

Draft Agenda for January 16, 2024 OHCA Board Meeting

- 1. Call to Order (7:00 pm)**
- 2. Moment of Silence (7:00 pm)**
- 3. Approval of Agenda (estimated time 7:01-7:03 pm)**
- 4. Approval of Minutes for 12/19/23 Board Meeting (draft sent out previously) (est 7:03-7:05 pm)**
- 5. Financial Reports for December/YTD FY2024 (est 7:05-7:10 pm)**
 - a. SCBD Accounts: Special Tax Treasurer Bill Blakefield**
 - b. Piers & Harbors Account: Association Treasurer Stephanie Orr**
- 6. President's Report (est 7:10-7:30 pm)**
 - a. Community Property Committee**
 - b. Roads & Drainage Committee**
 - c. Security Committee**
 - d. Beach Committee**
 - e. Social Committee**
 - f. Piers & Harbors Committee**
 - g. Finance Committee**
- 7. Process & Timeline for Revision of OHCA Constitution (est 7:30-8:30 pm)**
- 8. Other Old Business (est 8:30-8:35 pm)**
 - a. Lot 17 Property Line: Joe Matta – Cost Quote for getting legal opinion for OHCA**
- 9. New Business (est 8:35-8:40 pm)**
 - a. RFP/Remediation Committee – 11/21/23 MDE Violation Notice for fire truck turnaround at 1216 Cross Road**
- 10. Adjournment**

Oyster Harbor

CITIZENS ASSOCIATION

MINUTES



Professional Community Management, Inc.
400 Serendipity Drive
Millersville, MD 21108
Phone: (410) 721-0777
Phone: (301) 261-0777
Fax: (410) 721-4854
www.procomgt.com

AAMC[®]
Accredited Association
Management Company

**OHCA Board of Directors
Draft Minutes of Board Meeting Tuesday, December 19, 2023
Eastport Fire Station, 7:00 PM**

Board Members present:

- Winston Dunkley, Vice Chair
- Kathy Burk, President
- Barrett Hill, Board Member
- Haley Jurkowski, Board Member
- John Maxwell, Board Member
- Benny McCottry, Board Member
- 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 (online)
- Stephanie Orr, Association Treasurer
- Trisha Thomas, Corresponding Secretary
- Jody Tracey, Security Committee Chair

ProCom Representative present:

- Fran McDonnell

About twenty OHCA residents attended online.

Call to Order

Since Chair Dan Craig was out of the country and unable to attend, Vice Chair Winston Dunkley called the meeting to order at 7:00 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the December 19 board meeting was sent to all board members prior to the meeting, and there were no requested changes.

It was moved and seconded that the agenda for the December 19, 2023 OHCA Board Meeting be approved. APPROVED BY VOICE VOTE.

Approval of Minutes for November 14, 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 and seconded that the minutes of the November 19, 2023 OHCA Board Meeting be approved. APPROVED BY VOICE VOTE.

Financial Reports for November and FY2024 Year-to-Date

Piers & Harbors Account: Association Treasurer Stephanie Orr reported that the beginning balance for the Piers & Harbors account was \$8,812.36 on 11/1/23. There were \$2,650.37 in expenses during the month, including \$2,552.34 for the Oyster Roast, resulting in an ending balance of \$6,161.99 on 11/30/23.

John Maxwell asked if there is a way to reimburse the Piers & Harbors account for the BG&E bills that were paid from that account. President Kathy Burk said that historically the BG&E bill for the OHCA piers was paid from the Piers & Harbors account, and we would need approval from the County in writing for the Special Community Benefit District account to reimburse the Piers & Harbors account for the BG&E bills paid from the Piers & Harbors account.

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Bill Blakefield reported that the 11/30/23 balances were \$32,161.35 in the SCBD checking account, \$150,952.87 in the Truist money market account, and \$276,618.17 in the Morgan Stanley account, and total SCBD assets were \$462,667.65 on 11/30/23. He noted that OHCA will earn about \$7,500 in interest income from the Certificates of Deposit (CDs) at Morgan Stanley. \$100,000 of the Morgan Stanley CDs will mature in January, and we should consider reinvesting those funds in another CD.

Proposed SCBD Budget for FY2025

President Kathy Burk reported that the projected SCBD revenue for FY2025 (July 2024-June 2025) is \$417,690. The community tax rate has been 0.27% for many years, and the projected revenue is based on continuation of that rate.

President Burk handed out the proposed SCBD budget for FY2025. She then went through the budget line by line, and explained any changes from the FY2024 budget.

John Maxwell asked about the \$2,000 for a storage unit in the proposed budget. Fran McDonnell from ProCom explained that ProCom does not have room to continue storing all of the 40+ boxes of materials from OHCA, although it can store more recent materials. She said that normally when ProCom takes over management of a community, there is a purging of materials to be stored. Community member Chris Heel asked about scanning of older OHCA records. President Burk said we have talked about having a scanning company scan the materials, and Nancy Plaxico commented that the previous OHCA President said for several years that the Community Manager was scanning the OHCA records. We know that there is a lot of cultural history in the older records, and Sharon Merrick said she would like to go through those materials. President Burk said that anyone who would like to review the materials should make arrangements with ProCom since the materials are now stored at the ProCom office.

Regarding the legal line items in the proposed FY2025 budget, President Burk read an email from Chair Dan Craig recommending that the legal budget be at least \$15,000 and preferably \$20,000 given the legal issues facing the community and the upcoming revision of the OHCA Constitution. There was general consensus that the two legal line items (for General Legal and Zoning Legal) should be combined into one Legal line item and the FY 2025 budgeted amount for that should be \$20,000, which is the same as the combined amount for the two legal line items in the FY 2024 budgets.

Barrett Hill asked that if someone sues OHCA, does our insurance cover that. President Burk said she will check on that.

Regarding Capital Improvements in the budget, President Burk said we should think about what capital improvements we want to plan. The Finance Committee has generated some ideas for capital improvements (gazebo and walkway replacement, bike rack, porta potty enclosure, bulkhead replacement, long term landscaping plan, wifi at all community lots/beach/piers, wells at beach and piers, replacement of Harbor Lot playground, playground equipment refresh, beach fence replacement, and shelters for bus stops), and Finance Committee members are getting cost estimates for possible projects. We are awaiting the Reserve Study to know what longer term reserve needs we should plan for, and Fran McDonnell said she will follow up with Miller Dodson to find out when we will get the draft reserve study.

Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the Proposed FY2025 SCBD Budget. UNANIMOUSLY APPROVED BY VOICE VOTE.

SCBD Annual Audit

President Burk handed out the FY2023 SCBD Annual Audit report from auditors Klosterman & Associates. The audit gives a "Qualified Opinion" since the "commingling of SCBD assets in prior years with assets of the Oyster Harbor Citizens Association, Inc. is being audited by a forensic accounting firm to determine the amount, if any, that needs to be restored to the SCBD." Except for that "Basis for Qualified Opinion," the annual audit concludes that the SCBD financial statements for FY2023 "present fairly, in all material respects, the assets, liabilities, and fund balance of the SCBD as of June 30, 2023, and its revenues, expenditures and changes in fund balance."

President's Report

President Burk noted that we will be staying with LB Landscaping for snow removal this year, but we will be bidding out all landscaping, snow removal, beach cleaning, and dog waste removal services at the end of January. Fran McDonnell from ProCom will make a map showing where services are needed, and will tour those areas with bidders. We are going to tighten up the contracts and oversight of the contracts.

The sinkhole by the Booker Pier is back. The board discussed the need to get a quote from a marine construction/bulkhead company. Haley Jukowski recommended that we get sawhorses or something else to protect the area while we await the remediation. Fran McDowell said she will order sawhorses and caution tape for the area around the sinkhole.

President Burk reported that the beach gate is not working again. We will get it replaced during the spring cleanup.

Roads & Drainage: ProCom is looking for a contractor to repair or replace the Shore Drive duck valve.

The pipes in the culverts need to be cleared out, and we will have the company that did that in the past (Jet Blast from Pasadena) come out and take a look.

Security: Security patrols will be reduced in frequency starting in January.

Parking Subcommittee: Nancy Plaxico reported that the proposed parking policy was communicated to the community in the November newsletter and at the November community meeting. The newsletter asked that any concerns or questions be sent to her and she has not received any concerns or questions, which indicates general community agreement with the proposed policy. **Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the proposed Parking Policy. APPROVED BY VOICE VOTE.**

Nancy will work with ProCom to get a towing contract and parking signs to implement the proposed policy. We will take down many of the existing signs at parking lots so the new signs with the new policy are more readily apparent.

Other Old Business

Revising the OHCA Constitution: A community member submitted some proposed amendments to the Constitution at the November community meeting. The board discussed when those and other amendments to the Constitution should be presented to the community for a vote. President Burk noted that the purpose of the 1/23/24 community meeting is to approve the FY 2025 budget, but amendments to the Constitution could be taken up at the March community meeting. Any proposed amendments to the Constitution have to be sent to the community at least 30 days prior to the community vote on the amendments.

President Burk said that she thinks there should be a committee that reviews and proposes amendments to the Constitution, and that committee should include community representatives as well as OHCA Officer and board representatives. The board agreed that at the 1/16/24 board meeting, the board will develop a plan and timeline for amending the OHCA Constitution, including having a committee with community, officer and board representatives.

Northern Property Line of Lot 17: John Maxwell reported for Joe Matta that Joe is still in the process of getting a price quote from a property attorney to provide the board with an independent third-party opinion on ownership of the strip of land along the north side of Lot 17.

ProCom Communications on Behalf of Board: John Maxwell said that his concern that there be a quality assurance process for all such communications was addressed by the board's action at the November meeting, and that process is now in place: The draft of any such communication and the County Code on which it is based will be reviewed by the Chair and President, and sent to all the board members before the communication is sent out.

New Business

Barrett Hill said that he thinks the fence on the corner of Louis and Arundel on the Bay Road is a safety hazard. John Maxwell agreed that it is challenging to turn onto Arundel on the Bay from Louis since the fence impedes the view of oncoming traffic. John Maxwell agreed to talk with the property owner to explore possible ways to improve visibility on that corner. Fran McDonnell from ProCom said she will research what County regulations there are regarding fences on corner lots.

Haley Jurkowski asked about the jellyfish nets at the beach. Brandon Dall'Aqua responded that the jellyfish nets will stay for now but we are looking at other options. We would like to find something that does a better job of keeping jellyfish out of the swimming area.

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 8:52 p.m.

Minutes drafted by Board Secretary Nancy Plaxico.



Financial Report Package

**December 2023
Fiscal Year: 2024**

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.

Assets

CASH - OPERATING

10-1020-00	Truist Operating Checking - 4430	\$34,183.84
------------	----------------------------------	-------------

Total CASH - OPERATING:		<u>\$34,183.84</u>
--------------------------------	--	--------------------

CASH - RESERVES

12-1220-00	Truist Reserve MM - 7029	111,178.71
------------	--------------------------	------------

12-1250-00	Morgan Stanley Investments	278,135.71
------------	----------------------------	------------

Total CASH - RESERVES:		<u>\$389,314.42</u>
-------------------------------	--	---------------------

ACCOUNTS RECEIVABLE

14-1420-00	Cash held by AACO	2,835.26
------------	-------------------	----------

Total ACCOUNTS RECEIVABLE:		<u>\$2,835.26</u>
-----------------------------------	--	-------------------

18-1830-00	BGE Deposit	100.00
------------	-------------	--------

Total Assets:		<u><u>\$426,433.52</u></u>
----------------------	--	----------------------------

Liabilities & Equity

RESERVE FUNDS

30-3020-00	Reserves - Capital Elements	487,512.98
------------	-----------------------------	------------

Total RESERVE FUNDS:		<u>\$487,512.98</u>
-----------------------------	--	---------------------

OWNER EQUITY

35-3510-00	Undesignated Equity	165,465.52
------------	---------------------	------------

35-3520-00	Prior Year Net Income	(36,961.22)
------------	-----------------------	-------------

Total OWNER EQUITY:		<u>\$128,504.30</u>
----------------------------	--	---------------------

Net Income Gain / Loss	<u>(189,583.76)</u>	<u>(\$189,583.76)</u>
------------------------	---------------------	-----------------------

Total Liabilities & Equity:		<u><u>\$426,433.52</u></u>
--	--	----------------------------

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
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	-	41.67	(41.67)	-	250.02	(250.02)	500.00
Total OPERATING INCOME	\$-	\$41.67	(\$41.67)	(\$5,000.00)	\$250.02	(\$5,250.02)	\$416,840.00
Total OPERATING INCOME	\$0.00	\$41.67	(\$41.67)	(\$5,000.00)	\$250.02	(\$5,250.02)	\$416,840.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	1,472.00	2,916.67	1,444.67	8,832.00	17,500.02	8,668.02	35,000.00
5030-00 Tax Prep & Audit Fees	8,000.00	333.33	(7,666.67)	22,560.00	1,999.98	(20,560.02)	4,000.00
5040-00 Legal Fees	12,050.00	1,250.00	(10,800.00)	22,050.00	7,500.00	(14,550.00)	15,000.00
5050-00 Administrative Expenses	1,027.06	333.33	(693.73)	5,055.80	1,999.98	(3,055.82)	4,000.00
5053-00 Office Supplies	-	41.67	41.67	-	250.02	250.02	500.00
5054-00 Office Equipment & Services	-	41.67	41.67	136.73	250.02	113.29	500.00
5080-00 Web Site Administration	24.38	500.00	475.62	2,424.38	3,000.00	575.62	6,000.00
5090-00 Memberships & Subscriptions	110.98	125.00	14.02	1,701.61	750.00	(951.61)	1,500.00
5100-00 Bank Charges	(146.00)	-	146.00	(91.00)	-	91.00	-
5105-00 SCBD Fees	-	166.67	166.67	-	1,000.02	1,000.02	2,000.00
5110-00 Miscellaneous Expenses	271.33	-	(271.33)	271.33	-	(271.33)	-
5210-00 Taxes	-	916.67	916.67	321.66	5,500.02	5,178.36	11,000.00
5220-00 Stormwater taxes	-	-	-	323.45	-	(323.45)	-
5310-00 Insurance Premium	-	750.00	750.00	9,508.00	4,500.00	(5,008.00)	9,000.00
5600-00 Rent	-	208.33	208.33	1,611.90	1,249.98	(361.92)	2,500.00
5710-00	-	2,083.33	2,083.33	-	12,499.98	12,499.98	25,000.00
Design/Engineering/Survey/Zoning							
5730-00 Security Services	7,003.97	2,500.00	(4,503.97)	25,122.20	15,000.00	(10,122.20)	30,000.00
Total GENERAL & ADMINISTRATIVE	\$29,813.72	\$12,166.67	(\$17,647.05)	\$99,828.06	\$73,000.02	(\$26,828.04)	\$146,000.00
UTILITIES							
6010-00 Water, Sewer, & Electricity	409.48	125.00	(284.48)	2,709.13	750.00	(1,959.13)	1,500.00
6040-00 Phone & Internet	412.61	333.33	(79.28)	2,671.94	1,999.98	(671.96)	4,000.00
Total UTILITIES	\$822.09	\$458.33	(\$363.76)	\$5,381.07	\$2,749.98	(\$2,631.09)	\$5,500.00

Description	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$1,600.00	\$2,500.00	\$900.00	\$15,750.00	\$15,000.00	(\$750.00)	\$30,000.00
7030-00 Tree Maintenance	-	833.33	833.33	275.00	4,999.98	4,724.98	10,000.00
7110-00 Piers & Harbors Improvement & Repairs	-	458.33	458.33	-	2,749.98	2,749.98	5,500.00
7150-00 Beach Cleaning	1,350.00	2,083.33	733.33	18,830.00	12,499.98	(6,330.02)	25,000.00
7160-00 Swimming Area Nets	-	250.00	250.00	-	1,500.00	1,500.00	3,000.00
7165-00 Gazebo Maintenance & Repair	-	83.33	83.33	3,400.00	499.98	(2,900.02)	1,000.00
7170-00 Portable Toilets	477.00	708.33	231.33	2,544.00	4,249.98	1,705.98	8,500.00
7210-00 General Maintenance & Repairs	3,764.70	3,486.67	(278.03)	16,728.84	20,920.02	4,191.18	41,840.00
7220-00 Trash Removal & Hauling	-	166.67	166.67	-	1,000.02	1,000.02	2,000.00
7250-00 Pet Waste Station Expense	-	166.67	166.67	4,386.79	1,000.02	(3,386.77)	2,000.00
7265-00 Lock Maintenance & Repair	-	208.33	208.33	-	1,249.98	1,249.98	2,500.00
7275-00 Signage	-	250.00	250.00	-	1,500.00	1,500.00	3,000.00
7290-00 Lighting Maintenance & Repair	-	166.67	166.67	-	1,000.02	1,000.02	2,000.00
7300-00 Environmental Initiatives & Erosion Control	-	833.33	833.33	-	4,999.98	4,999.98	10,000.00
7305-00 Dredging	-	5,000.00	5,000.00	1,560.00	30,000.00	28,440.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	2,333.33	2,333.33	15,900.00	13,999.98	(1,900.02)	28,000.00
7320-00 Culvert Maintenance & Repair	-	416.67	416.67	-	2,500.02	2,500.02	5,000.00
7330-00 Swale Maintenance & Repair	-	1,666.67	1,666.67	-	10,000.02	10,000.02	20,000.00
7810-00 Snow & Ice Removal	-	500.00	500.00	-	3,000.00	3,000.00	6,000.00
Total SITE MAINTENANCE	\$7,191.70	\$22,111.66	\$14,919.96	\$79,374.63	\$132,669.96	\$53,295.33	\$265,340.00
Total OPERATING EXPENSE	\$37,827.51	\$34,736.66	(\$3,090.85)	\$184,583.76	\$208,419.96	\$23,836.20	\$416,840.00
Net Income:	(\$37,827.51)	(\$34,694.99)	(\$3,132.52)	(\$189,583.76)	(\$208,169.94)	\$18,586.18	\$0.00

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	Truist Operating Checking - 4430	\$32,161.35	\$40,527.06	\$38,504.57	\$34,183.84	
Date	GL Ref #	Debit	Credit	Description		
12/01/2023	394391	\$ -	\$ 1,600.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4165		
12/01/2023	394393	-	1,350.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4166		
12/01/2023	394395	-	930.95	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4167		
12/01/2023	394397	-	895.17	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4168		
12/01/2023	394399	-	902.33	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4169		
12/01/2023	394671	-	1,472.00	Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4170		
12/04/2023	399067	-	24.38	Reimbursement for Squarespace #2; Barrett Hill Chk # 4171		
12/04/2023	399095	-	10,000.00	Second payment towards payment plan; Kurt D. Karsten, ESQ Chk # 4172		
12/04/2023	399516	-	500.00	Donation for the use of the meeting room; Eastport Volunteer Fire Co, Inc Chk # 4173		
12/07/2023	423036	-	266.20	Misc. Check; Comcast Chk # 0		
12/14/2023	395328	-	84.97	Truist Operating Checking - 4430; BGE Chk # 0		
12/15/2023	407276	-	418.70	Truist Operating Checking - 4430; NORTH ARUNDEL CONTRACTING, INC Chk # 4175		
12/15/2023	407278	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4176		
12/15/2023	407280	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4177		
12/15/2023	407282	-	680.52	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4178		
12/15/2023	407284	-	902.33	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4179		
12/15/2023	407286	-	31.80	Truist Operating Checking - 4430; Google Chk # 4180		
12/15/2023	423038	-	84.97	Misc. Check; BGE Chk # 0		
12/18/2023	423040	-	23.00	Misc. Check; Constant Contact Chk # 0		
12/19/2023	408209	-	125.16	Truist Operating Checking - 4430; Anne Arundel County Chk # 4181		
12/19/2023	408211	-	2,300.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4182		
12/19/2023	423269	40,000.00	-	Transfer from Truist MM Truist Operating Checking - 4430		
12/20/2023	408942	-	1,046.00	Truist Operating Checking - 4430; Custom Conveying INC. Chk # 4183		
12/21/2023	423042	-	4.00	Misc. Check; Truist Chk # 0		
12/27/2023	411480	-	527.06	Truist Operating Checking - 4430; ProCom Chk # 4184		
12/27/2023	411480	527.06	-	Truist Operating Checking - 4430 (Reversal); ProCom Chk # 4184		
12/27/2023	411723	-	527.06	Truist Operating Checking - 4430; ProCom Chk # 4185		
12/28/2023	423044	-	18.08	Misc. Check; BGE Chk # 0		
12/28/2023	423046	-	48.32	Misc. Check; BGE Chk # 0		
12/29/2023	423048	-	146.41	Misc. Check; Comcast Chk # 0		
12/29/2023	423050	-	47.98	Misc. Check; BGE Chk # 0		
12/31/2023	423973	-	24.38	Reimbursement for Squarespace; Barrett Hill Chk # 4188		
12/31/2023	424648	-	271.33	Truist Operating Checking - 4430; Signs By Tomorrow Chk # 4190		
12/31/2023	424650	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4191		
12/31/2023	424652	-	2,050.00	Truist Operating Checking - 4430; Stout Risius Ross, LLC Chk # 4192		
12/31/2023	424654	-	909.48	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4193		
12/31/2023	424656	-	909.48	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4194		
12/31/2023	424658	-	873.71	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4195		
12/31/2023	424660	-	31.80	Truist Operating Checking - 4430; Google Chk # 4196		
12/31/2023	424662	-	8,000.00	Truist Operating Checking - 4430; Klosterman & Associates P.A. Chk # 4197		
12-1220-00	Truist Reserve MM - 7029		150,952.87	225.84	40,000.00	111,178.71
Date	GL Ref #	Debit	Credit	Description		
12/19/2023	423269	\$ -	\$ 40,000.00	Transfer from Truist MM Truist Reserve MM - 7029		
12/29/2023	423052	225.84	-	Truist Monthly Interest		
12-1250-00	Morgan Stanley Investments		276,618.17	1,517.54	-	278,135.71
Date	GL Ref #	Debit	Credit	Description		
12/31/2023	423959	\$ 1,367.54	\$ -	Morgan Stanley Monthly Interest & Valuation		

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
12/31/2023	423959 \$ 150.00	\$ -			
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	(485,769.60)	-	1,743.38	(487,512.98)
Date	GL Ref # Debit Credit Description				
12/29/2023	423052 \$ -	\$ 225.84			
12/31/2023	423959 -	1,367.54			
12/31/2023	423959 -	150.00			
35-3510-00	Undesignated Equity	(165,615.52)	150.00	-	(165,465.52)
Date	GL Ref # Debit Credit Description				
12/31/2023	423959 \$ 150.00	\$ -			
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	7,360.00	1,472.00	-	8,832.00
Date	GL Ref # Debit Credit Description				
12/01/2023	394671 \$ 1,472.00	\$ -			
50-5030-00	Tax Prep & Audit Fees	14,560.00	8,000.00	-	22,560.00
Date	GL Ref # Debit Credit Description				
12/31/2023	424662 \$ 8,000.00	\$ -			
50-5040-00	Legal Fees	10,000.00	12,050.00	-	22,050.00
Date	GL Ref # Debit Credit Description				
12/04/2023	399095 \$ 10,000.00	\$ -			
12/31/2023	424652 2,050.00	-			
50-5050-00	Administrative Expenses	4,028.74	1,554.12	527.06	5,055.80
Date	GL Ref # Debit Credit Description				
12/04/2023	399516 \$ 500.00	\$ -			
12/27/2023	411480 270.65	-			
12/27/2023	411480 256.41	-			
12/27/2023	411480 -	270.65			
12/27/2023	411480 -	256.41			
12/27/2023	411723 270.65	-			
12/27/2023	411723 256.41	-			
50-5054-00	Office Equipment & Services	136.73	-	-	136.73
Date	GL Ref # Debit Credit Description				
50-5080-00	Web Site Administration	2,400.00	24.38	-	2,424.38
Date	GL Ref # Debit Credit Description				
12/31/2023	423973 \$ 24.38	\$ -			
50-5090-00	Memberships & Subscriptions	1,590.63	110.98	-	1,701.61
Date	GL Ref # Debit Credit Description				
12/04/2023	399067 \$ 24.38	\$ -			
12/15/2023	407286 31.80	-			
12/18/2023	423040 23.00	-			
12/31/2023	424660 31.80	-			
50-5100-00	Bank Charges	55.00	4.00	150.00	(91.00)
Date	GL Ref # Debit Credit Description				
12/21/2023	423042 \$ 4.00	\$ -			

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
12/31/2023	423959 \$ -	\$ 150.00	Morgan Stanley Monthly Interest & Valuation		
50-5110-00	Miscellaneous Expenses	-	271.33	-	271.33
Date	GL Ref #	Debit	Credit	Description	
12/31/2023	424648	\$ 271.33	\$ -	Miscellaneous Expenses; Signs By Tomorrow Chk # 4190	
50-5210-00	Taxes	321.66	-	-	321.66
Date	GL Ref #	Debit	Credit	Description	
50-5220-00	Stormwater 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	18,118.23	7,003.97	-	25,122.20
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394395	\$ 930.95	\$ -	Security Services; Investigative Consulting & Services, Inc. Chk # 4167	
12/01/2023	394397	895.17	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4168	
12/01/2023	394399	902.33	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4169	
12/15/2023	407282	680.52	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4178	
12/15/2023	407284	902.33	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4179	
12/31/2023	424654	909.48	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4193	
12/31/2023	424656	909.48	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4194	
12/31/2023	424658	873.71	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4195	
60-6010-00	Water, Sewer, & Electricity	2,299.65	409.48	-	2,709.13
Date	GL Ref #	Debit	Credit	Description	
12/14/2023	395328	\$ 84.97	\$ -	Water, Sewer, & Electricity; BGE Chk # 0	
12/15/2023	423038	84.97	-	Misc. Check; BGE Chk # 0	
12/19/2023	408209	125.16	-	Water, Sewer, & Electricity; Anne Arundel County Chk # 4181	
12/28/2023	423044	18.08	-	Misc. Check; BGE Chk # 0	
12/28/2023	423046	48.32	-	Misc. Check; BGE Chk # 0	
12/29/2023	423050	47.98	-	Misc. Check; BGE Chk # 0	
60-6040-00	Phone & Internet	2,259.33	412.61	-	2,671.94
Date	GL Ref #	Debit	Credit	Description	
12/07/2023	423036	\$ 266.20	\$ -	Misc. Check; Comcast Chk # 0	
12/29/2023	423048	146.41	-	Misc. Check; Comcast Chk # 0	
70-7010-00	Landscaping & Cleaning	14,150.00	1,600.00	-	15,750.00
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394391	\$ 1,600.00	\$ -	Landscaping & Cleaning; LB Landscaping Chk # 4165	
70-7030-00	Tree Maintenance	275.00	-	-	275.00
Date	GL Ref #	Debit	Credit	Description	
70-7150-00	Beach Cleaning	17,480.00	1,350.00	-	18,830.00
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394393	\$ 1,350.00	\$ -	Beach Cleaning; LB Landscaping Chk # 4166	
70-7165-00	Gazebo Maintenance & Repair	3,400.00	-	-	3,400.00
Date	GL Ref #	Debit	Credit	Description	
70-7170-00	Portable Toilets	2,067.00	477.00	-	2,544.00
Date	GL Ref #	Debit	Credit	Description	
12/15/2023	407278	\$ 159.00	\$ -	Portable Toilets; Jiffy John, Inc. Chk # 4176	
12/15/2023	407280	159.00	-	Portable Toilets; Jiffy John, Inc. Chk # 4177	
12/31/2023	424650	159.00	-	Portable Toilets; Jiffy John, Inc. Chk # 4191	

Account No	Description		Prior Balance	Current Debit	Current Credit	End Balance
70-7210-00	General Maintenance & Repairs		\$12,964.14	\$3,764.70	\$-	\$16,728.84
Date	GL Ref #	Debit	Credit	Description		
12/15/2023	407276	\$ 418.70	\$ -	General Maintenance & Repairs; NORTH ARUNDEL CONTRACTING, INC Chk # 4175		
12/19/2023	408211	2,300.00	-	General Maintenance & Repairs; LB Landscaping Chk # 4182		
12/20/2023	408942	1,046.00	-	General Maintenance & Repairs; Custom Conveying INC. Chk # 4183		
70-7250-00	Pet Waste Station Expense		4,386.79	-	-	4,386.79
Date	GL Ref #	Debit	Credit	Description		
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		
Totals:			\$0.00	\$80,925.01	\$80,925.01	\$0.00

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount Payment Type	Balance Due
Anne Arundel County Office of Finance							
12/19/2023	24256756	12/19/2023	12/19/2023 Tracy Denny	Paid (check)		\$125.16 Payment Type: Check	\$ -
Anne Arundel County Office of Finance Total:						\$ 125.16	\$ 0.00
BGE							
12/14/2023		12/14/2023	12/01/2023 Angela Ashe	Paid (EFT)		\$84.97 Payment Type: EFT	-
BGE Total:						\$ 84.97	\$ 0.00
Custom Conveying INC.							
12/20/2023	5759	12/20/2023	12/20/2023 Angela Ashe	Paid (check)		\$1,046.00 Payment Type: Check	-
Custom Conveying INC. Total:						\$ 1,046.00	\$ 0.00
Google							
12/15/2023	4862083567	12/15/2023	12/15/2023 Tracy Denny	Paid (check)		\$31.80 Payment Type: Check	-
12/31/2023		12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$31.80 Payment Type: Check	-
Google Total:						\$ 63.60	\$ 0.00
Investigative Consulting & Services, Inc.							
12/01/2023	958	11/30/2023	12/01/2023 Loretta D'Souza	Paid (check)		\$930.95 Payment Type: Check	-
12/01/2023	1185	11/30/2023	12/01/2023 Loretta D'Souza	Paid (check)		\$895.17 Payment Type: Check	-
12/01/2023	1058	11/30/2023	12/01/2023 Loretta D'Souza	Paid (check)		\$902.33 Payment Type: Check	-
12/15/2023	1279	12/15/2023	12/15/2023 Tracy Denny	Paid (check)		\$680.52 Payment Type: Check	-
12/15/2023	1397	12/15/2023	12/15/2023 Tracy Denny	Paid (check)		\$902.33 Payment Type: Check	-
12/31/2023		12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$909.48 Payment Type: Check	-
12/31/2023	1468	12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$909.48 Payment Type: Check	-
12/31/2023	1564	12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$873.71 Payment Type: Check	-
Investigative Consulting & Services, Inc. Total:						\$ 7,003.97	\$ 0.00
Jiffy John, Inc.							
12/15/2023	289378	12/15/2023	12/15/2023 Tracy Denny	Paid (check)		\$159.00 Payment Type: Check	-
12/15/2023	289379	12/15/2023	12/15/2023 Tracy Denny	Paid (check)		\$159.00 Payment Type: Check	-
12/31/2023	290488	12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$159.00 Payment Type: Check	-
Jiffy John, Inc. Total:						\$ 477.00	\$ 0.00
Klosterman & Associates P.A.							
12/31/2023	6/30/23	12/31/2023	01/05/2024 Gena Teano	Paid (check)		\$8,000.00 Payment Type: Check	-
Klosterman & Associates P.A. Total:						\$ 8,000.00	\$ 0.00

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount Payment Type	Balance Due
LB Landscaping							
12/01/2023	11/17/23 leaf remove	11/30/2023	12/01/2023	Paid (check)		\$1,600.00	\$ -
			Loretta D'Souza			Payment Type: Check	
12/01/2023	11/24/23 Storm Debris	11/30/2023	12/01/2023	Paid (check)		\$1,350.00	-
			Loretta D'Souza			Payment Type: Check	
12/19/2023	12/8/23	12/18/2023	12/19/2023	Paid (check)		\$2,300.00	-
			Tracy Denny			Payment Type: Check	
LB Landscaping Total:						\$ 5,250.00	\$ 0.00
NORTH ARUNDEL CONTRACTING, INC							
12/15/2023	93366	12/15/2023	12/15/2023	Paid (check)		\$418.70	-
			Tracy Denny			Payment Type: Check	
NORTH ARUNDEL CONTRACTING, INC Total:						\$ 418.70	\$ 0.00
ProCom							
12/27/2023		12/27/2023	12/28/2023	Paid (check)		\$527.06	-
			Amy Cummings			Payment Type: Check	
ProCom Total:						\$ 527.06	\$ 0.00
Professional Community Management (Do Not Use - Management Module)							
12/01/2023	14700	12/01/2023	12/01/2023	Paid (check)		\$1,472.00	-
			Amy Cummings			Payment Type: Check	
Professional Community Management (Do Not Use - Management Module) Total:						\$ 1,472.00	\$ 0.00
SIGNS BY TOMORROW ANNAPOLIS							
12/31/2023		12/31/2023	01/05/2024	Paid (check)		\$271.33	-
			Gena Teano			Payment Type: Check	
SIGNS BY TOMORROW ANNAPOLIS Total:						\$ 271.33	\$ 0.00
Stout Intermediate Holdings, L.P.							
12/31/2023		12/31/2023	01/05/2024	Paid (check)		\$2,050.00	-
			Gena Teano			Payment Type: Check	
Stout Intermediate Holdings, L.P. Total:						\$ 2,050.00	\$ 0.00
Oyster Harbor Citizens Association, Inc. 25 Invoice(s) Totaling:						\$ 26,789.79	\$ 0.00
GRAND 25 Invoice(s) Totaling:						\$26,789.79	\$ 0.00



Financial Report Package

December 2023

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.

Assets

CASH - OPERATING

10-1020-00	PNC Operating Checking - 4178	\$6,090.53	
------------	-------------------------------	------------	--

Total CASH - OPERATING:			<u>\$6,090.53</u>
-------------------------	--	--	-------------------

Total Assets:			<u>\$6,090.53</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>2,751.91</u>	
			<u>\$2,751.91</u>

Total Liabilities & Equity:			<u>\$6,090.53</u>
--	--	--	--------------------------

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 Assessment Income	\$-	\$-	\$-	\$17,556.00	\$-	\$17,556.00	\$-
Total OPERATING INCOME	\$-	\$-	\$-	\$17,556.00	\$-	\$17,556.00	\$-
Total OPERATING INCOME	\$0.00	\$-	\$-	\$17,556.00	\$-	\$17,556.00	\$-
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	20.00	-	(20.00)	180.00	-	(180.00)	-
5050-00 Administrative Expenses	2.96	-	(2.96)	320.63	-	(320.63)	-
5410-00 Community/Social Activities	-	-	-	13,704.41	-	(13,704.41)	-
Total GENERAL & ADMINISTRATIVE	\$22.96	\$-	(\$22.96)	\$14,205.04	\$-	(\$14,205.04)	\$-
UTILITIES							
6010-00 Electricity	48.50	-	(48.50)	599.05	-	(599.05)	-
Total UTILITIES	\$48.50	\$-	(\$48.50)	\$599.05	\$-	(\$599.05)	\$-
Total OPERATING EXPENSE	\$71.46	\$-	(\$71.46)	\$14,804.09	\$-	(\$14,804.09)	\$-
Net Income:	(\$71.46)	\$0.00	(\$71.46)	\$2,751.91	\$0.00	\$2,751.91	\$0.00

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-1020-00	PNC Operating Checking - 4178	\$6,161.99	\$2.96	\$74.42	\$6,090.53
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394669	\$ -	\$ 20.00	PNC Operating Checking - 4178 Inv # 14701; Professional Community Management, Inc. Chk Inv: 14701 Professional Community Management, Inc.	
12/12/2023	423265	-	19.79	Misc. Check; BGE Chk # 0	
12/27/2023	411478	-	2.96	PNC Operating Checking - 4178; ProCom Chk # 1024 Inv: ProCom	
12/27/2023	411478	2.96	-	PNC Operating Checking - 4178 (Reversal); ProCom Chk # 1024 Inv: ProCom	
12/27/2023	411721	-	2.96	PNC Operating Checking - 4178; ProCom Chk # 1025 Inv: ProCom	
12/28/2023	423267	-	28.71	Misc. Check; BGE Chk # 0	
20-2010-00	Accounts Payable	-	25.92	25.92	-
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394485	\$ -	\$ 20.00	Accounts Payable Inv # 14701 Inv: 14701 Professional Community Management (Do Not Use - Management Module)	
12/01/2023	394669	20.00	-	Accounts Payable Inv # 14701; Professional Community Management, Inc. Chk # 1023 Inv: 14701 Professional Community Management, Inc.	
12/27/2023	411290	-	2.96	Accounts Payable Inv: ProCom	
12/27/2023	411478	2.96	-	Accounts Payable; ProCom Chk # 1024 Inv: ProCom	
12/27/2023	411478	-	2.96	Accounts Payable (Reversal); ProCom Chk # 1024 Inv: ProCom	
12/27/2023	411721	2.96	-	Accounts Payable; ProCom Chk # 1025 Inv: ProCom	
35-3510-00	Undesignated Equity	(3,338.62)	-	-	(3,338.62)
Date	GL Ref #	Debit	Credit	Description	
40-4010-00	Assessment Income	(17,556.00)	-	-	(17,556.00)
Date	GL Ref #	Debit	Credit	Description	
50-5010-00	Management Fees	160.00	20.00	-	180.00
Date	GL Ref #	Debit	Credit	Description	
12/01/2023	394485	\$ 20.00	\$ -	Management Fee Inv: 14701 Professional Community Management (Do Not Use - Management Module)	
50-5050-00	Administrative Expenses	317.67	2.96	-	320.63
Date	GL Ref #	Debit	Credit	Description	
12/27/2023	411290	\$ 2.96	\$ -	Administrative Expenses Inv: ProCom	
50-5410-00	Community/Social Activities	13,704.41	-	-	13,704.41
Date	GL Ref #	Debit	Credit	Description	
60-6010-00	Electricity	550.55	48.50	-	599.05
Date	GL Ref #	Debit	Credit	Description	
12/12/2023	423265	\$ 19.79	\$ -	Misc. Check; BGE Chk # 0	
12/28/2023	423267	28.71	-	Misc. Check; BGE Chk # 0	

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
Totals:		\$0.00	\$100.34	\$100.34	\$0.00