Replace/Repair community piers   |
| Site Item   |                                | 138,669.00            |  | CY - FY26 can be used for replacement/repair of Fishing Creek pier   |
| New Community Projectrs   |                                | 100,000.00            |  | CY - FY26 can be used for replacement/repair of Fishing Creek piermoved to future funds [New Community Projects moved to Future Funds] |
| Design/Engineering/Survey Costs   | 1,708.75                       | 25,000.00             |  | FY26 in Gen & Admin. Recommend including this cost in projects   |
| <b>Total Capital Improvement</b>  |                                |                       | <b>575,000.00</b>  |  |
| <b>Funds Held For Future Use [Budget Bucket #7]</b>                     |                                |                       |  |  |
| Emergency, Contingency, Reserve   |                                |                       | 400,000.00   | This line includes funds set aside for future major unexpected expenses or that may be identified in the Reserve Study                 |
| Other/Misc/Ad Hoc Cap Imp   |                                | 208,424.00            |  | CY - FY26 can be used for replacement/repair of Fishing Creek pier   |
| Other and Misc Community property, security, dredging, & legal expenses |                                | 48,480.00             |  | Called Site Item in FY26 bnudget   |
| <b>Total Funds Held for Future Use</b>                                  |                                |                       | <b>400,000.00</b>  |  |
| <b>County Administrative Fee [Budget Bucket #8]</b>                     |                                |                       |  |  |
| 5105-00 Anne Arundel County Fees  | 2,000.00                       | 2,000.00              | 2,000.00   |  |
| <b>Budget Total</b>   |                                |                       | <b>1,438,950.00</b>                                      |  |

**FY 2027**  
**Special Community Benefit District**  
**Budget Request - PROPOSAL**

|  |                                       |  |  |                     |
|--|---------------------------------------|--|--|---------------------|
| A.   | District Name:                        | Oyster Harbor 900027   |  |                     |
| B.   | Community Assoc. Name:                | Oyster Harbor Citizens Association   |  |                     |
| C.   | Mailing Address:                      | 3332 Arundel on the Bay, Annapolis, MD 21403                               |  |                     |
| D.   | President of Community Assoc.:        | Heather Ludwig   |  |                     |
|  | Telephone #:                          |  |  |                     |
|  | Email Address:                        | <a href="mailto:president@oysterharbor.org">president@oysterharbor.org</a> |  |                     |
|  | Budget Contact Person (Treasurer):    | Robin Gilliam  |  |                     |
|  | Telephone #:                          |  |  |                     |
|  | Email Address:                        | <a href="mailto:rgilliam@oysterharbor.org">rgilliam@oysterharbor.org</a>   |  |                     |
| <b>BUDGET REQUESTED FOR FISCAL YEAR JULY 1, 2026 THROUGH JUNE 30, 2027</b> |                                       |  |  |                     |
| <b>FY 2026 BUDGET</b>  |                                       |  |  | <b>Amount \$</b>    |
| E.   | Special Purpose & Item                | Community Property   | <i>(If Applicable)</i>                         | 278,450.00          |
|  |                                       | Roads  |  | 62,000.00           |
|  |                                       | Security   |  | 46,500.00           |
|  |                                       | Dredging   |  | 75,000.00           |
|  |                                       | Capital Improvement Fund   |  | 575,000.00          |
|  |                                       | Funds for Future Use   |  | 400,000.00          |
|  |                                       | F. Budget Subtotal   |  | 1,436,950.00        |
|  |                                       | G. Administrative Fee  | <i>(See Instructions)</i>                      | \$2,000.00          |
|  |                                       | <b>H. BUDGET TOTAL</b>   | <b><i>(Total Items F + G)</i></b>              | <b>1,438,950.00</b> |
| <b>REVENUES</b>  |                                       |  |  |                     |
| I.   | Estimated Funds Available FY27        |  |  |                     |
| J.   | Community Held Funds as of 06/30/2025 |  | \$986,024.00                                   |                     |
| K.   | Other Revenue                         |  | 20,000   |                     |
|  |                                       | L. Est Funds Available Subtotal  |  | \$1,006,024.00      |
|  |                                       | M. Tax Revenues Needed for FY27  |  | \$432,926.00        |
|  |                                       | <b>N. REVENUE TOTAL</b>  | <b><i>(Total Items L + M)</i></b>              | <b>1,438,950.00</b> |
| <b>TAX RATE CALCULATION</b>  |                                       |  |  |                     |
|  |                                       | O. Tax Revenues Needed for FY27  | <i>(Item M)</i>                                | \$432,926.00        |
|  |                                       | P. # of Lots/Accounts  |  |                     |
|  |                                       | Tax Assessment   |  | \$1,746,000.00      |
|  |                                       | <b>Q. REQUESTED TAX RATE</b>   | <b>IS A FORMULA</b> <i>(= Item O / Item P)</i> | <b>0.25</b>         |



# **Financial Report Package**

**November 2025**

**Fiscal Year: 2026**

**Prepared for**

**Oyster Harbor Citizens Association, Inc.**

**By**

**Professional Community Management, Inc.**

**Assets**

CASH - OPERATING

|            |                                  |             |
|------------|----------------------------------|-------------|
| 10-1020-00 | Truist Operating Checking - 4430 | \$25,423.91 |
|------------|----------------------------------|-------------|

|            |                                      |          |
|------------|--------------------------------------|----------|
| 10-1030-00 | Truist Operating Money Market - 7029 | 8,443.98 |
|------------|--------------------------------------|----------|

|                         |                    |
|-------------------------|--------------------|
| Total CASH - OPERATING: | <u>\$33,867.89</u> |
|-------------------------|--------------------|

CASH - RESERVES

|            |                            |            |
|------------|----------------------------|------------|
| 12-1250-00 | Morgan Stanley Investments | 823,461.80 |
|------------|----------------------------|------------|

|                        |                     |
|------------------------|---------------------|
| Total CASH - RESERVES: | <u>\$823,461.80</u> |
|------------------------|---------------------|

ACCOUNTS RECEIVABLE

|            |                   |          |
|------------|-------------------|----------|
| 14-1420-00 | Cash held by AACO | 5,412.16 |
|------------|-------------------|----------|

|            |             |        |
|------------|-------------|--------|
| 14-1430-00 | BGE Deposit | 100.00 |
|------------|-------------|--------|

|                            |                   |
|----------------------------|-------------------|
| Total ACCOUNTS RECEIVABLE: | <u>\$5,512.16</u> |
|----------------------------|-------------------|

|                      |                                   |
|----------------------|-----------------------------------|
| <b>Total Assets:</b> | <b><u><u>\$862,841.85</u></u></b> |
|----------------------|-----------------------------------|

**Liabilities & Equity**

RESERVE EQUITY

|            |                             |            |
|------------|-----------------------------|------------|
| 30-3020-00 | Reserves - Capital Elements | 482,691.08 |
|------------|-----------------------------|------------|

|                       |                     |
|-----------------------|---------------------|
| Total RESERVE EQUITY: | <u>\$482,691.08</u> |
|-----------------------|---------------------|

OPERATING EQUITY

|            |                     |            |
|------------|---------------------|------------|
| 35-3510-00 | Undesignated Equity | 128,733.09 |
|------------|---------------------|------------|

|            |                       |            |
|------------|-----------------------|------------|
| 35-3520-00 | Prior Year Net Income | 374,599.73 |
|------------|-----------------------|------------|

|                         |                     |
|-------------------------|---------------------|
| Total OPERATING EQUITY: | <u>\$503,332.82</u> |
|-------------------------|---------------------|

|                        |                     |                       |
|------------------------|---------------------|-----------------------|
|                        | <u>(123,182.05)</u> |                       |
| Net Income Gain / Loss |                     | <u>(\$123,182.05)</u> |

|  |                                   |
|--|-----------------------------------|
| <b>Total Liabilities &amp; Equity:</b> | <b><u><u>\$862,841.85</u></u></b> |
|--|-----------------------------------|



## Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 11/01/2025 to 11/30/2025

| Description                                    | Current Period     |                     |                       | Year-to-date        |                     |                       | Annual Budget        |
|--|--------------------|---------------------|-----------------------|---------------------|---------------------|-----------------------|----------------------|
|  | Actual             | Budget              | Variance              | Actual              | Budget              | Variance              |                      |
| <b>OPERATING INCOME</b>                        |                    |                     |                       |                     |                     |                       |                      |
| <b>OPERATING INCOME</b>                        |                    |                     |                       |                     |                     |                       |                      |
| 4010-00 SCBD Income                            | \$ -               | \$148,320.00        | (\$148,320.00)        | \$ -                | \$148,320.00        | (\$148,320.00)        | \$ 444,960.00        |
| 4710-00 Interest Income - Operating            | -                  | -                   | -                     | 291.55              | -                   | 291.55                | -                    |
| 4720-00 Interest & Valuation Income - Reserves | -                  | -                   | -                     | 12,437.42           | -                   | 12,437.42             | -                    |
| <b>Total OPERATING INCOME</b>                  | <b>\$ -</b>        | <b>\$148,320.00</b> | <b>(\$148,320.00)</b> | <b>\$ 12,728.97</b> | <b>\$148,320.00</b> | <b>(\$135,591.03)</b> | <b>\$ 444,960.00</b> |
| <b>Total OPERATING INCOME</b>                  | <b>\$ 0.00</b>     | <b>\$148,320.00</b> | <b>(\$148,320.00)</b> | <b>\$ 12,728.97</b> | <b>\$148,320.00</b> | <b>(\$135,591.03)</b> | <b>\$ 444,960.00</b> |
| <b>OPERATING EXPENSE</b>                       |                    |                     |                       |                     |                     |                       |                      |
| <b>GENERAL &amp; ADMINISTRATIVE</b>            |                    |                     |                       |                     |                     |                       |                      |
| 5010-00 Management Fees                        | 1,561.00           | 1,583.33            | 22.33                 | 7,805.00            | 7,916.65            | 111.65                | 19,000.00            |
| 5030-00 Tax Prep & Audit Fees                  | -                  | -                   | -                     | -                   | 8,000.00            | 8,000.00              | 8,000.00             |
| 5040-00 General Legal                          | 3,331.25           | 1,666.66            | ( 1,664.59)           | 4,143.75            | 8,333.30            | 4,189.55              | 20,000.00            |
| 5045-00 Lawsuits/Special Projects              | -                  | 833.33              | 833.33                | -                   | 4,166.66            | 4,166.66              | 10,000.00            |
| 5050-00 Administrative Expenses                | 1,028.35           | 2,083.33            | 1,054.98              | 6,275.49            | 10,416.66           | 4,141.17              | 25,000.00            |
| 5053-00 Office Supplies                        | -                  | 291.66              | 291.66                | -                   | 1,458.38            | 1,458.38              | 3,500.00             |
| 5054-00 Office Equipment & Services            | -                  | 41.66               | 41.66                 | -                   | 208.38              | 208.38                | 500.00               |
| 5080-00 Web Site Administration                | 400.00             | 500.00              | 100.00                | 1,223.64            | 2,500.00            | 1,276.36              | 6,000.00             |
| 5090-00 Dues & Subscriptions                   | -                  | 166.66              | 166.66                | 782.28              | 833.38              | 51.10                 | 2,000.00             |
| 5100-00 Bank Charges                           | -                  | 41.66               | 41.66                 | 20.00               | 208.30              | 188.30                | 500.00               |
| 5105-00 Anne Arundel County Fees               | -                  | 166.66              | 166.66                | -                   | 833.38              | 833.38                | 2,000.00             |
| 5110-00 Miscellaneous Expenses                 | -                  | 41.67               | 41.67                 | -                   | 208.34              | 208.34                | 500.00               |
| 5210-00 Taxes                                  | -                  | -                   | -                     | 200.00              | -                   | ( 200.00)             | -                    |
| 5220-00 Real Estate Taxes                      | -                  | -                   | -                     | 747.66              | 1,000.00            | 252.34                | 1,000.00             |
| 5310-00 Insurance Premium                      | -                  | -                   | -                     | 10,942.00           | 9,813.00            | ( 1,129.00)           | 11,000.00            |
| 5600-00 Rent                                   | -                  | 83.33               | 83.33                 | -                   | 416.69              | 416.69                | 1,000.00             |
| 5650-00 Storage Expense                        | 86.00              | -                   | ( 86.00)              | 430.00              | -                   | ( 430.00)             | -                    |
| 5730-00 Security Services                      | -                  | 2,916.66            | 2,916.66              | 9,946.36            | 14,583.38           | 4,637.02              | 35,000.00            |
| 5740-00 Extra Security Services/Cameras        | -                  | 416.67              | 416.67                | -                   | 2,083.34            | 2,083.34              | 5,000.00             |
| <b>Total GENERAL &amp; ADMINISTRATIVE</b>      | <b>\$ 6,406.60</b> | <b>\$10,833.28</b>  | <b>\$ 4,426.68</b>    | <b>\$ 42,516.18</b> | <b>\$ 72,979.84</b> | <b>\$30,463.66</b>    | <b>\$ 150,000.00</b> |
| <b>UTILITIES</b>                               |                    |                     |                       |                     |                     |                       |                      |
| 6010-00 Utilities                              | 85.42              | 541.66              | 456.24                | 1,884.68            | 2,708.30            | 823.62                | 6,500.00             |
| 6040-00 Phone & Internet                       | -                  | 333.33              | 333.33                | 1,107.20            | 1,666.69            | 559.49                | 4,000.00             |
| <b>Total UTILITIES</b>                         | <b>\$ 85.42</b>    | <b>\$ 874.99</b>    | <b>\$ 789.57</b>      | <b>\$ 2,991.88</b>  | <b>\$ 4,374.99</b>  | <b>\$1,383.11</b>     | <b>\$ 10,500.00</b>  |

| Description   | Current Period       |                     |                       | Year-to-date          |                     |                       | Annual Budget       |
|---|----------------------|---------------------|-----------------------|-----------------------|---------------------|-----------------------|---------------------|
|   | Actual               | Budget              | Variance              | Actual                | Budget              | Variance              |                     |
| <b>SITE MAINTENANCE</b>                             |                      |                     |                       |                       |                     |                       |                     |
| 7010-00 Landscaping & Cleaning                      | \$3,750.00           | \$4,000.00          | \$250.00              | \$19,350.00           | \$20,000.00         | \$650.00              | \$48,000.00         |
| 7030-00 Tree Trimming/Replacement                   | 2,000.00             | 625.00              | (1,375.00)            | 2,320.00              | 3,125.00            | 805.00                | 7,500.00            |
| 7110-00 Piers & Harbors Improvement & Repairs       | 736.79               | -                   | (736.79)              | 736.79                | -                   | (736.79)              | -                   |
| 7150-00 Beach Cleaning                              | -                    | 2,500.00            | 2,500.00              | -                     | 12,500.00           | 12,500.00             | 30,000.00           |
| 7160-00 Swimming Area Nets                          | -                    | -                   | -                     | -                     | 750.00              | 750.00                | 1,500.00            |
| 7165-00 Gazebo Maintenance & Repair                 | -                    | 83.33               | 83.33                 | 3,040.00              | 416.69              | (2,623.31)            | 1,000.00            |
| 7170-00 Portable Toilets                            | 318.00               | 333.33              | 15.33                 | 2,226.00              | 1,666.69            | (559.31)              | 4,000.00            |
| 7175-00 Dumpsters                                   | -                    | -                   | -                     | -                     | 2,000.00            | 2,000.00              | 2,000.00            |
| 7212-00 Community Amenity Repairs & Maintenance     | 11,401.91            | 1,250.00            | (10,151.91)           | 18,746.52             | 6,250.00            | (12,496.52)           | 15,000.00           |
| 7220-00 Trash Removal & Hauling                     | -                    | 416.66              | 416.66                | 101.00                | 2,083.30            | 1,982.30              | 5,000.00            |
| 7250-00 Supplies & Dog Waste Stations               | -                    | 250.00              | 250.00                | -                     | 1,250.00            | 1,250.00              | 3,000.00            |
| 7265-00 Lock Maintenance & Repair                   | -                    | 416.66              | 416.66                | 2,609.31              | 2,083.30            | (526.01)              | 5,000.00            |
| 7275-00 Signage                                     | -                    | 833.37              | 833.37                | 3,430.00              | 4,166.69            | 736.69                | 10,000.00           |
| 7290-00 Lighting Maintenance & Repair               | 715.00               | 166.66              | (548.34)              | 810.34                | 833.30              | 22.96                 | 2,000.00            |
| 7300-00 Environmental Initiatives & Erosion Control | -                    | 1,166.66            | 1,166.66              | (112.00)              | 5,833.38            | 5,945.38              | 14,000.00           |
| 7305-00 Dredging                                    | -                    | -                   | -                     | (155.00)              | -                   | 155.00                | -                   |
| 7330-00 Swale Maintenance & Repair                  | 28,800.00            | 1,250.00            | (27,550.00)           | 37,300.00             | 6,250.00            | (31,050.00)           | 15,000.00           |
| 7810-00 Snow & Ice Removal                          | -                    | -                   | -                     | -                     | -                   | -                     | 6,000.00            |
| <b>Total SITE MAINTENANCE</b>                       | <b>\$47,721.70</b>   | <b>\$13,291.67</b>  | <b>(\$34,430.03)</b>  | <b>\$90,402.96</b>    | <b>\$69,208.35</b>  | <b>(\$21,194.61)</b>  | <b>\$169,000.00</b> |
| <b>Total OPERATING EXPENSE</b>                      | <b>\$54,213.72</b>   | <b>\$24,999.94</b>  | <b>(\$29,213.78)</b>  | <b>\$135,911.02</b>   | <b>\$146,563.18</b> | <b>\$10,652.16</b>    | <b>\$329,500.00</b> |
| <b>Net Income:</b>                                  | <b>(\$54,213.72)</b> | <b>\$123,320.06</b> | <b>(\$177,533.78)</b> | <b>(\$123,182.05)</b> | <b>\$1,756.82</b>   | <b>(\$124,938.87)</b> | <b>\$115,460.00</b> |



**General Ledger Trial Balance with Details**

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 11/1/2025 - 11/30/2025

| Account No  | Description                      | Prior Balance | Current Debit | Current Credit  | End Balance |
|-------------|----------------------------------|---------------|---------------|---|-------------|
| 10-1020-00  | Truist Operating Checking - 4430 | \$14,637.63   | \$67,028.89   | \$56,242.61   | \$25,423.91 |
| <b>Date</b> | <b>GL Ref #</b>                  | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 11/01/2025  | 921886                           | \$ -          | \$ 1,561.00   | Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4607<br><b>Inv: 34094 Professional Community Management, Inc.</b>     |             |
| 11/01/2025  | 921886                           | 1,561.00      | -             | Truist Operating Checking - 4430 (Reversal); Professional Community Management, Inc. Chk<br><b>Inv: 34094 Professional Community Management, Inc.</b> |             |
| 11/01/2025  | 921940                           | -             | 1,561.00      | Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4608<br><b>Inv: 34094 Professional Community Management, Inc.</b>     |             |
| 11/04/2025  | 923492                           | -             | 85.42         | Truist Operating Checking - 4430; BGE Chk # 0<br><b>Inv: BGEOHFishing1025 BGE</b>   |             |
| 11/04/2025  | 923494                           | -             | 715.00        | Truist Operating Checking - 4430; Wireworx, Inc. Chk # 4609<br><b>Inv: 9884 Wireworx, Inc.</b>  |             |
| 11/04/2025  | 923496                           | -             | 3,750.00      | Truist Operating Checking - 4430; LB Landscaping Chk # 4610<br><b>Inv: OHHLandscaping1125 LB Landscaping</b>  |             |
| 11/04/2025  | 923498                           | -             | 86.00         | Truist Operating Checking - 4430; Cubesmart #718 Chk # 0<br><b>Inv: Cubesmart #718</b>  |             |
| 11/04/2025  | 923498                           | 86.00         | -             | Truist Operating Checking - 4430 (Reversal); Cubesmart #718 Chk # 0<br><b>Inv: Cubesmart #718</b>   |             |
| 11/04/2025  | 924013                           | -             | 86.00         | Truist Operating Checking - 4430; Cubesmart #718 Chk # 0<br><b>Inv: Cubesmart #718</b>  |             |
| 11/07/2025  | 927953                           | -             | 400.00        | Truist Operating Checking - 4430; Mint Media Agency Chk # 4611<br><b>Inv: 0002028 Mint Media Agency</b>   |             |
| 11/07/2025  | 927955                           | -             | 11,000.00     | Truist Operating Checking - 4430; Erik Schubert Carpentry Chk # 4612<br><b>Inv: 2039 Erik Schubert Carpentry</b>                                      |             |
| 11/07/2025  | 930157                           | 40,000.00     | -             | Working Capital Infusion Truist Operating Checking - 4430   |             |
| 11/14/2025  | 930661                           | -             | 736.79        | Truist Operating Checking - 4430; Fireline Corporation Chk # 4613<br><b>Inv: 13221901 Fireline Corporation</b>  |             |
| 11/14/2025  | 930663                           | -             | 28,800.00     | Truist Operating Checking - 4430; Jet Blast Inc. Chk # 4614<br><b>Inv: 52555 Jet Blast Inc.</b>   |             |
| 11/17/2025  | 931505                           | -             | 381.89        | Reimbursement - Bulletin Board & American Flag; Daniel Craig Chk # 4615   |             |
| 11/17/2025  | 931505                           | 381.89        | -             | Reimbursement - Bulletin Board & American Flag (Reversal); Daniel Craig Chk # 4615  |             |
| 11/18/2025  | 932413                           | -             | 2,000.00      | Truist Operating Checking - 4430; Underwood & Associates, Inc. Chk # 4616<br><b>Inv: 22057-03 Underwood &amp; Associates, Inc.</b>                    |             |
| 11/18/2025  | 932415                           | -             | 3,331.25      | Truist Operating Checking - 4430; Kurt D. Karsten, Esq. Chk # 4617<br><b>Inv: 2903 Kurt D. Karsten, Esq.</b>  |             |
| 11/18/2025  | 932521                           | -             | 401.91        | Reimbursement - Bulletin Board & American Flags; Daniel Craig Chk # 4618  |             |
| 11/18/2025  | 932575                           | -             | 318.00        | Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4619<br><b>Inv: JiffyJohn1125 Jiffy John, Inc.</b>   |             |
| 11/21/2025  | 933612                           | 25,000.00     | -             | Working Capital Infusion Truist Operating Checking - 4430   |             |
| 11/25/2025  | 935616                           | -             | 1,028.35      | Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4620<br><b>Inv: 34743 Professional Community Management, Inc.</b>     |             |



**General Ledger Trial Balance with Details**

Oyster Harbor Citizens Association, Inc.

Accts: 10-1010-00 To: 95-9510-50 Dates: 11/1/2025 - 11/30/2025

| Account No  | Description                            | Prior Balance | Current Debit | Current Credit  | End Balance  |
|-------------|--|---------------|---------------|---|--------------|
| 10-1030-00  | Truist Operating Money Market - 7029   | \$73,443.98   | \$-           | \$65,000.00   | \$8,443.98   |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/07/2025  | 930157                                 | \$ -          | \$ 40,000.00  | Working Capital Infusion Truist Operating Money Market - 7029   |              |
| 11/21/2025  | 933612                                 | -             | 25,000.00     | Working Capital Infusion Truist Operating Money Market - 7029   |              |
| 12-1250-00  | Morgan Stanley Investments             | 823,461.80    | -             | -   | 823,461.80   |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 14-1420-00  | Cash held by AACO                      | 5,412.16      | -             | -   | 5,412.16     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 14-1430-00  | BGE Deposit                            | 100.00        | -             | -   | 100.00       |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 30-3020-00  | Reserves - Capital Elements            | (482,691.08)  | -             | -   | (482,691.08) |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 35-3510-00  | Undesignated Equity                    | (128,733.09)  | -             | -   | (128,733.09) |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 35-3520-00  | Prior Year Net Income                  | (374,599.73)  | -             | -   | (374,599.73) |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 40-4710-00  | Interest Income - Operating            | (291.55)      | -             | -   | (291.55)     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 40-4720-00  | Interest & Valuation Income - Reserves | (12,437.42)   | -             | -   | (12,437.42)  |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 50-5010-00  | Management Fees                        | 6,244.00      | 3,122.00      | 1,561.00  | 7,805.00     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/01/2025  | 921886                                 | \$ 1,561.00   | \$ -          | Management Fee; Professional Community Management, Inc. Chk # 4607<br><b>Inv: 34094 Professional Community Management, Inc.</b>               |              |
| 11/01/2025  | 921886                                 | -             | 1,561.00      | Management Fee (Reversal); Professional Community Management, Inc. Chk # 4607<br><b>Inv: 34094 Professional Community Management, Inc.</b>    |              |
| 11/01/2025  | 921940                                 | 1,561.00      | -             | Management Fee; Professional Community Management, Inc. Chk # 4608<br><b>Inv: 34094 Professional Community Management, Inc.</b>               |              |
| 50-5040-00  | General Legal                          | 812.50        | 3,331.25      | -   | 4,143.75     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/18/2025  | 932415                                 | \$ 3,331.25   | \$ -          | General Legal ; Kurt D. Karsten, Esq. Chk # 4617<br><b>Inv: 2903 Kurt D. Karsten, Esq.</b>  |              |
| 50-5050-00  | Administrative Expenses                | 5,247.14      | 1,028.35      | -   | 6,275.49     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/25/2025  | 935616                                 | \$ 723.47     | \$ -          | Administrative Costs - Admin; Professional Community Management, Inc. Chk # 4620<br><b>Inv: 34743 Professional Community Management, Inc.</b> |              |
| 11/25/2025  | 935616                                 | 304.88        | -             | Postage; Professional Community Management, Inc. Chk # 4620<br><b>Inv: 34743 Professional Community Management, Inc.</b>                      |              |
| 50-5080-00  | Web Site Administration                | 823.64        | 400.00        | -   | 1,223.64     |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/07/2025  | 927953                                 | \$ 400.00     | \$ -          | Web Site Administration; Mint Media Agency Chk # 4611<br><b>Inv: 0002028 Mint Media Agency</b>  |              |
| 50-5090-00  | Dues & Subscriptions                   | 782.28        | 86.00         | 86.00   | 782.28       |
| <b>Date</b> | <b>GL Ref #</b>                        | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |              |
| 11/04/2025  | 923498                                 | \$ 86.00      | \$ -          | Dues & Subscriptions; Cubesmart #718 Chk # 0<br><b>Inv: Cubesmart #718</b>  |              |
| 11/04/2025  | 923498                                 | -             | 86.00         | Dues & Subscriptions (Reversal); Cubesmart #718 Chk # 0   |              |

| Account No  | Description                             | Prior Balance | Current Debit | Current Credit   | End Balance |
|---|---|---------------|---------------|--|-------------|
| <b>Inv: Cubesmart #718</b>                            |   |               |               |  |             |
| 50-5100-00  | Bank Charges                            | 20.00         | -             | -  | 20.00       |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 50-5210-00  | Taxes                                   | 200.00        | -             | -  | 200.00      |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 50-5220-00  | Real Estate Taxes                       | 747.66        | -             | -  | 747.66      |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 50-5310-00  | Insurance Premium                       | 10,942.00     | -             | -  | 10,942.00   |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 50-5650-00  | Storage Expense                         | 344.00        | 86.00         | -  | 430.00      |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/04/2025  | 924013                                  | \$ 86.00      | \$ -          | Storage Expense; Cubesmart #718 Chk # 0  |             |
| <b>Inv: Cubesmart #718</b>                            |   |               |               |  |             |
| 50-5730-00  | Security Services                       | 9,946.36      | -             | -  | 9,946.36    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 60-6010-00  | Utilities                               | 1,799.26      | 85.42         | -  | 1,884.68    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/04/2025  | 923492                                  | \$ 85.42      | \$ -          | Utilities; BGE Chk # 0   |             |
| <b>Inv: BGEOHFFishing1025 BGE</b>                     |   |               |               |  |             |
| 60-6040-00  | Phone & Internet                        | 1,107.20      | -             | -  | 1,107.20    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 70-7010-00  | Landscaping & Cleaning                  | 15,600.00     | 3,750.00      | -  | 19,350.00   |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/04/2025  | 923496                                  | \$ 3,750.00   | \$ -          | Landscaping & Cleaning; LB Landscaping Chk # 4610                                  |             |
| <b>Inv: OHHLandscaping1125 LB Landscaping</b>         |   |               |               |  |             |
| 70-7030-00  | Tree Trimming/Replacement               | 320.00        | 2,000.00      | -  | 2,320.00    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/18/2025  | 932413                                  | \$ 2,000.00   | \$ -          | Tree Trimming/Replacement; Underwood & Associates, Inc. Chk # 4616                 |             |
| <b>Inv: 22057-03 Underwood &amp; Associates, Inc.</b> |   |               |               |  |             |
| 70-7110-00  | Piers & Harbors Improvement & Repairs   | -             | 736.79        | -  | 736.79      |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/14/2025  | 930661                                  | \$ 736.79     | \$ -          | Fire Extinguisher Inspection; Fireline Corporation Chk # 4613                      |             |
| <b>Inv: 13221901 Fireline Corporation</b>             |   |               |               |  |             |
| 70-7165-00  | Gazeebo Maintenance & Repair            | 3,040.00      | -             | -  | 3,040.00    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 70-7170-00  | Portable Toilets                        | 1,908.00      | 318.00        | -  | 2,226.00    |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/18/2025  | 932575                                  | \$ 318.00     | \$ -          | Portable Toilets; Jiffy John, Inc. Chk # 4619                                      |             |
| <b>Inv: JiffyJohn1125 Jiffy John, Inc.</b>            |   |               |               |  |             |
| 70-7212-00  | Community Amenity Repairs & Maintenance | 7,344.61      | 11,783.80     | 381.89   | 18,746.52   |
| <b>Date</b>   | <b>GL Ref #</b>                         | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>   |             |
| 11/07/2025  | 927955                                  | \$ 11,000.00  | \$ -          | Community Amenity Repairs & Maintenance; Erik Schubert Carpentry Chk # 4612        |             |
| <b>Inv: 2039 Erik Schubert Carpentry</b>              |   |               |               |  |             |
| 11/17/2025  | 931505                                  | 381.89        | -             | Reimbursement - Bulletin Board & American Flag; Daniel Craig Chk # 4615            |             |
| 11/17/2025  | 931505                                  | -             | 381.89        | Reimbursement - Bulletin Board & American Flag (Reversal); Daniel Craig Chk # 4615 |             |
| 11/18/2025  | 932521                                  | 401.91        | -             | Reimbursement - Bulletin Board & American Flags; Daniel Craig Chk # 4618           |             |

| Account No     | Description                                 | Prior Balance | Current Debit       | Current Credit   | End Balance   |
|----------------|---|---------------|---------------------|--|---------------|
| 70-7220-00     | Trash Removal & Hauling                     | \$101.00      | \$-                 | \$-  | \$101.00      |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 70-7265-00     | Lock Maintenance & Repair                   | 2,609.31      | -                   | -  | 2,609.31      |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 70-7275-00     | Signage                                     | 3,430.00      | -                   | -  | 3,430.00      |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 70-7290-00     | Lighting Maintenance & Repair               | 95.34         | 715.00              | -  | 810.34        |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 11/04/2025     | 923494                                      | \$ 715.00     | \$ -                | Lighting Maintenance & Repair; Wireworx, Inc. Chk # 4609<br>Inv: 9884 Wireworx, Inc. |               |
| 70-7300-00     | Environmental Initiatives & Erosion Control | (112.00)      | -                   | -  | (112.00)      |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 70-7305-00     | Dredging                                    | (155.00)      | -                   | -  | (155.00)      |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 70-7330-00     | Swale Maintenance & Repair                  | 8,500.00      | 28,800.00           | -  | 37,300.00     |
| <b>Date</b>    | <b>GL Ref #</b>                             | <b>Debit</b>  | <b>Credit</b>       | <b>Description</b>   |               |
| 11/14/2025     | 930663                                      | \$ 28,800.00  | \$ -                | Swale Maintenance & Repair; Jet Blast Inc. Chk # 4614<br>Inv: 52555 Jet Blast Inc.   |               |
| <b>Totals:</b> |   | <b>\$0.00</b> | <b>\$123,271.50</b> | <b>\$123,271.50</b>  | <b>\$0.00</b> |



# **Financial Report Package**

**November 2025**

**Prepared for**

**Oyster Harbor Piers & Harbors**

**By**

**Professional Community Management, Inc.**



**Balance Sheet - Operating**

Oyster Harbor Piers & Harbors

End Date: 11/30/2025

**Assets**

CASH - OPERATING

|            |                                    |             |
|------------|------------------------------------|-------------|
| 10-1020-00 | PNC Bank Operating Checking - 4178 | \$10,517.76 |
|------------|------------------------------------|-------------|

|                         |                    |
|-------------------------|--------------------|
| Total CASH - OPERATING: | <u>\$10,517.76</u> |
|-------------------------|--------------------|

CASH - RESERVES

|            |                                   |           |
|------------|-----------------------------------|-----------|
| 12-1220-00 | PNC Bank 8-Month CD 2997 03/26/25 | 30,405.74 |
|------------|-----------------------------------|-----------|

|            |                                   |           |
|------------|-----------------------------------|-----------|
| 12-1225-00 | PNC Bank 8-Month CD 3311 11/26/25 | 45,000.00 |
|------------|-----------------------------------|-----------|

|                        |                    |
|------------------------|--------------------|
| Total CASH - RESERVES: | <u>\$75,405.74</u> |
|------------------------|--------------------|

|                      |                                  |
|----------------------|----------------------------------|
| <b>Total Assets:</b> | <b><u><u>\$85,923.50</u></u></b> |
|----------------------|----------------------------------|

**Liabilities & Equity**

OWNER EQUITY

|            |                     |          |
|------------|---------------------|----------|
| 35-3510-00 | Undesignated Equity | 3,292.05 |
|------------|---------------------|----------|

|            |                       |          |
|------------|-----------------------|----------|
| 35-3520-00 | Prior Year Net Income | 7,536.57 |
|------------|-----------------------|----------|

|                     |                    |
|---------------------|--------------------|
| Total OWNER EQUITY: | <u>\$10,828.62</u> |
|---------------------|--------------------|

|                        |                  |                           |
|------------------------|------------------|---------------------------|
|                        | 75,094.88        |                           |
| Net Income Gain / Loss | <u>75,094.88</u> |                           |
|                        |                  | <u><u>\$75,094.88</u></u> |

|  |                                  |
|--|----------------------------------|
| <b>Total Liabilities &amp; Equity:</b> | <b><u><u>\$85,923.50</u></u></b> |
|--|----------------------------------|

| Description                               | Current Period    |                |                   | Year-to-date        |                |                       | Annual Budget  |
|---|-------------------|----------------|-------------------|---------------------|----------------|-----------------------|----------------|
|   | Actual            | Budget         | Variance          | Actual              | Budget         | Variance              |                |
| <b>OPERATING INCOME</b>                   |                   |                |                   |                     |                |                       |                |
| <b>OPERATING INCOME</b>                   |                   |                |                   |                     |                |                       |                |
| 4010-00 Assessment Income                 | \$ -              | \$ -           | \$ -              | \$ 16,476.00        | \$ -           | \$ 16,476.00          | \$ -           |
| 4420-00 Miscellaneous Income              | -                 | -              | -                 | 85,037.50           | -              | 85,037.50             | -              |
| 4710-00 Interest Income - Operating       | -                 | -              | -                 | 405.74              | -              | 405.74                | -              |
| <b>Total OPERATING INCOME</b>             | <b>\$ -</b>       | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$101,919.24</b> | <b>\$ -</b>    | <b>\$101,919.24</b>   | <b>\$ -</b>    |
| <b>Total OPERATING INCOME</b>             | <b>\$ 0.00</b>    | <b>\$ -</b>    | <b>\$ -</b>       | <b>\$101,919.24</b> | <b>\$ -</b>    | <b>\$101,919.24</b>   | <b>\$ -</b>    |
| <b>OPERATING EXPENSE</b>                  |                   |                |                   |                     |                |                       |                |
| <b>GENERAL &amp; ADMINISTRATIVE</b>       |                   |                |                   |                     |                |                       |                |
| 5010-00 Management Fees                   | 20.00             | -              | ( 20.00)          | 220.00              | -              | ( 220.00)             | -              |
| 5040-00 Legal Expense                     | -                 | -              | -                 | 5,000.00            | -              | ( 5,000.00)           | -              |
| 5050-00 Administrative Expenses           | 2.35              | -              | ( 2.35)           | 114.62              | -              | ( 114.62)             | -              |
| 5410-00 Community/Social Activities       | -                 | -              | -                 | 21,489.74           | -              | ( 21,489.74)          | -              |
| <b>Total GENERAL &amp; ADMINISTRATIVE</b> | <b>\$ 22.35</b>   | <b>\$ -</b>    | <b>(\$ 22.35)</b> | <b>\$ 26,824.36</b> | <b>\$ -</b>    | <b>(\$26,824.36)</b>  | <b>\$ -</b>    |
| <b>Total OPERATING EXPENSE</b>            | <b>\$ 22.35</b>   | <b>\$ -</b>    | <b>(\$ 22.35)</b> | <b>\$ 26,824.36</b> | <b>\$ -</b>    | <b>(\$ 26,824.36)</b> | <b>\$ -</b>    |
| <b>Net Income:</b>                        | <b>(\$ 22.35)</b> | <b>\$ 0.00</b> | <b>(\$ 22.35)</b> | <b>\$ 75,094.88</b> | <b>\$ 0.00</b> | <b>\$ 75,094.88</b>   | <b>\$ 0.00</b> |



**General Ledger Trial Balance with Details**

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 11/1/2025 - 11/30/2025

| Account No  | Description                        | Prior Balance | Current Debit | Current Credit  | End Balance |
|-------------|------------------------------------|---------------|---------------|---|-------------|
| 10-1020-00  | PNC Bank Operating Checking - 4178 | \$10,540.11   | \$20.00       | \$42.35   | \$10,517.76 |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 11/01/2025  | 921884                             | \$ -          | \$ 20.00      | PNC Bank Operating Checking - 4178 Inv # 34095; Professional Community Management, Inc<br><b>Inv: 34095 Professional Community Management, Inc.</b>   |             |
| 11/01/2025  | 921884                             | 20.00         | -             | PNC Bank Operating Checking - 4178 Inv # 34095 (Reversal); Professional Community Mana<br><b>Inv: 34095 Professional Community Management, Inc.</b>   |             |
| 11/01/2025  | 921938                             | -             | 20.00         | PNC Bank Operating Checking - 4178 Inv # 34095; Professional Community Management, Inc<br><b>Inv: 34095 Professional Community Management, Inc.</b>   |             |
| 11/25/2025  | 935614                             | -             | 2.35          | PNC Bank Operating Checking - 4178 Inv # 34744; Professional Community Management, Inc<br><b>Inv: 34744 Professional Community Management, Inc.</b>   |             |
| 12-1220-00  | PNC Bank 8-Month CD 2997 03/26/25  | 30,405.74     | -             | -   | 30,405.74   |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 12-1225-00  | PNC Bank 8-Month CD 3311 11/26/25  | 45,000.00     | -             | -   | 45,000.00   |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 20-2010-00  | Accounts Payable                   | -             | 42.35         | 42.35   | -           |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 11/01/2025  | 921720                             | \$ -          | \$ 20.00      | Accounts Payable Inv # 34095<br><b>Inv: 34095 Professional Community Management (Do Not Use - Management Module)</b>                                  |             |
| 11/01/2025  | 921884                             | 20.00         | -             | Accounts Payable Inv # 34095; Professional Community Management, Inc. Chk # 1102<br><b>Inv: 34095 Professional Community Management, Inc.</b>         |             |
| 11/01/2025  | 921884                             | -             | 20.00         | Accounts Payable Inv # 34095 (Reversal); Professional Community Management, Inc. Chk # 1<br><b>Inv: 34095 Professional Community Management, Inc.</b> |             |
| 11/01/2025  | 921938                             | 20.00         | -             | Accounts Payable Inv # 34095; Professional Community Management, Inc. Chk # 1103<br><b>Inv: 34095 Professional Community Management, Inc.</b>         |             |
| 11/25/2025  | 935279                             | -             | 2.35          | Accounts Payable Inv # 34744<br><b>Inv: 34744 Professional Community Management (Do Not Use - Management Module)</b>                                  |             |
| 11/25/2025  | 935614                             | 2.35          | -             | Accounts Payable Inv # 34744; Professional Community Management, Inc. Chk # 1104<br><b>Inv: 34744 Professional Community Management, Inc.</b>         |             |
| 35-3510-00  | Undesignated Equity                | (3,292.05)    | -             | -   | (3,292.05)  |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 35-3520-00  | Prior Year Net Income              | (7,536.57)    | -             | -   | (7,536.57)  |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 40-4010-00  | Assessment Income                  | (16,476.00)   | -             | -   | (16,476.00) |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 40-4420-00  | Miscellaneous Income               | (85,037.50)   | -             | -   | (85,037.50) |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 40-4710-00  | Interest Income - Operating        | (405.74)      | -             | -   | (405.74)    |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 50-5010-00  | Management Fees                    | 200.00        | 20.00         | -   | 220.00      |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |
| 11/01/2025  | 921720                             | \$ 20.00      | \$ -          | Management Fee<br><b>Inv: 34095 Professional Community Management (Do Not Use - Management Module)</b>  |             |
| 50-5040-00  | Legal Expense                      | 5,000.00      | -             | -   | 5,000.00    |
| <b>Date</b> | <b>GL Ref #</b>                    | <b>Debit</b>  | <b>Credit</b> | <b>Description</b>  |             |



**General Ledger Trial Balance with Details**

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 11/1/2025 - 11/30/2025

| Account No  | Description                 | Prior Balance  | Current Debit | Current Credit  | End Balance    |               |
|-------------|-----------------------------|----------------|---------------|---|----------------|---------------|
| 50-5050-00  | Administrative Expenses     | 112.27         | 2.35          | -   | 114.62         |               |
| <b>Date</b> | <b>GL Ref #</b>             | <b>Debit</b>   | <b>Credit</b> | <b>Description</b>  |                |               |
| 11/25/2025  | 935279                      | \$ 0.74        | \$ -          | Postage<br>Inv: 34744 Professional Community Management (Do Not Use - Management Module)                      |                |               |
| 11/25/2025  | 935279                      | 1.61           | -             | Administrative Costs - Admin<br>Inv: 34744 Professional Community Management (Do Not Use - Management Module) |                |               |
| 50-5410-00  | Community/Social Activities | 21,489.74      | -             | -   | 21,489.74      |               |
| <b>Date</b> | <b>GL Ref #</b>             | <b>Debit</b>   | <b>Credit</b> | <b>Description</b>  |                |               |
|             |                             | <b>Totals:</b> | <b>\$0.00</b> | <b>\$84.70</b>  | <b>\$84.70</b> | <b>\$0.00</b> |