

Draft Agenda for June 18, 2024 OHCA Board Meeting

- 1. Call to Order**
- 2. Moment of Silence**
- 3. Approval of Agenda** (draft sent out previously)
- 4. Approval of Minutes for 5/21/24 Board Meeting** (draft sent out previously)
- 5. Financial Reports for May/YTD FY2024** (sent out previously)
 - a. SCBD Accounts: Special Tax Treasurer Bill Blakefield**
 - b. Piers & Harbors Account: Association Treasurer Stephanie Orr**
- 6. President's Report**
 - a. Finance Committee**
 - b. Security Committee**
 - c. Community Property Committee**
 - d. Roads & Drainage Committee**
 - e. Beach Committee**
 - f. Social Committee**
 - g. Piers & Harbors Committee**
- 7. Update on Repayment Plan for County**
- 8. Update on Revision of OHCA Constitution: Brandon Dall'Acqua**
- 9. Update on Emergency Vehicle Turnaround: Dan Craig**
- 10. Other Old Business**
- 11. New Business**
- 12. Adjournment**

**OHCA Board of Directors
Draft Minutes of Board Meeting Tuesday, May 21, 2024
Eastport Fire Station, 7:00 PM**

Board Members present:

- Dan Craig, Chair
- Winston Dunkley, Vice Chair
- Kathy Burk, President
- Barrett Hill, Board Member
- Benny McCottry, Board Member
- Sharon Merrick, Board Member
- 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

ProCom representative present:

- Fran McDonnell

About ten OHCA residents attended online or in person.

Call to Order

Chair Dan Craig called the meeting to order at 7:03 pm and asked for a moment of silence.

Approval of Agenda

A draft agenda for the May 21 board meeting was sent to all board members prior to the meeting and no changes were requested.

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

Approval of Minutes for April 16, 2024 Board Meeting

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

Nancy Plaxico moved and Benny McCottry seconded a motion to approve the minutes of the April 16, 2024 OHCA Board Meeting. UNANIMOUSLY APPROVED BY VOICE VOTE.

Approval of Minutes for May 7, 2024 Special Board Meeting

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

Nancy Plaxico moved and Winston Dunkley seconded a motion to approve the minutes of the May 7, 2024 Special OHCA Board Meeting. UNANIMOUSLY APPROVED BY VOICE VOTE.

Financial Reports for April and FY2024 Year-to-Date

Special Community Benefit District (SCBD) Accounts: Special Tax Treasurer Bill Blakefield reported on the end-of-April balances in the Truist checking account (\$34,842), Truist money market account (\$205,333), and Morgan Stanley account (\$483,330). SCBD assets at the end of April totaled \$726,440.

As authorized by the board at the April meeting, Mr. Blakefield reinvested \$125,000 at Morgan Stanley into a six month Certificate of Deposit (CD) earning 5 ¼% interest. Mr. Blakefield expects OHCA to earn about \$20,000 in total interest from CDs this year.

Mr. Blakefield explained some small changes that have been made in the OHCA financial statements. Interest earned is now on the Profit & Loss Statement (previously it was on the balance sheet). The Truist money market account had been treated as a reserve account, but it is an operating account and has now been moved to the Operating section of the financial statements.

Board members were reminded that all invoices are available for their review on the ProCom portal.

Piers & Harbors Account: Association Treasurer Stephanie Orr reported that the end-of-April balance in the Piers & Harbors account was \$22,417.76, and expenses during April totaled \$385.06.

Chair Dan Craig asked if we have now collected all the slip fees for the year, and Piers & Harbors Chair Barrett Hill responded that there are still two empty slips. There is a wait list for slips but those are for larger boats, and there are rarely openings for boats 20 feet or larger. Mr. Hill verified in April that everyone on the wait list still wants a slip. The cost of a slip remains \$2 per foot per month, and Mr. Hill thinks that slip fees should be raised.

President's Report

President Burk reported that some properties on Oyster Creek Drive appear on the OHCA tax roll, and Fran McDonnell from ProCom is working with the County on resolving whether they are part of OHCA. That is a work in progress.

Update on Repayment Plan for County: Per the motion approved at the May 7 Special Board Meeting, OHCA submitted a claim to CNA insurance on May 10 for \$170,000.

It has been brought to the board's attention that there were projects invoiced to and paid by OHCA between 2019 and 2021 for work that may not have been performed. Most of the projects were for stormwater management (pipe installation, rain garden, swale work, etc.) on community right-of-way in front of individual properties, but the property owners have no knowledge of the work being done. All of the invoices for which there is corroboration of the work not being done have been turned over to the County Police as part of the criminal investigation of OHCA finances during 2016-2022.

Finance Committee: The Finance Committee is doing feasibility research on possible improvements at the beach, Fishing Creek Park, and the Harbor Lot. That includes getting ballpark cost estimates and determining whether a permit would be required for possible projects. Bill Blakefield pointed out that the feasibility research covers many of the items in the recently completed reserve study for OHCA. President Burk emphasized that we are collecting ideas and researching options, and not putting together a formal plan or design. There will be opportunities for everyone to comment and provide feedback on the possible projects.

Mr. Blakefield noted that the floating pier at Fishing Creek has been repaired and is in much better shape than it was before.

Security: On May 3 ICS resumed security patrols, which are conducted in their marked car. The security patrols are three days a week, and we can add a fourth day if needed for a holiday, etc. The patrols start at 6 pm and go for 7 hours.

Community Property: The beach gate has been fixed and the same codes can be used as before. If any community member needs a code, they can get one from ProCom.

The Booker Pier sinkhole is proving to be a bigger issue than we originally thought. Barrett Hill, Kathy Burk and Fran McDonnell met with the contractor, American Concrete Service, when they did some excavation at the site. At an additional cost of \$1500, the contractor will run a camera up the pipe to see if there are broken older pipes that are causing the problem. President Burk noted that repair of the sinkhole is taking a long time but we want to make sure it is done right.

President Burk reported that we are getting a quote for stabilizing the west end of the channel bulkhead.

President Burk is very unhappy with the quality of the landscaping work (weeding, swale and culvert maintenance, etc.) being done by LB Landscaping, and she and Fran McDonnell from ProCom will meet with Jose soon.

The County dumpsters will be here July 31-August 2 at the Harbor Lot. The sea nettle net will be removed from the swimming area this week and a new one will be installed in a few weeks. The water testing programs at the beach are starting up for the summer. The footwash station at the beach is broken and Tom Cagle volunteered to try to fix it. Barrett Hill reported that the hose at the Fishing Creek dog wash is leaking and Fran McDonnell is ordering a new hose.

Piers & Harbors: The dingy rack cleanup is ongoing. Barrett Hill reported that out of the 80-100 kayaks and other vessels on the community racks, about 25-30 have now been registered.

President Burk said that a buoy was placed in Oyster Creek last week announcing that a 6 knots per hour speed limit has been proposed for all of Oyster Creek (that is currently the speed limit in the channel but not the rest of Oyster Creek). We do not know who requested the speed limit, but any community member can submit comments on the proposal.

Roads & Drainage: President Burk noted that drainage and speeding on Arundel on the Bay Road are issues. ProCom is reaching out to the County about repairing the cracks and seams on that road and about doing a traffic study on that road. Security Chair Jody Tracey noted that community members have asked her for a stop sign at the Louis intersection or elsewhere on Arundel on the Bay Road to decrease speeding. ProCom will talk to the County about options to address the speeding.

Social Committee: Thanks were expressed to Barrett Hill for the beach opening party. Barrett would like someone else to take over as Social Chair and we are looking for a new chair.

Parking: Nancy Plaxico said that signs are being made for the four community parking lots with the new parking policy prohibiting long-term parking of more than 36 hours at a time or 3 days a week. We have had good voluntary compliance thus far with the new policy, but vehicles can be towed in the future if the policy is violated.

President Burk noted that the next community meeting is May 28 at the Hillsmere Library.

Update on Revision of the OHCA Constitution

Brandon Dall'Acqua, Chair of the OHCA Constitution Update Committee (CUC), reported that the committee is considering 33 possible changes to the constitution that have been submitted by community members and others. There will be a CUC meeting on June 4 at the Hillsmere Library that is open to the general community. He is hoping to get recommendations for updating the constitution completed by the end of the summer, for a community vote in September. Chair Dan Craig asked where the community can see the 33 items that are being considered, and Mr. Dall'Acqua said he will get that posted. President Burk asked what other community constitutions the CUC is reviewing to get ideas for OHCA's constitution, and Mr. Dall'Acqua said he has the constitutions of Hillsmere, Bay Ridge and other neighboring communities. Sharon Merrick, Winston Dunkley and Dan Craig commented on the uniqueness of the Oyster Harbor community, including its history and the size of its budget.

Wetlands Remediation at the West End of Cross Road

Dan Craig reported that the Drum Loyka survey of the firetruck turnaround area has been completed, and we will now try to get an after-the-fact grading permit to be able to keep the turnaround in place.

Other Old Business

There was no further Old Business.

New Business

Sharon Merrick commented that we may want to get the jettys and channel bulkhead raised in the future since the tides are getting higher.

Ms. Merrick also commented that a good topic for a future community newsletter would be ways to be a good neighbor.

Nancy Plaxico raised the possibility of not having a July board meeting this year.

Winston Dunkley moved and Nancy Plaxico seconded a motion to not have a board meeting in July this year.

President Burk noted that the work of the community continues year-round and motions may be needed at that time. Chair Dan Craig spoke in support of President's Burk's views on having a meeting in July. Winston Dunkley withdrew the motion and Nancy Plaxico withdrew the second and the motion was dropped.

Nancy Plaxico expressed gratitude to Winston Dunkley, John Maxwell and Michele for helping move the 50+ boxes of old OHCA records from the ProCom office to OHCA's new storage space in Annapolis. The boxes are now well organized in the new storage space.

Shayna Foote raised questions about short-term vacation rentals in the community. The house at 1417 Howard Road is a vacation rental, and there were recently ten cars parked there and on the street for that rental. President Burk asked that ProCom research County rules and regulations regarding short-term vacation rentals including parking. She said that a community member can contact ProCom if there is an issue with a vacation rental and ProCom will then contact the property owner.

Adjournment

Since there was no further business,

Winston Dunkley moved and Benny McCottry seconded a motion to adjourn the meeting at 8:32 p.m. UNANIMOUSLY APPROVED BY VOICE VOTE.

Minutes drafted by Board Secretary Nancy Plaxico



Financial Report Package

May 2024

Prepared for

Oyster Harbor Citizens Association, Inc.

By

Professional Community Management, Inc.



Assets

CASH - OPERATING

10-1020-00	Truist Operating Checking - 4430	\$51,995.67
10-1030-00	Truist Operating Money Market - 7029	135,603.06

Total CASH - OPERATING: \$187,598.73

CASH - RESERVES

12-1250-00	Morgan Stanley Investments	485,330.00
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Total CASH - RESERVES: \$485,330.00

ACCOUNTS RECEIVABLE

14-1420-00	Cash held by AACO	2,835.26
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Total ACCOUNTS RECEIVABLE: \$2,835.26

18-1830-00	BGE Deposit	100.00
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Total Assets: \$675,863.99

Liabilities & Equity

RESERVE FUNDS

30-3020-00	Reserves - Capital Elements	476,435.86
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Total RESERVE FUNDS: \$476,435.86

OWNER EQUITY

35-3510-00	Undesignated Equity	165,466.02
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35-3520-00	Prior Year Net Income	(36,961.22)
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Total OWNER EQUITY: \$128,504.80

	70,923.33	
Net Income Gain / Loss		\$70,923.33

Total Liabilities & Equity: \$675,863.99



Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 05/01/2024 to 05/31/2024

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 SCBD Income	\$-	\$-	\$-	\$403,150.00	\$-	\$403,150.00	\$416,340.00
4415-00 Wetlands Settlement	-	-	-	(5,000.00)	-	(5,000.00)	-
4710-00 Interest Income - Operating	270.47	-	270.47	2,818.36	-	2,818.36	500.00
4720-00 Interest & Valuation Income - Reserves	1,999.63	-	1,999.63	10,179.70	-	10,179.70	-
Total OPERATING INCOME	\$2,270.10	\$-	\$2,270.10	\$411,148.06	\$-	\$411,148.06	\$416,840.00
Total OPERATING INCOME	\$2,270.10	\$-	\$2,270.10	\$411,148.06	\$-	\$411,148.06	\$416,840.00
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	1,516.00	2,916.67	1,400.67	16,412.00	32,083.37	15,671.37	35,000.00
5030-00 Tax Prep & Audit Fees	-	-	-	27,440.00	4,000.00	(23,440.00)	4,000.00
5040-00 General Legal (includes Wetlands Fine)	9,912.50	1,250.00	(8,662.50)	69,680.00	13,750.00	(55,930.00)	15,000.00
5050-00 Administrative Expenses	663.86	333.33	(330.53)	11,498.50	3,666.63	(7,831.87)	4,000.00
5053-00 Office Supplies	-	41.67	41.67	-	458.37	458.37	500.00
5054-00 Office Equipment & Services	-	41.67	41.67	136.73	458.37	321.64	500.00
5080-00 Web Site Administration	900.00	500.00	(400.00)	4,948.76	5,500.00	551.24	6,000.00
5090-00 Dues & Subscriptions	147.76	125.00	(22.76)	1,619.96	1,375.00	(244.96)	1,500.00
5100-00 Bank Charges	4.00	-	(4.00)	(71.00)	-	71.00	-
5105-00 Anne Arundel County Fees	100.00	-	(100.00)	100.00	-	(100.00)	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	-	-	-	10,695.00	9,000.00	(1,695.00)	9,000.00
5600-00 Rent	-	208.33	208.33	1,672.82	2,291.63	618.81	2,500.00
5710-00 Design/Engineering/Survey Costs	2,463.75	1,250.00	(1,213.75)	5,544.43	13,750.00	8,205.57	15,000.00
5715-00 Zoning Legal	-	833.33	833.33	-	9,166.63	9,166.63	10,000.00
5730-00 Security Services	1,418.28	2,500.00	1,081.72	29,520.94	27,500.00	(2,020.94)	30,000.00
Total GENERAL & ADMINISTRATIVE	\$17,126.15	\$10,000.00	(\$7,126.15)	\$179,843.25	\$123,000.00	(\$56,843.25)	\$146,000.00
UTILITIES							
6010-00 Utilities	242.71	125.00	(117.71)	4,020.06	1,375.00	(2,645.06)	1,500.00
6040-00 Phone & Internet	272.56	333.33	60.77	4,044.87	3,666.63	(378.24)	4,000.00
Total UTILITIES	\$515.27	\$458.33	(\$56.94)	\$8,064.93	\$5,041.63	(\$3,023.30)	\$5,500.00



Income Statement - Operating

Oyster Harbor Citizens Association, Inc.

From 05/01/2024 to 05/31/2024

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
SITE MAINTENANCE							
7010-00 Landscaping & Cleaning	\$3,750.00	\$2,500.00	(\$1,250.00)	\$19,500.00	\$27,500.00	\$8,000.00	\$30,000.00
7030-00 Tree Trimming/Replacement	-	833.33	833.33	275.00	9,166.63	8,891.63	10,000.00
7150-00 Beach Cleaning	-	2,083.33	2,083.33	22,555.00	22,916.63	361.63	25,000.00
7160-00 Swimming Area Nets	-	250.00	250.00	-	2,750.00	2,750.00	3,000.00
7165-00 Gazebo Maintenance & Repair	-	83.33	83.33	3,400.00	916.63	(2,483.37)	1,000.00
7170-00 Portable Toilets	159.00	708.33	549.33	3,339.00	7,791.63	4,452.63	8,500.00
7175-00 Dumpsters	-	166.67	166.67	-	1,833.37	1,833.37	2,000.00
7210-00 Capital Improvements	-	2,111.67	2,111.67	26,263.76	23,228.37	(3,035.39)	25,340.00
7212-00 Community Amenity Repairs & Maintenance	-	1,666.67	1,666.67	16,468.66	18,333.37	1,864.71	20,000.00
7220-00 Trash Removal & Hauling	-	166.67	166.67	1,041.80	1,833.37	791.57	2,000.00
7250-00 Supplies & Dog Waste Stations	-	166.67	166.67	6,702.93	1,833.37	(4,869.56)	2,000.00
7265-00 Lock Maintenance & Repair	2,039.16	208.33	(1,830.83)	2,039.16	2,291.63	252.47	2,500.00
7275-00 Signage	908.94	250.00	(658.94)	950.87	2,750.00	1,799.13	3,000.00
7290-00 Lighting Maintenance & Repair	-	166.67	166.67	-	1,833.37	1,833.37	2,000.00
7300-00 Environmental Initiatives & Erosion Control	28,347.70	833.33	(27,514.37)	28,767.70	9,166.63	(19,601.07)	10,000.00
7305-00 Dredging	-	5,000.00	5,000.00	1,495.00	55,000.00	53,505.00	60,000.00
7310-00 Asphalt Maintenance & Repair	-	2,333.33	2,333.33	15,900.00	25,666.63	9,766.63	28,000.00
7320-00 Culvert Maintenance & Repair	-	416.67	416.67	-	4,583.37	4,583.37	5,000.00
7330-00 Swale Maintenance & Repair	-	1,666.67	1,666.67	47.67	18,333.37	18,285.70	20,000.00
7810-00 Snow & Ice Removal	-	500.00	500.00	3,570.00	5,500.00	1,930.00	6,000.00
Total SITE MAINTENANCE	\$35,204.80	\$22,111.67	(\$13,093.13)	\$152,316.55	\$243,228.37	\$90,911.82	\$265,340.00
Total OPERATING EXPENSE	\$52,846.22	\$32,570.00	(\$20,276.22)	\$340,224.73	\$371,270.00	\$31,045.27	\$416,840.00
Net Income:	(\$50,576.12)	(\$32,570.00)	(\$18,006.12)	\$70,923.33	(\$371,270.00)	\$442,193.33	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance	
10-1020-00	Truist Operating Checking - 4430	\$34,841.89	\$90,024.39	\$72,870.61	\$51,995.67	
Date	GL Ref #	Debit	Credit	Description		
05/01/2024	510222	\$ -	\$ 1,516.00	Truist Operating Checking - 4430; Professional Community Management, Inc. Chk # 4258		
05/01/2024	539040	30,000.00	-	Transfer from Truist MM Truist Operating Checking - 4430		
05/03/2024	517685	-	908.94	Truist Operating Checking - 4430; Signs By Tomorrow Chk # 4260		
05/06/2024	539044	-	38.16	Misc. Check; Google Chk # 0		
05/07/2024	521289	-	28,347.70	Truist Operating Checking - 4430; Underwood & Associates Chk # 4261		
05/07/2024	521291	-	400.00	Truist Operating Checking - 4430; Mint Media Agency Chk # 4262		
05/07/2024	521293	-	159.00	Truist Operating Checking - 4430; Jiffy John, Inc. Chk # 4263		
05/07/2024	521295	-	500.00	Truist Operating Checking - 4430; Mosaic Data Services, INC. Chk # 4264		
05/07/2024	521297	-	9,912.50	Truist Operating Checking - 4430; Kurt D. Karsten, ESQ Chk # 4265		
05/07/2024	521299	-	2,463.75	Truist Operating Checking - 4430; Drum, Loyka & Associates, LLC Chk # 4266		
05/07/2024	521301	-	1,469.22	Truist Operating Checking - 4430; Zelko's Security Chk # 4267		
05/07/2024	539048	-	136.28	Misc. Check; Comcast Chk # 0		
05/07/2024	539054	-	62.22	Misc. Check; Cubesmart Chk # 0		
05/14/2024	539056	-	85.35	Misc. Check; BGE Chk # 0		
05/16/2024	539058	-	23.00	Misc. Check; Constant Contact Chk # 0		
05/21/2024	528051	-	3,750.00	Truist Operating Checking - 4430; LB Landscaping Chk # 4268		
05/21/2024	528053	-	100.00	Truist Operating Checking - 4430; Anne Arundel County Chk # 4269		
05/21/2024	528055	-	594.66	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4270		
05/21/2024	528057	-	823.62	Truist Operating Checking - 4430; Investigative Consulting & Services, Inc. Chk # 4271		
05/21/2024	528059	-	569.94	Truist Operating Checking - 4430; Zelko's Security Chk # 4272		
05/21/2024	528336	-	24.38	Reimbursement for Square Space fee; ProCom Chk # 4273		
05/21/2024	537150	20,000.00	-	From Truist MM to Truist Checking Truist Operating Checking - 4430		
05/21/2024	537150	-	20,000.00	From Truist MM to Truist Checking Truist Operating Checking - 4430 (Reversal)		
05/21/2024	539042	40,000.00	-	Transfer from Truist MM Truist Operating Checking - 4430		
05/21/2024	539060	-	4.00	Misc. Check; Truist Chk # 0		
05/29/2024	539062	-	136.28	Misc. Check; Comcast Chk # 0		
05/29/2024	539064	-	18.34	Misc. Check; BGE Chk # 0		
05/29/2024	539066	-	24.39	Misc. Check; BGE Chk # 4285		
05/29/2024	539068	-	33.30	Misc. Check; BGE Chk # 0		
05/29/2024	539070	-	39.16	Misc. Check; BGE Chk # 0		
05/29/2024	539072	-	42.17	Misc. Check; BGE Chk # 0		
05/29/2024	539066	24.39	-	Misc. Check (Reversal); BGE Chk # 4285		
05/29/2024	539259	-	24.39	Misc. Check; BGE Chk # 0		
05/30/2024	532246	-	663.86	Truist Operating Checking - 4430; ProCom Chk # 4274		
10-1030-00	Truist Operating Money Market - 7029		205,332.59	20,270.47	90,000.00	135,603.06
Date	GL Ref #	Debit	Credit	Description		
05/01/2024	539040	\$ -	\$ 30,000.00	Transfer from Truist MM Truist Operating Money Market - 7029		
05/21/2024	537150	-	20,000.00	From Truist MM to Truist Checking Truist Operating Money Market - 7029		
05/21/2024	537150	20,000.00	-	From Truist MM to Truist Checking Truist Operating Money Market - 7029 (Reversal)		
05/21/2024	539042	-	40,000.00	Transfer from Truist MM Truist Operating Money Market - 7029		
05/31/2024	539376	270.47	-	Truist Monthly Interest		
12-1250-00	Morgan Stanley Investments		483,330.37	1,999.63	-	485,330.00
Date	GL Ref #	Debit	Credit	Description		
05/31/2024	539380	\$ 1,999.63	\$ -	Morgan Stanley Monthly Interest & Valuation		
14-1420-00	Cash held by AACO		2,835.26	-	-	2,835.26
Date	GL Ref #	Debit	Credit	Description		



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
18-1830-00	BGE Deposit	100.00	-	-	100.00
Date	GL Ref #	Debit	Credit	Description	
30-3020-00	Reserves - Capital Elements	(476,435.86)	-	-	(476,435.86)
Date	GL Ref #	Debit	Credit	Description	
35-3510-00	Undesignated Equity	(165,466.02)	-	-	(165,466.02)
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	
40-4010-00	SCBD Income	(403,150.00)	-	-	(403,150.00)
Date	GL Ref #	Debit	Credit	Description	
40-4415-00	Wetlands Settlement	5,000.00	-	-	5,000.00
Date	GL Ref #	Debit	Credit	Description	
40-4710-00	Interest Income - Operating	(2,547.89)	-	270.47	(2,818.36)
Date	GL Ref #	Debit	Credit	Description	
05/31/2024	539376	\$ -	\$ 270.47	Truist Monthly Interest	
40-4720-00	Interest & Valuation Income - Reserves	(8,180.07)	-	1,999.63	(10,179.70)
Date	GL Ref #	Debit	Credit	Description	
05/31/2024	539380	\$ -	\$ 1,999.63	Morgan Stanley Monthly Interest & Valuation	
50-5010-00	Management Fees	14,896.00	1,516.00	-	16,412.00
Date	GL Ref #	Debit	Credit	Description	
05/01/2024	510222	\$ 1,516.00	\$ -	Management Fee; Professional Community Management, Inc. Chk # 4258	
50-5030-00	Tax Prep & Audit Fees	27,440.00	-	-	27,440.00
Date	GL Ref #	Debit	Credit	Description	
50-5040-00	General Legal (includes Wetlands Fine)	59,767.50	9,912.50	-	69,680.00
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521297	\$ 9,912.50	\$ -	General Legal (includes Wetlands Fine); Kurt D. Karsten, ESQ Chk # 4265	
50-5050-00	Administrative Expenses	10,834.64	663.86	-	11,498.50
Date	GL Ref #	Debit	Credit	Description	
05/30/2024	532246	\$ 406.58	\$ -	Administrative Expenses; ProCom Chk # 4274	
05/30/2024	532246	257.28	-	Postage Expenses; ProCom Chk # 4274	
50-5054-00	Office Equipment & Services	136.73	-	-	136.73
Date	GL Ref #	Debit	Credit	Description	
50-5080-00	Web Site Administration	4,048.76	900.00	-	4,948.76
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521291	\$ 400.00	\$ -	Web Site Administration; Mint Media Agency Chk # 4262	
05/07/2024	521295	500.00	-	Web Site Administration; Mosaic Data Services, INC. Chk # 4264	
50-5090-00	Dues & Subscriptions	1,472.20	147.76	-	1,619.96
Date	GL Ref #	Debit	Credit	Description	
05/06/2024	539044	\$ 38.16	\$ -	Misc. Check; Google Chk # 0	
05/07/2024	539054	62.22	-	Misc. Check; Cubesmart Chk # 0	
05/16/2024	539058	23.00	-	Misc. Check; Constant Contact Chk # 0	
05/21/2024	528336	24.38	-	Reimbursement for Square Space fee; ProCom Chk # 4273	
50-5100-00	Bank Charges	(75.00)	4.00	-	(71.00)
Date	GL Ref #	Debit	Credit	Description	
05/21/2024	539060	\$ 4.00	\$ -	Misc. Check; Truist Chk # 0	
50-5105-00	Anne Arundel County Fees	-	100.00	-	100.00
Date	GL Ref #	Debit	Credit	Description	
05/21/2024	528053	\$ 100.00	\$ -	Anne Arundel County Fees; Anne Arundel County Chk # 4269	
50-5210-00	Taxes	321.66	-	-	321.66
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
50-5220-00	Real Estate Taxes	323.45	-	-	323.45
Date	GL Ref #	Debit	Credit	Description	
50-5310-00	Insurance Premium	10,695.00	-	-	10,695.00
Date	GL Ref #	Debit	Credit	Description	
50-5600-00	Rent	1,672.82	-	-	1,672.82
Date	GL Ref #	Debit	Credit	Description	
50-5710-00	Design/Engineering/Survey Costs	3,080.68	2,463.75	-	5,544.43
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521299	\$ 2,463.75	\$ -	Design/Engineering/Survey Costs; Drum, Loyka & Associates, LLC Chk # 4266	
50-5730-00	Security Services	28,102.66	1,418.28	-	29,520.94
Date	GL Ref #	Debit	Credit	Description	
05/21/2024	528055	\$ 594.66	\$ -	Security Services; Investigative Consulting & Services, Inc. Chk # 4270	
05/21/2024	528057	823.62	-	Security Services; Investigative Consulting & Services, Inc. Chk # 4271	
60-6010-00	Utilities	3,777.35	267.10	24.39	4,020.06
Date	GL Ref #	Debit	Credit	Description	
05/14/2024	539056	\$ 85.35	\$ -	Misc. Check; BGE Chk # 0	
05/29/2024	539064	18.34	-	Misc. Check; BGE Chk # 0	
05/29/2024	539066	24.39	-	Misc. Check; BGE Chk # 4285	
05/29/2024	539068	33.30	-	Misc. Check; BGE Chk # 0	
05/29/2024	539070	39.16	-	Misc. Check; BGE Chk # 0	
05/29/2024	539072	42.17	-	Misc. Check; BGE Chk # 0	
05/29/2024	539066	-	24.39	Misc. Check (Reversal); BGE Chk # 4285	
05/29/2024	539259	24.39	-	Misc. Check; BGE Chk # 0	
60-6040-00	Phone & Internet	3,772.31	272.56	-	4,044.87
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	539048	\$ 136.28	\$ -	Misc. Check; Comcast Chk # 0	
05/29/2024	539062	136.28	-	Misc. Check; Comcast Chk # 0	
70-7010-00	Landscaping & Cleaning	15,750.00	3,750.00	-	19,500.00
Date	GL Ref #	Debit	Credit	Description	
05/21/2024	528051	\$ 3,750.00	\$ -	Landscaping & Cleaning; LB Landscaping Chk # 4268	
70-7030-00	Tree Trimming/Replacement	275.00	-	-	275.00
Date	GL Ref #	Debit	Credit	Description	
70-7150-00	Beach Cleaning	22,555.00	-	-	22,555.00
Date	GL Ref #	Debit	Credit	Description	
70-7165-00	Gazeebo Maintenance & Repair	3,400.00	-	-	3,400.00
Date	GL Ref #	Debit	Credit	Description	
70-7170-00	Portable Toilets	3,180.00	159.00	-	3,339.00
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521293	\$ 159.00	\$ -	Portable Toilets; Jiffy John, Inc. Chk # 4263	
70-7210-00	Capital Improvements	26,263.76	-	-	26,263.76
Date	GL Ref #	Debit	Credit	Description	
70-7212-00	Community Amenity Repairs & Maintenance	16,468.66	-	-	16,468.66
Date	GL Ref #	Debit	Credit	Description	
70-7220-00	Trash Removal & Hauling	1,041.80	-	-	1,041.80
Date	GL Ref #	Debit	Credit	Description	
70-7250-00	Supplies & Dog Waste Stations	6,702.93	-	-	6,702.93
Date	GL Ref #	Debit	Credit	Description	
70-7265-00	Lock Maintenance & Repair	-	2,039.16	-	2,039.16
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521301	\$ 1,469.22	\$ -	Lock Maintenance & Repair; Zelko's Security Chk # 4267	
05/21/2024	528059	569.94	-	Lock Maintenance & Repair; Zelko's Security Chk # 4272	



General Ledger Trial Balance with Details

Oyster Harbor Citizens Association, Inc.

Accts: 10-1000-90 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
70-7275-00	Signage	\$41.93	\$908.94	\$-	\$950.87
Date	GL Ref #	Debit	Credit	Description	
05/03/2024	517685	\$ 908.94	\$ -	Signage; Signs By Tomorrow Chk # 4260	
70-7300-00	Environmental Initiatives & Erosion Control	420.00	28,347.70	-	28,767.70
Date	GL Ref #	Debit	Credit	Description	
05/07/2024	521289	\$ 28,347.70	\$ -	Environmental Initiatives & Erosion Control; Underwood & Associates Chk # 4261	
70-7305-00	Dredging	1,495.00	-	-	1,495.00
Date	GL Ref #	Debit	Credit	Description	
70-7310-00	Asphalt Maintenance & Repair	15,900.00	-	-	15,900.00
Date	GL Ref #	Debit	Credit	Description	
70-7330-00	Swale Maintenance & Repair	47.67	-	-	47.67
Date	GL Ref #	Debit	Credit	Description	
70-7810-00	Snow & Ice Removal	3,570.00	-	-	3,570.00
Date	GL Ref #	Debit	Credit	Description	
			Totals:		
		\$0.00	\$165,165.10	\$165,165.10	\$0.00



Invoice List
 Oyster Harbor Citizens Association, Inc.
 Invoice Status - Paid
 Paid Date: 5/1/2024 - 5/31/2024
 Payment Type: All

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount	Balance Due
						Payment Type	
Anne Arundel County Department of Public Works							
05/21/2024	120296	05/21/2024	05/21/2024	Paid (check)		\$100.00	\$ -
						Gena Teano	
						Payment Type: Check	
Anne Arundel County Department of Public Works Total:						\$ 100.00	\$ 0.00
Drum, Loyka & Associates, LLC							
05/07/2024	20110	05/06/2024	05/07/2024	Paid (check)		\$2,463.75	-
						Amy Cummings	
						Payment Type: Check	
Drum, Loyka & Associates, LLC Total:						\$ 2,463.75	\$ 0.00
Gibbs Unlimited LLC							
05/07/2024	1834	05/06/2024	05/07/2024	Paid (check)		\$400.00	-
						Amy Cummings	
						Payment Type: Check	
Gibbs Unlimited LLC Total:						\$ 400.00	\$ 0.00
Investigative Consulting & Services, Inc.							
05/21/2024	3336	05/20/2024	05/21/2024	Paid (check)		\$594.66	-
						Gena Teano	
						Payment Type: Check	
05/21/2024	3461	05/20/2024	05/21/2024	Paid (check)		\$823.62	-
						Gena Teano	
						Payment Type: Check	
Investigative Consulting & Services, Inc. Total:						\$ 1,418.28	\$ 0.00
Jiffy John, Inc.							
05/07/2024	294935	05/06/2024	05/07/2024	Paid (check)		\$159.00	-
						Amy Cummings	
						Payment Type: Check	
Jiffy John, Inc. Total:						\$ 159.00	\$ 0.00
Jose A. Lemus							
05/21/2024	April mowing	05/20/2024	05/21/2024	Paid (check)		\$3,750.00	-
						Gena Teano	
						Payment Type: Check	
Jose A. Lemus Total:						\$ 3,750.00	\$ 0.00
Kurt D. Karsten, ESQ							
05/07/2024	#2282,2321,2323,2364	05/06/2024	05/07/2024	Paid (check)		\$9,912.50	-
						Amy Cummings	
						Payment Type: Check	
Kurt D. Karsten, ESQ Total:						\$ 9,912.50	\$ 0.00
Mosaic Data Services, INC.							
05/07/2024	203502	05/06/2024	05/07/2024	Paid (check)		\$500.00	-
						Amy Cummings	
						Payment Type: Check	
Mosaic Data Services, INC. Total:						\$ 500.00	\$ 0.00
ProCom							
05/30/2024	May	05/30/2024	05/31/2024	Paid (check)		\$663.86	-
						Gena Teano	
						Payment Type: Check	
ProCom Total:						\$ 663.86	\$ 0.00
Professional Community Management (Do Not Use - Management Module)							
05/01/2024	18502	05/01/2024	05/01/2024	Paid (check)		\$1,516.00	-
						Amy Cummings	
						Payment Type: Check	
Professional Community Management (Do Not Use - Management Module) Total:						\$ 1,516.00	\$ 0.00
SIGNS BY TOMORROW ANNAPOLIS							
05/03/2024	15671	05/02/2024	05/03/2024	Paid (check)		\$908.94	-
						Tracy Denny	
						Payment Type: Check	
SIGNS BY TOMORROW ANNAPOLIS Total:						\$ 908.94	\$ 0.00
Underwood & Associates							



Invoice List
 Oyster Harbor Citizens Association, Inc.
 Invoice Status - Paid
 Paid Date: 5/1/2024 - 5/31/2024
 Payment Type: All

Paid Date	Invoice Number	Invoice Date	Auth Date	Status	Last Payment	Invoice Amount	Balance Due
05/07/2024	1	05/06/2024	05/07/2024	Paid (check)		\$28,347.70	\$ -
			Amy Cummings			Payment Type: Check	
			Underwood & Associates Total:			\$ 28,347.70	\$ 0.00
Zelko's Security							
05/07/2024	3029	05/06/2024	05/07/2024	Paid (check)		\$1,469.22	-
			Amy Cummings			Payment Type: Check	
05/21/2024	13956	05/20/2024	05/21/2024	Paid (check)		\$569.94	-
			Gena Teano			Payment Type: Check	
			Zelko's Security Total:			\$ 2,039.16	\$ 0.00
			Oyster Harbor Citizens Association, Inc. 15 Invoice(s) Totaling:			\$ 52,179.19	\$ 0.00
GRAND 15 Invoice(s) Totaling:						\$52,179.19	\$ 0.00



Financial Report Package

May 2024

Prepared for

Oyster Harbor Piers & Harbors

By

Professional Community Management, Inc.



Balance Sheet - Operating

Oyster Harbor Piers & Harbors

End Date: 05/31/2024

Assets

CASH - OPERATING

10-1020-00	PNC Operating Checking - 4178	\$20,591.34
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Total CASH - OPERATING:	<u>\$20,591.34</u>
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Total Assets:	<u>\$20,591.34</u>
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Liabilities & Equity

OWNER EQUITY

35-3510-00	Undesignated Equity	3,301.27
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35-3520-00	Prior Year Net Income	2,751.91
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Total OWNER EQUITY:	<u>\$6,053.18</u>
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	<u>14,538.16</u>	
Net Income Gain / Loss		<u>\$14,538.16</u>

Total Liabilities & Equity:	<u>\$20,591.34</u>
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Income Statement - Operating

Oyster Harbor Piers & Harbors

From 05/01/2024 to 05/31/2024

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
OPERATING INCOME							
4010-00 Assessment Income	\$-	\$-	\$-	\$16,660.00	\$-	\$16,660.00	\$-
4420-00 Miscellaneous Income	-	-	-	33.00	-	33.00	-
Total OPERATING INCOME	\$-	\$-	\$-	\$16,693.00	\$-	\$16,693.00	\$-
Total OPERATING INCOME	\$0.00	\$-	\$-	\$16,693.00	\$-	\$16,693.00	\$-
OPERATING EXPENSE							
GENERAL & ADMINISTRATIVE							
5010-00 Management Fees	20.00	-	(20.00)	100.00	-	(100.00)	-
5050-00 Administrative Expenses	4.84	-	(4.84)	136.05	-	(136.05)	-
5410-00 Community/Social Activities	199.95	-	(199.95)	1,947.50	-	(1,947.50)	-
Total GENERAL & ADMINISTRATIVE	\$224.79	\$-	(\$224.79)	\$2,183.55	\$-	(\$2,183.55)	\$-
UTILITIES							
6010-00 Electricity	-	-	-	(28.71)	-	28.71	-
Total UTILITIES	\$-	\$-	\$-	(\$28.71)	\$-	\$28.71	\$-
Total OPERATING EXPENSE	\$224.79	\$-	(\$224.79)	\$2,154.84	\$-	(\$2,154.84)	\$-
Net Income:	(\$224.79)	\$0.00	(\$224.79)	\$14,538.16	\$0.00	\$14,538.16	\$0.00



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
10-1020-00	PNC Operating Checking - 4178	\$20,664.13	\$152.00	\$224.79	\$20,591.34
Date	GL Ref #	Debit	Credit	Description	
05/01/2024	510220	\$ -	\$ 20.00	PNC Operating Checking - 4178 Inv # 18503; Professional Community Management, Inc. Chk Inv: 18503 Professional Community Management, Inc.	
05/08/2024	522189	152.00	-	Deposit from batch 27614	
05/20/2024	527485	-	199.95	Reimbursement for Beach party Ice & lumber for stage; Barrett Hill Chk # 1037	
05/30/2024	532244	-	4.84	PNC Operating Checking - 4178 Inv # May; ProCom Chk # 1038 Inv: May ProCom	
14-1410-00	Accounts Receivable	152.00	-	152.00	-
Date	GL Ref #	Debit	Credit	Description	
05/08/2024	522189	\$ 0.00	\$ 152.00	Deposit from batch 27614	
20-2010-00	Accounts Payable	-	24.84	24.84	-
Date	GL Ref #	Debit	Credit	Description	
05/01/2024	510056	\$ -	\$ 20.00	Accounts Payable Inv # 18503 Inv: 18503 Professional Community Management (Do Not Use - Management Module)	
05/01/2024	510220	20.00	-	Accounts Payable Inv # 18503; Professional Community Management, Inc. Chk # 1035 Inv: 18503 Professional Community Management, Inc.	
05/30/2024	532062	-	4.84	Accounts Payable Inv # May Inv: May ProCom	
05/30/2024	532244	4.84	-	Accounts Payable Inv # May; ProCom Chk # 1038 Inv: May ProCom	
35-3510-00	Undesignated Equity	(3,301.27)	-	-	(3,301.27)
Date	GL Ref #	Debit	Credit	Description	
35-3520-00	Prior Year Net Income	(2,751.91)	-	-	(2,751.91)
Date	GL Ref #	Debit	Credit	Description	
40-4010-00	Assessment Income	(16,660.00)	-	-	(16,660.00)
Date	GL Ref #	Debit	Credit	Description	
40-4420-00	Miscellaneous Income	(33.00)	-	-	(33.00)
Date	GL Ref #	Debit	Credit	Description	
50-5010-00	Management Fees	80.00	20.00	-	100.00
Date	GL Ref #	Debit	Credit	Description	
05/01/2024	510056	\$ 20.00	\$ -	Management Fee Inv: 18503 Professional Community Management (Do Not Use - Management Module)	
50-5050-00	Administrative Expenses	131.21	4.84	-	136.05
Date	GL Ref #	Debit	Credit	Description	
05/30/2024	532062	\$ 0.64	\$ -	Postage Expenses Inv: May ProCom	
05/30/2024	532062	4.20	-	Administrative Expenses Inv: May ProCom	
50-5410-00	Community/Social Activities	1,747.55	199.95	-	1,947.50
Date	GL Ref #	Debit	Credit	Description	
05/20/2024	527485	\$ 199.95	\$ -	Reimbursement for Beach party Ice & lumber for stage; Barrett Hill Chk # 1037	
60-6010-00	Electricity	(28.71)	-	-	(28.71)
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details

Oyster Harbor Piers & Harbors

Accts: 10-1010-00 To: 95-9510-50 Dates: 5/1/2024 - 5/31/2024

Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
Totals:		\$0.00	\$401.63	\$401.63	\$0.00