

Draft Agenda for February 20, 2024 OHCA Board Meeting

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Approval of Agenda**
- 4. Approval of Minutes for 1/16/24 Board Meeting (draft sent out previously)**
- 5. Financial Reports for January/YTD FY2024**
 - a. SCBD Accounts: Special Tax Treasurer Bill Blakefield**
 - b. Piers & Harbors Account: Association Treasurer Stephanie Orr**
- 6. President's Report**
 - a. Community Property Committee**
 - b. Roads & Drainage Committee**
 - c. Security Committee**
 - d. Beach Committee**
 - e. Social Committee**
 - f. Piers & Harbors Committee**
 - g. Finance Committee**
 - h. Parking Subcommittee: Contract with Top Notch Towing Company**
- 7. Process & Timeline for Revision of OHCA Constitution**
- 8. Audit of OHCA Finances FY2016 to FY2022**
- 9. Other Old Business**
 - a. Board meeting dates for the rest of the year**
 - b. RFP/Remediation Committee – 11/21/23 MDE Violation Notice for fire truck turnaround at 1216 Cross Road**
 - c. Lot 17 Property Line: Joe Matta – survey of Lot 17 and cost quote for getting legal opinion for OHCA**
- 10. New Business**
- 11. Adjournment**

Oyster Harbor

CITIZENS ASSOCIATION

MINUTES



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Management Company

**OHCA Board of Directors
Draft Minutes of Board Meeting Tuesday, January 16, 2024
Eastport Fire Station, 7:00 PM**

Board Members present:

- Dan Craig, Chair
- Winston Dunkley, Vice Chair
- Kathy Burk, President
- Barrett Hill, Board Member
- Joe Matta (online)
- Benny McCottry, Board Member (online)
- Sharon Merrick, Board Member (online)
- Nancy Plaxico, Board Member and Board Secretary

OHCA Officers and Committee Chairs present:

- Brandon Dall'Acqua, Vice President
- Bill Blakefield, Special Tax Treasurer
- Stephanie Orr, Association Treasurer
- Trisha Thomas, Corresponding Secretary

About five OHCA residents attended online.

Call to Order

Chair Dan Craig called the meeting to order at 7:08 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the January 16 board meeting was sent to all board members prior to the meeting. Dan Craig asked that item 8.a on the agenda (regarding Lot 17) be moved to be the last item on the agenda since he will recuse himself and exit the meeting before the Lot 17 discussion.

Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the agenda with item 8.a moved to be the last item on the agenda. APPROVED BY VOICE VOTE.

Approval of Minutes for December 19, 2023 Board Meeting

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

It was moved by several board members and seconded that the minutes of the December 19, 2023 OHCA Board Meeting be approved. ADOPTED BY VOICE VOTE.

Financial Reports for December and FY2024 Year-to-Date

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Bill Blakefield reported that the 12/31/23 balances were \$34,183.34 in the Truist checking account, \$111,178.71 in the Truist money market account, \$278,135.71 in the Morgan Stanley account, and \$426,443.52 for total SCBD assets. Of the funds invested in CDs at Morgan Stanley, \$100,000 will mature this week. There was consensus that Mr. Blakefield will find out what interest rates Morgan Stanley is offering for different

CD time periods, and President Burk will find out from the County if OHCA will get a tax revenue check in February, and Mr. Blakefield and President Burk will then decide how much of the \$100,000 to reinvest in CDs and for what time periods.

Piers & Harbors Account: Association Treasurer Stephanie Orr reported that the 12/31/23 balance for the Piers & Harbors account was \$6090.53. She is trying to get BGE to switch the automatic payment for a BGE account to the SCBD account.

President's Report

President Burk thanked everyone who helped during the recent storm and flooding, with special thanks to the emergency committee of Barrett Hill, Brandon Dall'Aqua, Trisha Thomas and Dan Craig. The board discussed the storm damage to the beach, Fishing Creek pier and other areas, and how that is being repaired.

The Chesapeake Bay Foundation is having a meeting tomorrow on shoreline restoration on the Annapolis Neck Peninsula, and President Burk asked that anyone who would like to attend let her know.

Security: The Security costs for the fiscal year-to-date are over budget by about \$10,000. President Burk reported that security patrols were reduced from three to two a week beginning in January. There was discussion about whether security patrols should be reduced further or stopped altogether during the winter months. Sharon Merrick asked how many security incidents there have been in recent months, but no one at the meeting had that data. Chair Dan Craig recommended that the board postpone the security discussion until we have data on incidents.

Communications: The OHCA webmaster Mint Media is starting to make some of the changes in the website that we have requested, and Corresponding Secretary Trisha Thomas and President Burk are meeting with Mint Media this week.

Finance Committee: The committee will meet tomorrow to discuss possible capital improvement projects.

Community Property: The #1 priority is the sinkhole at the Booker Pier, which the recent storm made worse. A representative from the company Big Island came out to examine it, and thought repairs would cost \$20,000 to \$40,000. Big Island is a marine construction company and their representative thought this may be an engineering problem that should be looked at more from the land than the water side, and the retaining wall between the land and water should be evaluated. The board discussed good contractors for such work, and Sharon Merrick suggested Terrain and Winston Dunkley suggested Dave Wallace Engineering. Barrett Hill recommended that this project include widening the sidewalk down to the water to improve firetruck access to the water for drafting.

Piers & Harbors: The signs for the dingy rack cleanup will go up this week. ProCom will send out slip renewal notices next week, and there will be no price increase. Deposits will be due on March 15.

Roads & Drainage: Jet Blast gave a quote on cleaning out the culverts on Shore Drive. ProCom is trying to find a company to fix the flapper valve at the end of Shore Drive. Mike Wierzbicki is working

with the Severn River Association to try to get grant funding for drainage improvement projects in the community.

Revision of the OHCA Constitution

Chair Dan Craig handed out a proposed process for revising the OHCA Constitution, and stressed that it should be done thoughtfully and holistically. The board discussed the best size and composition of the committee to lead the constitution revision.

Winston Dunkley moved and Sharon Merrick seconded a motion to approve the resolution proposed by Dan Craig:

Be it resolved by the OHCA Board that an OHCA Constitution Revision Committee (hereafter the "Committee") will be formed by the Board of Directors in January 2024 to recommend amendments to OHCA's 1974 Constitution as amended in 1980. Committee members will include three residents of the community who are neither Officers nor Board Members, three OHCA Officers, and three OHCA Board members; total membership of the Committee will be nine persons. The OHCA Board Chair will chair the Committee.

If this proposed process and timeline are approved by the Board at its business meeting on January 16, 2024, OHCA's management company (ProCom) will send a newsletter via USPS and an email to all registered OHCA members outlining the procedure and inviting community members who are interested in being on the Committee to inform the Board Chair and OHCA President. Similarly, all Officers and Board members who are interested in serving on the Committee can inform the Chair and President at the 1/16/24 Board meeting. The Chair and President will make final decisions on the Committee membership by early February 2024 and announce the Committee's composition in a newsletter.

Community Members with requests for (1) topics to be considered in revising OHCA's Constitution, or (2) specific amendments, are asked to submit those to the Chairman of the Board and the President on or before February 15, 2024. Requests submitted thereafter might not be reviewed by the Committee.

The Committee will meet as often as necessary to review proposed Constitutional amendments from community members, OHCA Officers, OHCA Board members, and Committee members. The Committee will recommend a set of proposed amendments, which will be provided to the Board for comment. Thereafter, the Committee's proposed Amendments with the comments of the Board will be provided to the community as outlined in the Constitution (Article IX – Amendments), by mailing the proposed Constitutional amendments to community members at least 30 days prior to the community meeting at which the proposed amendments are be voted on.

Anticipated timeline: The key concepts for recommended changes (not the specific wording of amendments) will be presented to the Board at the 2/20/24 Board meeting and to the community at the 3/26/24 community meeting, with feedback—including legal review—going to the Committee for its further consideration. The final set of recommended amendments (including specific wording of the amendments) will go to the Board at its 4/17/24 meeting and will be mailed to the community by 4/28/24 (30 days prior to the 5/28/24 community meeting) so that members of OHCA can vote on the proposed changes to OHCA's Constitution at the 5/28/24 community meeting. The Board attorney will review all proposed amendments for legal accuracy and conformity with Federal, State, and County statutes before they are circulated for a vote.

In addition to the amendments recommended by the Committee, any other specifically worded amendments proposed by community members that were not incorporated into the Committee recommended amendments will be included in the package of amendments sent to the community so that they can also be voted on at the scheduled 5/28/24 community meeting (unless they have been withdrawn by their authors). This proposed process is similar to the OHCA election process, whereby a Nominating Committee recommends a slate of

candidates to the community but all candidates nominated by the Committee or from the floor are voted on by community members.

Discussion of the motion centered on the need to make the constitution revision process inclusive and engage the community. Joe Matta recommended that the constitution revision committee include six community members who are not Officers or board members. Brandon Dall'Acqua recommended that the committee not exceed nine members in total, with at least two being Officers and at least two board members. Bill Blakefield emphasized the need to get community input on the process and recommended that it be discussed at the January 23 community meeting. Brandon Dall'Acqua asked what vote is needed to approve amendments to the OHCA Constitution, and President Burk responded that a two-thirds vote is needed (two-thirds of the community members voting at the meeting have to vote in favor for any amendment to be approved).

Nancy Plaxico moved and Winston Dunkley seconded a motion to amend the proposed resolution to specify that the constitution revision committee will have nine members in total, with at least two being Officers and at least two board members, and all the others being community members who are not Officers or board members. The vote on the amendment was four in favor and three opposed, with one abstention, so the **AMENDMENT WAS APPROVED.**

The discussion then went back to the main motion (Chair Dan Craig's resolution), and Chair Craig recommended that that motion be tabled and the board have a special meeting in February to consider the constitution revision process further, after discussion of the process with the community at the January 28 community meeting. There was agreement to table the motion.

Other Old Business

RFP/Remediation Committee Chair Dan Craig reported that OHCA received further notices from the Maryland Department of Environment (MDE) regarding the unauthorized landfill at the end of Cross Road. Two of the letters (to OHCA and the Fishing Creek Farm Homeowners Association) were routine but a third raised questions from June 2022 about the status of the fire truck turnaround at 1216 Cross Road. The RFP/Remediation Committee will reach out to clarify MDE's concerns and intentions about the turnaround and will report back to the board in February. Barrett Hill asked who is on the RFP/Remediation Committee, and Dan Craig responded that the members are Kathy Burk, Joe Matta, John Maxwell, Winston Dunkley and himself.

Dan Craig then excused himself from the meeting and left the room, and Vice Chair Winston Dunkley took over chairing the meeting

Northern Property Line of Lot 17: Joe Matta reported that he spoke with attorney Jonathan Keegan from the Keegan Stern law firm about getting a cost quote for providing the board with an independent third-party opinion on ownership of the strip of land on the north side of Lot 17. Mr. Keegan said that it would be best to first get a survey done on Lot 17. He recommended that Drum Loyka do the survey, and President Burk said that we should get three bids for the survey since the cost will likely be more than \$2500. Board members recommended McCrone as another company to get a bid from for the survey. Barrett Hill said that we need to get clarity on exactly what type of survey should be done.

New Business

There was no new business.

Adjournment

Since there was no further business, a motion to adjourn the meeting was approved by voice vote, and Vice Chair Winston Dunkley adjourned the meeting at 9:05 p.m.

Minutes drafted by Board Secretary Nancy Plaxico



Financial Report Package

January 2024

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.



Assets

CASH - OPERATING

10-1020-00	Truist Operating Checking - 4430	\$33,402.36
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Total CASH - OPERATING:		\$33,402.36
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CASH - RESERVES

12-1220-00	Truist Reserve MM - 7029	86,353.14
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12-1250-00	Morgan Stanley Investments	279,378.86
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Total CASH - RESERVES:		\$365,732.00
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ACCOUNTS RECEIVABLE

14-1420-00	Cash held by AACO	2,835.26
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Total ACCOUNTS RECEIVABLE:		\$2,835.26
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18-1830-00	BGE Deposit	100.00
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Total Assets:		\$402,069.62
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Liabilities & Equity

RESERVE FUNDS

30-3020-00	Reserves - Capital Elements	482,383.36
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Total RESERVE FUNDS:		\$482,383.36
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OWNER EQUITY

35-3510-00	Undesignated Equity	165,465.52
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35-3520-00	Prior Year Net Income	(36,961.22)
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Total OWNER EQUITY:		\$128,504.30
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	(208,818.04)	
Net Income Gain / Loss	(208,818.04)	

Total Liabilities & Equity:		\$402,069.62
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Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING INCOME							
OPERATING INCOME							
4010-00 SCBD Income	\$-	\$-	\$-	\$-	\$-	\$-	\$416,340.00
4415-00 Wetlands Settlement	-	-	-	(5,000.00)	-	(5,000.00)	-
4710-00 Interest Income - Operating	-	-	-	-	-	-	500.00
Total OPERATING INCOME	\$-	\$-	\$-	(\$5,000.00)	\$-	(\$5,000.00)	\$416,840.00
Total OPERATING INCOME	\$0.00	\$-	\$-	(\$5,000.00)	\$-	(\$5,000.00)	\$416,840.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	1,516.00	2,916.67	1,400.67	10,348.00	20,416.69	10,068.69	35,000.00
5030-00 Tax Prep & Audit Fees	-	-	-	22,560.00	4,000.00	(18,560.00)	4,000.00
5040-00 General Legal (includs Wetlands Fine)	10,000.00	1,250.00	(8,750.00)	32,050.00	8,750.00	(23,300.00)	15,000.00
5050-00 Administrative Expenses	208.25	333.33	125.08	5,264.05	2,333.31	(2,930.74)	4,000.00
5053-00 Office Supplies	-	41.67	41.67	-	291.69	291.69	500.00
5054-00 Office Equipment & Services	-	41.67	41.67	136.73	291.69	154.96	500.00
5080-00 Web Site Administration	424.38	500.00	75.62	2,848.76	3,500.00	651.24	6,000.00
5090-00 Dues & Subscriptions	44.16	125.00	80.84	1,682.17	875.00	(807.17)	1,500.00
5100-00 Bank Charges	4.00	-	(4.00)	(87.00)	-	87.00	-
5105-00 Anne Arundel County Fees	-	-	-	-	-	-	2,000.00
5210-00 Taxes	-	-	-	321.66	-	(321.66)	10,000.00
5220-00 Real Estate Taxes	-	-	-	323.45	-	(323.45)	1,000.00
5310-00 Insurance Premium	-	-	-	9,508.00	9,000.00	(508.00)	9,000.00
5600-00 Rent	-	208.33	208.33	1,611.90	1,458.31	(153.59)	2,500.00
5710-00 Design/Engineering/Survey Costs	-	1,250.00	1,250.00	-	8,750.00	8,750.00	15,000.00
5715-00 Zoning Legal	-	833.33	833.33	-	5,833.31	5,833.31	10,000.00
5730-00 Security Services	2,027.25	2,500.00	472.75	27,149.45	17,500.00	(9,649.45)	30,000.00
Total GENERAL & ADMINISTRATIVE	\$14,224.04	\$10,000.00	(\$4,224.04)	\$113,717.17	\$83,000.00	(\$30,717.17)	\$146,000.00
UTILITIES							
6010-00 Utilities	208.33	125.00	(83.33)	2,832.42	875.00	(1,957.42)	1,500.00
6040-00 Phone & Internet	282.69	333.33	50.64	2,954.63	2,333.31	(621.32)	4,000.00
Total UTILITIES	\$491.02	\$458.33	(\$32.69)	\$5,787.05	\$3,208.31	(\$2,578.74)	\$5,500.00

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$-	\$2,500.00	\$2,500.00	\$15,750.00	\$17,500.00	\$1,750.00	\$30,000.00
7030-00 Tree Trimming/Replacement	-	833.33	833.33	275.00	5,833.31	5,558.31	10,000.00
7150-00 Beach Cleaning	1,350.00	2,083.33	733.33	20,180.00	14,583.31	(5,596.69)	25,000.00
7160-00 Swimming Area Nets	-	250.00	250.00	-	1,750.00	1,750.00	3,000.00
7165-00 Gazebo Maintenance & Repair	-	83.33	83.33	3,400.00	583.31	(2,816.69)	1,000.00
7170-00 Portable Toilets	-	708.33	708.33	2,544.00	4,958.31	2,414.31	8,500.00
7175-00 Dumpsters	-	166.67	166.67	-	1,166.69	1,166.69	2,000.00
7210-00 Community Amenities	1,688.66	2,111.67	423.01	15,415.23	14,781.69	(633.54)	25,340.00
7212-00 Community Amenity Repairs & Maintenance	-	1,666.67	1,666.67	-	11,666.69	11,666.69	20,000.00
7220-00 Trash Removal & Hauling	1,041.80	166.67	(875.13)	1,041.80	1,166.69	124.89	2,000.00
7250-00 Supplies & Dog Waste Stations	291.00	166.67	(124.33)	4,677.79	1,166.69	(3,511.10)	2,000.00
7265-00 Lock Maintenance & Repair	-	208.33	208.33	-	1,458.31	1,458.31	2,500.00
7275-00 Signage	-	250.00	250.00	-	1,750.00	1,750.00	3,000.00
7290-00 Lighting Maintenance & Repair	-	166.67	166.67	-	1,166.69	1,166.69	2,000.00
7300-00 Environmental Initiatives & Erosion Control	-	833.33	833.33	-	5,833.31	5,833.31	10,000.00
7305-00 Dredging	-	5,000.00	5,000.00	1,560.00	35,000.00	33,440.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	2,333.33	2,333.33	15,900.00	16,333.31	433.31	28,000.00
7320-00 Culvert Maintenance & Repair	-	416.67	416.67	-	2,916.69	2,916.69	5,000.00
7330-00 Swale Maintenance & Repair	-	1,666.67	1,666.67	-	11,666.69	11,666.69	20,000.00
7810-00 Snow & Ice Removal	3,570.00	500.00	(3,070.00)	3,570.00	3,500.00	(70.00)	6,000.00
Total SITE MAINTENANCE	\$7,941.46	\$22,111.67	\$14,170.21	\$84,313.82	\$154,781.69	\$70,467.87	\$265,340.00
Total OPERATING EXPENSE	\$22,656.52	\$32,570.00	\$9,913.48	\$203,818.04	\$240,990.00	\$37,171.96	\$416,840.00
Net Income:	(\$22,656.52)	(\$32,570.00)	\$9,913.48	(\$208,818.04)	(\$240,990.00)	\$32,171.96	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 1/1/2024 - 1/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	Truist Operating Checking - 4430	\$34,332.48	\$25,000.00	\$25,930.12	\$33,402.36	
Date	GL Ref #	Debit	Credit	Description		
01/01/2024	420342	\$ -	\$ 1,516.00	Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4186		
01/02/2024	420597	-	127.18	Reimbursement for barricade purchase for sink hole; ProCom Chk # 4187		
01/04/2024	424154	-	10,000.00	Third payment on installment plan for legal costs; Kurt D. Karsten, ESQ Chk # 4189		
01/05/2024	424664	-	400.00	Truist Operating Checking - 4430; Mint Media Agency Chk # 4198		
01/05/2024	425157	-	84.97	Truist Operating Checking - 4430; BGE Chk # 0		
01/08/2024	452067	-	21.16	Misc. Check; Google Chk # 0		
01/08/2024	452069	-	146.41	Misc. Check; Comcast Chk # 0		
01/12/2024	433235	-	525.00	Reimbursement for dumpster fee paid via credit card; ProCom Chk # 4199		
01/15/2024	434062	-	475.00	Reimbursement for community dumpster rental; ProCom Chk # 4200		
01/16/2024	452071	-	23.00	Misc. Check; Constant Contact Chk # 0		
01/18/2024	435938	-	41.80	Reimbursement for community dumpster cost; ProCom Chk # 4201		
01/18/2024	436091	-	61.48	Reimbursement for Flag for boat dock; Tom Cagle Chk # 4202		
01/18/2024	436353	-	3,273.60	Truist Operating Checking - 4430; PLAYGROUND SPECIALISTS INC Chk # 4203		
01/18/2024	436355	-	680.52	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4204		
01/18/2024	436357	-	680.52	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4205		
01/18/2024	436359	-	1,500.00	Truist Operating Checking - 4430; Crew Cut Lawn & Landscaping Chk # 4206		
01/22/2024	452073	-	4.00	Misc. Check; Truist Chk # 0		
01/23/2024	452085	25,000.00	-	Transfer from Truist MM 7029 Truist Operating Checking - 4430		
01/26/2024	439284	-	24.38	Reimbursement for Square Space; Barrett Hill Chk # 4207		
01/26/2024	439607	-	1,350.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4208		
01/26/2024	439609	-	1,777.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4209		
01/26/2024	439611	-	1,793.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4210		
01/26/2024	439613	-	666.21	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4211		
01/29/2024	440238	-	291.00	Truist Operating Checking - 4430; Pet Waste Eliminator Chk # 4212		
01/29/2024	452075	-	18.08	Misc. Check; BGE Chk # 0		
01/29/2024	452077	-	56.41	Misc. Check; BGE Chk # 0		
01/29/2024	452079	-	136.28	Misc. Check; Comcast Chk # 0		
01/30/2024	442108	-	208.25	Truist Operating Checking - 4430; ProCom Chk # 4213		
01/30/2024	452081	-	46.48	Misc. Check; BGE Chk # 0		
01/31/2024	452083	-	2.39	Misc. Check; BGE Chk # 0		
12-1220-00	Truist Reserve MM - 7029		111,178.71	174.43	25,000.00	86,353.14
Date	GL Ref #	Debit	Credit	Description		
01/23/2024	452085	\$ -	\$ 25,000.00	Transfer from Truist MM 7029 Truist Reserve MM - 7029		
01/31/2024	451496	174.43	-	Truist Monthly Interest		
12-1250-00	Morgan Stanley Investments		278,135.71	1,243.15	-	279,378.86
Date	GL Ref #	Debit	Credit	Description		
01/31/2024	451500	\$ 1,243.15	\$ -	Morgan Stanley Monthly Interest & Valuation		
14-1420-00	Cash held by AACO		2,835.26	-	-	2,835.26
Date	GL Ref #	Debit	Credit	Description		
18-1830-00	BGE Deposit		100.00	-	-	100.00
Date	GL Ref #	Debit	Credit	Description		
30-3020-00	Reserves - Capital Elements		(484,239.38)	3,273.60	1,417.58	(482,383.36)
Date	GL Ref #	Debit	Credit	Description		
01/18/2024	436353	\$ 3,273.60	\$ -	Reserves - Capital Elements; PLAYGROUND SPECIALISTS INC Chk # 4203		
01/31/2024	451496	-	174.43	Truist Monthly Interest		
01/31/2024	451500	-	1,243.15	Morgan Stanley Monthly Interest & Valuation		



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 1/1/2024 - 1/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
35-3510-00	Undesignated Equity	(\$165,465.52)	\$-	\$-	(\$165,465.52)
Date	GL Ref #	Debit	Credit	Description	
35-3520-00	Prior Year Net Income	36,961.22	-	-	36,961.22
Date	GL Ref #	Debit	Credit	Description	
40-4415-00	Wetlands Settlement	5,000.00	-	-	5,000.00
Date	GL Ref #	Debit	Credit	Description	
50-5010-00	Management Fees	8,832.00	1,516.00	-	10,348.00
Date	GL Ref #	Debit	Credit	Description	
01/01/2024	420342	\$ 1,516.00	\$ -	Management Fee; Professional Community Management, Inc. Chk # 4186	
50-5030-00	Tax Prep & Audit Fees	22,560.00	-	-	22,560.00
Date	GL Ref #	Debit	Credit	Description	
50-5040-00	General Legal (inculdes Wetlands Fine)	22,050.00	10,000.00	-	32,050.00
Date	GL Ref #	Debit	Credit	Description	
01/04/2024	424154	\$ 10,000.00	\$ -	Third payment on installment plan for legal costs; Kurt D. Karsten, ESQ Chk # 4189	
50-5050-00	Administrative Expenses	5,055.80	208.25	-	5,264.05
Date	GL Ref #	Debit	Credit	Description	
01/30/2024	442108	\$ 198.12	\$ -	Administrative Expenses; ProCom Chk # 4213	
01/30/2024	442108	10.13	-	Postage Expenses; ProCom Chk # 4213	
50-5054-00	Office Equipment & Services	136.73	-	-	136.73
Date	GL Ref #	Debit	Credit	Description	
50-5080-00	Web Site Administration	2,424.38	424.38	-	2,848.76
Date	GL Ref #	Debit	Credit	Description	
01/05/2024	424664	\$ 400.00	\$ -	Web Site Administration; Mint Media Agency Chk # 4198	
01/26/2024	439284	24.38	-	Reimbursement for Square Space; Barrett Hill Chk # 4207	
50-5090-00	Dues & Subscriptions	1,638.01	44.16	-	1,682.17
Date	GL Ref #	Debit	Credit	Description	
01/08/2024	452067	\$ 21.16	\$ -	Misc. Check; Google Chk # 0	
01/16/2024	452071	23.00	-	Misc. Check; Constant Contact Chk # 0	
50-5100-00	Bank Charges	(91.00)	4.00	-	(87.00)
Date	GL Ref #	Debit	Credit	Description	
01/22/2024	452073	\$ 4.00	\$ -	Misc. Check; Truist Chk # 0	
50-5210-00	Taxes	321.66	-	-	321.66
Date	GL Ref #	Debit	Credit	Description	
50-5220-00	Real Estate Taxes	323.45	-	-	323.45
Date	GL Ref #	Debit	Credit	Description	
50-5310-00	Insurance Premium	9,508.00	-	-	9,508.00
Date	GL Ref #	Debit	Credit	Description	
50-5600-00	Rent	1,611.90	-	-	1,611.90
Date	GL Ref #	Debit	Credit	Description	
50-5730-00	Security Services	25,122.20	2,027.25	-	27,149.45
Date	GL Ref #	Debit	Credit	Description	
01/18/2024	436355	\$ 680.52	\$ -	Security Services; Investigative Consulting & Services, Inc. Chk # 4204	
01/18/2024	436357	680.52	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4205	
01/26/2024	439613	666.21	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4211	
60-6010-00	Utilities	2,624.09	208.33	-	2,832.42
Date	GL Ref #	Debit	Credit	Description	
01/05/2024	425157	\$ 84.97	\$ -	Water, Sewer, & Electricity; BGE Chk # 0	
01/29/2024	452075	18.08	-	Misc. Check; BGE Chk # 0	
01/29/2024	452077	56.41	-	Misc. Check; BGE Chk # 0	
01/30/2024	452081	46.48	-	Misc. Check; BGE Chk # 0	
01/31/2024	452083	2.39	-	Misc. Check; BGE Chk # 0	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 1/1/2024 - 1/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
60-6040-00	Phone & Internet	\$2,671.94	\$282.69	\$-	\$2,954.63
Date	GL Ref #	Debit	Credit	Description	
01/08/2024	452069	\$ 146.41	\$ -	Misc. Check; Comcast Chk # 0	
01/29/2024	452079	136.28	-	Misc. Check; Comcast Chk # 0	
70-7010-00	Landscaping & Cleaning	15,750.00	-	-	15,750.00
Date	GL Ref #	Debit	Credit	Description	
70-7030-00	Tree Trimming/Replacement	275.00	-	-	275.00
Date	GL Ref #	Debit	Credit	Description	
70-7150-00	Beach Cleaning	18,830.00	1,350.00	-	20,180.00
Date	GL Ref #	Debit	Credit	Description	
01/26/2024	439607	\$ 1,350.00	\$ -	Beach Cleaning; LB Landscaping Chk # 4208	
70-7165-00	Gazebo Maintenance & Repair	3,400.00	-	-	3,400.00
Date	GL Ref #	Debit	Credit	Description	
70-7170-00	Portable Toilets	2,544.00	-	-	2,544.00
Date	GL Ref #	Debit	Credit	Description	
70-7210-00	Community Amenities	13,726.57	1,688.66	-	15,415.23
Date	GL Ref #	Debit	Credit	Description	
01/02/2024	420597	\$ 127.18	\$ -	Reimbursement for barricade purchase for sink hole; ProCom Chk # 4187	
01/18/2024	436091	61.48	-	Reimbursement for Flag for boat dock; Tom Cagle Chk # 4202	
01/18/2024	436359	1,500.00	-	Miscellaneous Expenses; Crew Cut Lawn & Landscaping Chk # 4206	
70-7220-00	Trash Removal & Hauling	-	1,041.80	-	1,041.80
Date	GL Ref #	Debit	Credit	Description	
01/12/2024	433235	\$ 525.00	\$ -	Reimbursement for dumpster fee paid via credit card; ProCom Chk # 4199	
01/15/2024	434062	475.00	-	Reimbursement for community dumpster rental; ProCom Chk # 4200	
01/18/2024	435938	41.80	-	Reimbursement for community dumpster cost; ProCom Chk # 4201	
70-7250-00	Supplies & Dog Waste Stations	4,386.79	291.00	-	4,677.79
Date	GL Ref #	Debit	Credit	Description	
01/29/2024	440238	\$ 291.00	\$ -	Pet Waste Station Expense; Pet Waste Eliminator Chk # 4212	
70-7305-00	Dredging	1,560.00	-	-	1,560.00
Date	GL Ref #	Debit	Credit	Description	
70-7310-00	Asphalt Maintenance & Repair	15,900.00	-	-	15,900.00
Date	GL Ref #	Debit	Credit	Description	
70-7810-00	Snow & Ice Removal	-	3,570.00	-	3,570.00
Date	GL Ref #	Debit	Credit	Description	
01/26/2024	439609	\$ 1,777.00	\$ -	Snow & Ice Removal; LB Landscaping Chk # 4209	
01/26/2024	439611	1,793.00	-	Snow & Ice Removal; LB Landscaping Chk # 4210	
Totals:		\$0.00	\$52,347.70	\$52,347.70	\$0.00

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount	Balance Due
						Payment Type	
BGE							
01/05/2024		01/05/2024	01/05/2024	Paid (EFT)		\$84.97	\$ -
					Gena Teano		
						Payment Type: EFT	
						BGE Total:	\$ 84.97
							\$ 0.00
Crew Enterprises, L.L.C.							
01/18/2024	24-8	01/18/2024	01/18/2024	Paid (check)		\$1,500.00	-
					Tracy Denny		
						Payment Type: Check	
						Crew Enterprises, L.L.C. Total:	\$ 1,500.00
							\$ 0.00
Gibbs Unlimited LLC							
01/05/2024	0001794	01/04/2024	01/05/2024	Paid (check)		\$400.00	-
					Gena Teano		
						Payment Type: Check	
						Gibbs Unlimited LLC Total:	\$ 400.00
							\$ 0.00
Investigative Consulting & Services, Inc.							
01/18/2024	1786	01/18/2024	01/18/2024	Paid (check)		\$680.52	-
					Tracy Denny		
						Payment Type: Check	
01/18/2024	1858	01/18/2024	01/18/2024	Paid (check)		\$680.52	-
					Tracy Denny		
						Payment Type: Check	
01/26/2024	1972	01/25/2024	01/26/2024	Paid (check)		\$666.21	-
					Gena Teano		
						Payment Type: Check	
						Investigative Consulting & Services, Inc. Total:	\$ 2,027.25
							\$ 0.00
Jose A. Lemus							
01/26/2024		01/25/2024	01/26/2024	Paid (check)		\$1,350.00	-
					Gena Teano		
						Payment Type: Check	
01/26/2024	1/16/24	01/25/2024	01/26/2024	Paid (check)		\$1,777.00	-
					Gena Teano		
						Payment Type: Check	
01/26/2024	1/19/24	01/25/2024	01/26/2024	Paid (check)		\$1,793.00	-
					Gena Teano		
						Payment Type: Check	
						Jose A. Lemus Total:	\$ 4,920.00
							\$ 0.00
Pet Waste Eliminator							
01/29/2024	43297669	01/26/2024	01/29/2024	Paid (check)		\$291.00	-
					Angela Ashe		
						Payment Type: Check	
						Pet Waste Eliminator Total:	\$ 291.00
							\$ 0.00
PLAYGROUND SPECIALISTS INC							
01/18/2024	18903	01/18/2024	01/18/2024	Paid (check)		\$3,273.60	-
					Tracy Denny		
						Payment Type: Check	
						PLAYGROUND SPECIALISTS INC Total:	\$ 3,273.60
							\$ 0.00
ProCom							
01/30/2024	January	01/30/2024	01/31/2024	Paid (check)		\$208.25	-
					Gena Teano		
						Payment Type: Check	
						ProCom Total:	\$ 208.25
							\$ 0.00
Professional Community Management (Do Not Use - Management Module)							
01/01/2024	15348	01/01/2024	01/02/2024	Paid (check)		\$1,516.00	-
					Amy Cummings		
						Payment Type: Check	
						Professional Community Management (Do Not Use - Management Module) Total:	\$ 1,516.00
							\$ 0.00
						Oyster Harbor Citizens Association, Inc. 13 Invoice(s) Totaling:	\$ 14,221.07
							\$ 0.00
						GRAND 13 Invoice(s) Totaling:	\$14,221.07
							\$ 0.00



Financial Report Package

January 2024

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Piers & Harbors

End Date: 01/31/2024

Assets				
CASH - OPERATING				
10-1020-00	PNC Operating Checking - 4178		\$6,000.91	
Total CASH - OPERATING:				<u>\$6,000.91</u>
Total Assets:				<u>\$6,000.91</u>
Liabilities & Equity				
OWNER EQUITY				
35-3510-00	Undesignated Equity		3,338.62	
Total OWNER EQUITY:				<u>\$3,338.62</u>
	Net Income Gain / Loss		<u>(89.62)</u>	<u>(\$89.62)</u>
Total Liabilities & Equity:				<u>\$3,249.00</u>

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	\$20.00	\$-	(\$20.00)	\$20.00	\$-	(\$20.00)	\$-
5050-00 Administrative Expenses	98.33	-	(98.33)	98.33	-	(98.33)	-
Total GENERAL & ADMINISTRATIVE	\$118.33	\$-	(\$118.33)	\$118.33	\$-	(\$118.33)	\$-
UTILITIES							
6010-00 Electricity	(28.71)	-	28.71	(28.71)	-	28.71	-
Total UTILITIES	(\$28.71)	\$-	\$28.71	(\$28.71)	\$-	\$28.71	\$-
Total OPERATING EXPENSE	\$89.62	\$-	(\$89.62)	\$89.62	\$-	(\$89.62)	\$-
Net Income:	(\$89.62)	\$0.00	(\$89.62)	(\$89.62)	\$0.00	(\$89.62)	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 1/1/2024 - 1/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	PNC Operating Checking - 4178	\$6,090.53	\$28.71	\$118.33	\$6,009.91	
Date	GL Ref #	Debit	Credit	Description		
01/01/2024	420340	\$ -	\$ 20.00	PNC Operating Checking - 4178 Inv # 15349; Professional Community Management, Inc. Chk Inv: 15349 Professional Community Management, Inc.		
01/02/2024	452087	-	33.00	Service charges and fees; PNC Chk # 0		
01/22/2024	452101	28.71	-	BGE ACH reversal PNC Operating Checking - 4178		
01/30/2024	442106	-	65.33	PNC Operating Checking - 4178 Inv # January; ProCom Chk # 1027 Inv: January ProCom		
20-2010-00	Accounts Payable	-	85.33	85.33	-	
Date	GL Ref #	Debit	Credit	Description		
01/01/2024	420132	\$ -	\$ 20.00	Accounts Payable Inv # 15349 Inv: 15349 Professional Community Management (Do Not Use - Management Module)		
01/01/2024	420340	20.00	-	Accounts Payable Inv # 15349; Professional Community Management, Inc. Chk # 1026 Inv: 15349 Professional Community Management, Inc.		
01/30/2024	441923	-	65.33	Accounts Payable Inv # January Inv: January ProCom		
01/30/2024	442106	65.33	-	Accounts Payable Inv # January; ProCom Chk # 1027 Inv: January ProCom		
35-3510-00	Undesignated Equity	(3,338.62)	-	-	(3,338.62)	
50-5010-00	Management Fees	-	20.00	-	20.00	
Date	GL Ref #	Debit	Credit	Description		
01/01/2024	420132	\$ 20.00	\$ -	Management Fee Inv: 15349 Professional Community Management (Do Not Use - Management Module)		
50-5050-00	Administrative Expenses	-	98.33	-	98.33	
Date	GL Ref #	Debit	Credit	Description		
01/02/2024	452087	\$ 33.00	\$ -	Service charges and fees; PNC Chk # 0		
01/30/2024	441923	23.68	-	Postage Expenses Inv: January ProCom		
01/30/2024	441923	41.65	-	Administrative Expenses Inv: January ProCom		
60-6010-00	Electricity	-	-	28.71	(28.71)	
Date	GL Ref #	Debit	Credit	Description		
01/22/2024	452101	\$ -	\$ 28.71	BGE ACH reversal Electricity		
		Totals:	\$2,751.91	\$232.37	\$232.37	\$2,751.91