

PARK PLAZAS COMMUNITY SERVICES ASSOCIATION
Board of Directors Meeting Agenda
November 19, 2025
6:30 pm - 8:00 pm

Board Members: Laurie Glaze, Steve Harvath, JD Bullington, Catherine Akridge, Connie Crow, Gene Harrell, Cassara Higgins, Susan Swoboda

Community Manager: Richard White

Call to Order

Roll Call

Approval of October 22 Board Meeting Minutes (attached)

Community Guests

Finance Report (attached) – Susan

- ✓ Review/Approve Proposed 2026 Budget - Richard

Manager's Report (attached) – Richard

Committee Reports

- ✓ Sustainability – Steve
- ✓ Landscape – Gene
- ✓ Community Engagement – Cassara
 - Proposed Communication Plan
- ✓ ACC – Richard
- ✓ RV Lot Status - Richard

New Business

- ✓ Review and Adopt Crime and Security Incident Reporting Policy (attached) – Laurie
- ✓ Nataly Rader Property at 3040 Plaza Blanca (Cisne) - Richard

Old Business

- ✓ ACC Color Palette Additions – Connie

Community Input

Next Meeting: NOTE: There will be no meeting in December. Next meeting is Wednesday, January 28, 2026 at 6:30 pm, PPCSA Office.

Closed Session – as needed

Adjourn

Minutes
Board of Directors Meeting
Park Plazas Community Services Association
October 22, 2025

The meeting was called to order by President Laurie Glaze, at 6:30 pm.

Those directors present: Laurie Glaze, Steve Harvath, J.D. Bullington, Catherine Akridge, Connie Crow, Cassara Higgins, Gene Harrell, Susan Swoboda

Those directors absent: None; Richard White, community manager, excused

Guests present: Christina Vincent

Minutes from the previous meeting on September 24, 2025 were unanimously approved on a motion by Susan Swoboda and seconded by Cassara Higgins.

Community input & public comments: None

Committee Reports

Finance Committee: Report submitted and attached; Susan Swoboda gave an overview of the finance report.

Manager's Report (Richard White, manager): Report submitted and attached; Laurie Glaze gave an overview of the report. The Board discussed the possibility of including a recurring category of "incident report" be included in future manager's report.

Sustainability Committee: Steve Harvath informed the Board that the committee is still in the information gathering phase and that a significant amount of work has been completed.

Landscape Committee: Gene Harrell walked the Board through the Sustainability Guidelines document prepared by the Landscape/Sustainability Committee. The Board members engaged in a discussion regarding timelines and implementation plans for the for the guidelines and recommendations.

Community Garden Committee: Steve Harvath noted that the drip irrigation system has been turned off and that gardeners can still provide water on their own for the remaining plants still active.

Community Engagement Committee: Cassara Higgins gave an update on the first cul-de-sac captains meeting. It was suggested during discussion that the Board could benefit from a demonstration of the AppFolio software to learn more about the various features of the program.

A motion by Steve Harvath, seconded by Susan Swoboda, to accept all committee reports as written and submitted passed unanimously.

New Business:

Appointment of Nominating Committee Chair for 2026 Elections: Laurie Glaze led a discussion of the topic. A motion by Cassara Higgins, seconded by Gene Harrell, to approve Susan Swoboda as the chair for the Nominating Committee passed unanimously.

Old Business:

Discussion of ACC Color Palette Additions: Connie Crow led a brief discussion on the new proposed house and trim color palette additions that she has compiled.

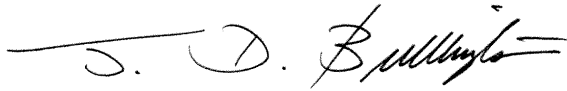
Community Input & Public Comments: Christina Vincent made comments regarding enhanced community safety, improvements to common areas and individual property ownership.

Next Meeting Date & Time: The next Board meeting will be held on November 19, 2025 at 6:30 pm at the PPCSA office.

Closed Executive Session: A motion to go into closed executive session by J.D. Bullington, seconded by Laurie Glaze, passed unanimously at 8:05 pm. The Board came out of executive session at 8:54 pm and took no official action.

Adjournment: There being no further business before the Board, the meeting was adjourned at 8:54 pm on a unanimously supported motion by Gene Harrell, seconded by Laurie Glaze.

Signed this Day of October 22, 2025

A handwritten signature in black ink, appearing to read "J.D. Bullington", with a stylized flourish at the end.

J.D. Bullington, Secretary

Park Plazas Community Services Association

Finance Committee Report 11-19-2025

The following financial statement and related information is for the period ending October 31, 2025.

Income Statements

Information presented in the table represents current month and year to date results taken from Operating Fund and Reserve Fund reports generated in AppFolio.

In summary, October revenue exceeded expenses; however YTD actual expenses are greater than actual revenue.

Description	Current Period			2025 Year to Date		
	Oct-25	Budget	Variance	Actual	Budget	Variance
Operating Fund Revenue	\$73,030	\$73,245	(\$215)	\$694,536	\$702,158	(\$7,622)
Operating Fund Expenses	\$65,003	\$63,227	(\$1,776)	\$719,494	\$737,624	\$18,130
Net Variance (Deficit)	\$8,027			(\$24,958)		
Recognized Revenue- DRFLA	\$29,596	\$11,858	\$17,738	\$106,471	\$118,583	\$12,112
Reserve Fund Expenses	\$29,596	\$17,300	\$12,296	\$106,471	\$136,000	\$29,529
Net Variance (Deficit)	\$0			\$0		
Combined Fund Revenue	\$102,626	\$85,103	\$17,523	\$801,007	\$820,741	\$19,734
Combined Fund Expenses	\$94,599	\$80,527	\$14,072	\$825,965	\$873,624	\$47,659
Net Variance (Deficit)	\$8,027			(\$24,958)		

A negative income account variance indicates an actual amount is less than the budget amount.

A negative expense account variance indicates the actual amount exceeded the budget amount.

Balance Sheet Summary

The monthly Operating Fund Balance Sheet includes checks that are outstanding. As they are presented for payment, automatic transfers are made from GL10021 to maintain the minimum balance of \$10,000 in GL10020. The same process applies to the Reserve Fund accounts.

OF Account Cash + Intra Fi Cash Services Account	\$819,745
RF Account Cash + Intra Fi Cash Services Account	\$661,002
Deferred Reserve Fund Liability Account Balance	\$1,408,941

Accounts Receivable

Current	31-60	61-90	91+
\$8,786	\$2,128	\$0	\$945

Deferred Revenue or Reserve Fund Reconciliation

Park Plazas Community Services Association Deferred Revenue and Reserve Fund Reconciliation					
Month ending: 10/31/2025					
Date	GL Account	Ref #	Payee/Description		Amount
10/29/25	70210	SA48757	Drainworks - repair blocked sewer line NIEVE		\$18,500.06
10/16/25	74010	FIT 2024	IRS - Federal income tax - FYE 12/31/2024		\$8,913.00
10/16/25	74020	SIT 2024	NM TRD - NM income tax - FYE 12/31/2024		\$2,087.00
10/16/25	74040	FIT	IRS - Penalty on calculation of late payment penalty		\$21.00
10/31/25	74005	BSC	Bank Service Charge - 10/2025		\$75.00
			Total - Deferred RF Liability to be recognized as Revenue 10/31/2025		\$29,596.06
Journal entry to recognize RF Income. Date Posted 10/31/2025					
	21010		Recognize RF Income to cover RF Expenses	- 10/2025	\$29,596.06
		42100	Recognize RF Income to cover RF Expenses	- 10/2025	\$29,596.06

October 2025 Variances

No variances to report for October 2025

Park Plazas Community Services Association

Executive Summary: 2026 Proposed Budget

Generally, the 2025 projected results in column A are the sum of the actual results through 10/31/2025 plus 16.70% of those results to account for the last two months of 2025. Exceptions to that are for accounts where no additional expenses are expected to be incurred in 2025.

OPERATING FUND

Income

Assessments (Note #1): GL40100 - The 2025 monthly assessment amount of \$168 includes the year-over-year 2.9% CPI increase (\$5.00) unanimously approved by the board at the July, 2025 board meeting. Of the \$5 increase, \$2 was allocated to the Operating Fund and \$3 to the Reserve Fund. The budgeted amount for 2026 is \$530,400.

Water & Sewer (Note #2): GL40200 - All water and sewer costs billed by the City to the Association are allocated to all lot owners.

Transfer Fees: GL40200 - Through 10/31/2025, 30 properties have changed hands resulting in \$6,000 of Transfer Fees income. It's possible 6 more will close in 2025. For 2026, a conservative approach projects 24 sales in 2026 resulting in \$4,800 in Transfer Fees income.

Miscellaneous Income: GL40200 - 2025 income is the result of unrecurring sponsorship sales to help cover the cost of the 50th Anniversary Celebration of Park Plazas.

Interest & Dividends: GL40800 - Little change is projected in 2026.

Expenses

Expenses can be broken down into 3 primary categories:

Administrative: GL 60110 through GL61090. The 2026 budgeted amount for that account range is \$27,721 less than the projected total for 2025. This is due primarily to the absence of an employed landscape crew for 10 months in 2025.

Maintenance: GL 62010 through 63010. The 2026 budgeted amount for this account range is \$42,138 less than the projected actual total for 2025. This is due primarily to:

1. GL62055 Landscape Mgt Services reflects 10 months in 2025 and 12 months in 2026. There is no change in the monthly cost for 2026. An increase of \$32,317.
2. GL62065 – 62080 (CDS Paving, Sewer lines and Water lines) reflects a decrease of \$83,350. Going forward, and at the recommendation of our accountant, these costs will be paid from the Reserve Fund.
3. GL62090 – 63010 (All other maintenance related accounts) reflects an increase of \$2,331.

Utilities: GL63020 – 63040 (Water, Sewer and Electricity) reflects an increase of \$22,438. This is primarily due to the increase in the sewer rates implemented last August and the projected water increase that will be implemented by the City in 2026.

An Operating Fund budget surplus of \$78,213 is projected.

RESERVE FUND

Income

Assessments (Note 1): Budgeted amount for 2026 is \$530,400.

Interest Income: Interest income earned on the Reserve Fund cash are credited to the Deferred Reserve Fund Liability Account and are not shown on the income statement.

Expenses

Expenses paid from the Reserve Fund are used for the repair and replacement of infrastructure elements which are many and include: asphalt (for cul-de-sacs, walking paths and parking areas), underground water and sewer lines connecting houses to the City's water and sewer main lines, the irrigation system, PAR Exercise Course, playground equipment, bridges, path and cul-de-sac lighting, the perimeter property fence, all signs, the tennis courts, off leash dog park, the basketball court, the monument entrance areas at Rodeo Road, Camino Carlos Rey and Plaza Verde.

Major Infrastructure categories for 2026 involve:

Electrical and Lighting (Note #9) *There are a number of areas where path lights are out due to shorts, broken lines or fixtures.*

Paving (Note #10): GL70180-70190 (cul-de-sacs, walking paths and trails) - Inspection of the asphalt was completed this past September and proposals from AFJ have been received. The total amount budgeted for 2025 is \$28,533.

Plumbing (Notes #11 & 12): GL70210 - 70220 - Though expenses for the repair of underground water and sewer lines (laterals) will occur, they are unpredictable. Generally, the lines are deep in the ground and in some cases, have to be dug to by hand. Water and Sewer line repairs for 2025 total \$76,164. The 2026 budgeted amounts for both accounts total \$86,500.

Inside Water Lines & Meters (Note #13): GL70230 - The potential exists for needing to replace 5 to 10 water meters in 2026. We have the meters, so the only cost will be for installation. No new meters have been installed in 2025.

Water and Land Conservation (Note #14): GL70270 – Most, if not all of the breaks in the irrigation lines were repaired in 2025. The amount budgeted for 202 is \$17,000. We'll have a better handle on these costs, if any, once the irrigation lines are activated for the 2026 growing season.

GL Account 21010 - Deferred Reserve Fund Liability

The projected increase in this account for 2026 is \$177,369.

**PARK PLAZAS COMMUNITY SERVICES ASSOCIATION
2026 PROPOSED BUDGET**

Operating Fund Income Statement						
		A	B	C	D	E
Acct #	Account Name	Projected Results 2025	Proposed Budget 2026	% CHANGE Projected to 2025 Budget	\$ CHANGE Projected to 2025 Budget	Notes
	Income					
40100	Assessments	519,792	530,400	2.00%	10,608	1
40200	Water & Sewer Charges	281,530	311,496	9.62%	29,966	2
40300	Transfer Fees	7,200	4,800	-50.00%	(2,400)	
40310	Permits and Fees	84	84	0.00%	0	
40600	Misc Income	4,250	0	0.00%	(4,250)	
40800	Operating Fund - Interest & Dividends	20,614	20,000	-3.07%	(614)	
49035	NSF Fees Collected	146	0	0.00%	(146)	
	Total Operating Income	833,616	866,780	3.83%	33,165	
	Expense					
60110	Postage & Delivery	1,022	1,100	7.06%	78	
60120	Office Supplies	1,344	1,400	3.97%	56	
60130	Printing/Copies	1,141	1,200	4.90%	59	
60140	Accounting & Tax Prep	14,447	17,250	16.25%	2,803	3
60150	Legal	13,150	13,000	-1.15%	(150)	
60160	Bank Service Charges	1,192	1,800	33.78%	608	
60180	Telephone & Internet	3,876	4,000	3.09%	124	
60190	Insurance Premiums	14,495	13,760	-5.34%	(735)	4
60195	Licenses & Fees	92	95	3.08%	3	
60210	Meetings	6,585	7,000	5.93%	415	
60230	Office Equipment	513	500	-2.65%	(13)	
60235	Rent & Utilities	10,466	11,000	4.85%	534	
60240	Office Expense	1,602	1,700	5.78%	98	
60245	Office Expense - SW Subs	5,611	5,800	3.26%	189	

Acct #	Account Name	Projected Results 2025	Proposed Budget 2026	% CHANGE Projected to 2025 Budget	\$ CHANGE Projected to 2025 Budget	Notes
60250	Bookkeeping	5,040	4,800	-5.00%	(240)	5
60265	Continuing Education	0	500	100.00%	500	
60270	Dues & Subscriptions	397	500	20.64%	103	
60280	Management SW Subs	10,268	10,558	2.75%	290	6
61010	Wages - Managerial	110,812	115,408	3.98%	4,596	
61020	Wages - Landscape	34,679	0	-	(34,679)	
61030	Employee Benefits	0	0	-	0	
Combined	<i>Payroll Taxes: ER Contr + FFUTA/SUTA/WC</i>	11,945	9,632	-24.01%	(2,313)	
61090	Payroll Processing Fee	660	613	-7.69%	(47)	
62010	Equipment Rental	1,136	1,296	12.32%	160	
62030	Maintenance - Dog Park	0	500	100.00%	500	
62040	Maintenance - Electrical	1,875	500	-275.05%	(1,375)	
62050	Maintenance - Property	9,686	8,300	-16.69%	(1,386)	
62055	Maintenance - Landscape Mgt Services	161,581	193,898	16.67%	32,317	7
62060	Maintenance - Other	894	1,000	10.62%	106	
62065	Maintenance - Cul-de-Sacs & Paths	51,629	5,000	-932.58%	(46,629)	
62070	Maintenance - Plumbing - Sewer	16,391	4,000	-309.78%	(12,391)	
62080	Maintenance - Plumbing - Water	26,830	2,500	-973.18%	(24,330)	
62090	Maintenance - RV Storage Lot	977	750	-30.22%	(227)	
62100	Maintenance - Signs	0	500	100.00%	500	
62110	Maintenance - Tennis & Petanque	13	1,000	98.70%	987	
62120	Maintenance - Trees	11,012	19,000	42.04%	7,988	8
62130	Maintenance - Vehicles	223	0	-	(223)	
62140	Maintenance - Vehicle Fuel	343	0	-	(343)	
62150	Maintenance - Water & Land Conservation	9,793	2,000	-389.65%	(7,793)	
63010	Refuse	8,560	10,000	14.40%	1,440	
63020	Water	177,479	186,871	5.03%	9,393	
63030	Sewer	111,972	124,625	10.15%	12,653	
63040	Electricity	4,708	5,100	7.69%	392	
64010	Taxes - Federal Income	0	0	-	0	

Acct #	Account Name	Projected Results 2025	Proposed Budget 2026	% CHANGE Projected to 2025 Budget	\$ CHANGE Projected to 2025 Budget	Notes
64030	Taxes - Franchise and Other	0	110	100.00%	110	
	Total Operating Expense	844,437	788,567	-7.09%	(55,870)	
	Total Operating Income	833,616	866,780	3.83%	33,165	
	Total Operating Expense	844,437	788,567	-7.09%	(55,870)	
	NOI - Net Operating Income	(10,822)	78,213	113.84%	89,035	

Acct #	Account Name	Projected Results 2025	Proposed Budget 2026	% CHANGE Projected to 2025 Budget	\$ CHANGE Projected to 2025 Budget	Notes
Reserve Fund Income Statement						
	Income					
42100	Reserve Fund Assessments	116,731	360,672			
	Total Reserve Fund Assessments	116,731	360,672			
	Expense					
70120	Dog Park	0	1,500	100.00%	1,500	
70130	Electrical & Lighting	2,379	10,000	76.21%	7,621	
70140	Equipment	0	2,000	-	2,000	
70160	Property Repairs	8,114	6,500	-24.83%	(1,614)	
70180	Paving - Cul-de-Sacs	6,163	28,553	78.42%	22,390	9
70190	Paving - Walking Paths & Trails	10,183	10,000	-1.83%	(183)	
70210	Plumbing - Sewer Lines	22,200	46,500	52.26%	24,300	10
70220	Plumbing - Water Lines	11,743	40,000	70.64%	28,257	11
70230	Inside Water Lines & Meters	0	5,250	100.00%	5,250	12
70250	Signs - Permanent	0	3,000	100.00%	3,000	
70260	Tennis & Petanque Courts	0	1,000	100.00%	1,000	
70270	Water & Land Conservation	44,724	17,000	-163.08%	(27,724)	13
74005	Bank Service Charge - RF	225	900	75.00%	675	
74010	Taxes - Federal Income	8,913.00	9,000	0.97%	87	
74020	Taxes - State Income	2,087.00	2,100	0.62%	13	
74040	Late Payment Fees	0				
	Total Reserve Expense	116,731	183,303	36.32%	66,572	
	Total Reserve Income	116,731	183,303			
	Total Reserve Expense	116,731	183,303			
	Net Reserve	0	0			

Acct #	Account Name	Projected Results 2025	Proposed Budget 2026	% CHANGE Projected to 2025 Budget	\$ CHANGE Projected to 2025 Budget	Notes
	Deferred Reserve Fund Liability Account GL 21010					
	Reserve Fund Assessments		360,672			
	Total Projected Reserve Fund Expenses	Less	183,303			
	Net projected increase in the DRFLA Balance		177,369			14

Note	2026 Budget Notes
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1	Operating Fund
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Change in Monthly Assessment and Projected Revenue
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Revenue	2025	Change	2026 Amount
Operating	\$98	\$2	\$100
Reserve	\$65	\$3	\$68
Total	\$163	\$5	\$168
Months	12	12	
Lots	442	442	
			CHANGE
Operating	\$519,792	\$530,400	\$10,608
Reserve	\$344,760	\$360,672	\$15,912
Total	\$864,552	\$891,072	\$26,520

2	Water and Sewer
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Description	2025	2026 Budget
EXPENSE		
Water	\$186,322	\$186,871
Sewer	\$109,344	\$124,625
Water + Sewer	\$295,666	\$311,496

3	Accounting and Tax Preparation
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Description	Amount
CliftonLarsonAllen - CPAs 2025 Audit + 1120H	\$17,250

4

Insurance

Policy	2025	2026 Budget
Package Policy	\$9,311	\$7,890
Work Comp	\$3,481	\$2,700
Directors & Officers	\$2,623	\$3,170
	<u>\$15,415</u>	<u>\$13,760</u>

5

Bookkeeping

Description	Cost per Month	Months	2026 Budget
Optimal Bookkeeping Svc	\$400	12	<u>\$4,800</u>

6

AppFolio Management Software

Description	Cost per Month	Months	2026 Budget
Appfolio	\$880	12	<u>\$10,558</u>

7

Maintenance - Landscape Management Services

Vendor	Cost per Month	Months	2026 Budget
Tierra Bonita	\$16,158	12	\$193,898
Additional worker per month	\$6,059	0	<u>\$0</u>
Total			<u>\$193,898</u>

8	Trees: Pruning, Removal and Spraying
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Description	2026 Budget
Spraying	\$7,000
Dead wood + Removal	\$10,000
Other	\$2,000
Total:	<u>\$19,000</u>

Reserve Fund

9	Electrical and Lighting
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Repairs to Path lighting	Amount 10,000
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10	Asphalt - Crack Sealing and Sealing Coating
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CDS	Description	2026 Budget
Manzana:	Crack seal	\$4,086
Mariposa:	Crack seal	\$2,656
Iguana:	Crack seal	\$1,739
Clavel:	Seal Coat - 16947sf	\$5,741
Clavel:	Asphalt Repair	\$4,332
Nube:	Seal CoaT - 25830sf	\$8,578
Lirio:	Crack seal	\$1,421
Total		<u>\$28,553</u>

11	Sewer Lines
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Description	2026 Budget
Hydrojetting cleanouts	\$16,500
Direct repair/replacement of sewer line laterals	\$30,000
	<u>\$46,500</u>

12

Water Lines

Description	2026 Budget
Direct repair/replacement of water line laterals	\$40,000

13

Meter Replacement

Install Dates	Meters to Install	Avg Cost	2026 Budget
As Needed	10	\$525	<u>\$5,250</u>

14

Water & Land Conservation: Renovation of Irrigation System

Description	Hours	Rate	2026 Budget
Labor rate for an irrigation tech and helper	100	\$120	\$12,000
Materials			<u>\$5,000</u>
		Total	<u>\$17,000</u>

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GL Account 21010 - Deferred Reserve Fund Liability

Monthly assessments allocated to the Reserve Fund are posted on the first of each month to

Liability account as a result of incurred 2026 expenditures. **\$177,369**

Manager's Report

11/19/2025

Landscape

- Over the next two weeks, Tierra Bonita will work on zones 3 and 4. From there, they will move to the public streets, cul-de-sac sign areas, the islands and entrances. Work will include trimming chamisas and general cleanup. The irrigation system was blown out and winterized last week. Winter landscape projects will begin the 2nd or 3rd week of December and go through February 2026.
- Tierra Bonita purchased the Association's maintenance vehicle, snowplow blade and mower for \$1,500.
- To better use their time, Tierra Bonita proposed allowing them to keep two vehicles in our maintenance so that the crew can come directly to the property rather than drive to their yard, pick up their trucks and drive to our property. Their proposal was accepted. We are also exploring ways to reduce the time they spend driving to and from the transfer station to unload Park Plazas's cuttings and yard waste. They make the trip multiple times a week. The solution will involve our dumpster and some form of sharing its cost.
- To reduce unauthorized use of our dumpster, Tierra Bonita will unlock and lock the gate at Relampago as they come and go.

Asphalt, Cement and Related Work

- A railroad tie will be installed parallel to the new cement walking path on Piñon cul-de-sac to keep vehicles parking nearby from encroaching on the walking pathway.
- The concrete repair work at 3050 Plaza Blanca (Cisne) has been completed.
- Work to reorient the walking path to the community garden from the walking trail on the west side of Cisne cul-de-sac has been completed. This included repairing the erosion damage to the former portion of the path to the community garden.

Sewer Repair

- The owner of 2836 Plaza Rojo (Cereza) reported a minor sewer backup. The manager went to the house to assess the situation. The bathtub, shower pan and toilets were not draining. The sinks work fine. Drainworks was called and came out and cleared the lines. Service was restored and there was no interior damage.

Parking

- A Nube resident has provided details on a number of vehicles that may not be following the parking policy. The Office will investigate.

Crime

- Nothing new has been reported to the Office.

Park Plazas Community Services Association (PPCSA)
Policy for Reporting of Crime and Security Incidents
Approved by Board of Directors November 19, 2025

The Crime and Security Incidents Policy (“Crime”) is designed to:

1. Clarify what qualifies for inclusion in the “Crime” section of PPCSA materials including newsletters and the Community Manager’s reports.
2. Protect the Association from liability or the appearance of bias.
3. Keep incident reports professional and factual.

Purpose

The purpose of the “Crime” section in the Manager’s Report is to provide the Board with factual, verifiable information regarding incidents of criminal activity or law enforcement involvement that impact the Association and/or its members. The intent is to enhance community safety awareness and guide potential security measures—not to document personal disputes or neighborhood disagreements.

Reporting Criteria

An event will be included in the “Crime” section if it meets one or more of the following criteria:

1. Police Involvement
 - a. Law enforcement was contacted, dispatched, or a police report was filed.
 - b. Example: burglary, theft, vandalism, assault, trespassing, or credible threats.
2. Criminal Activity Affecting HOA Property
 - a. Any confirmed theft, vandalism, or damage to common area assets or Association-owned equipment.
 - b. Example: vandalized signs, stolen lighting fixtures, graffiti on walls, damaged gates.
3. Verified or Patterned Incidents
 - a. Repeated or confirmed occurrences affecting multiple residents or common areas.
 - b. Example: mail thefts, catalytic converter thefts, or break-ins occurring within the community over time.

Exclusions

The following will not be included in the “Crime” section:

1. Personal or domestic disputes between residents (e.g., arguments, intoxication, property disagreements).
2. Minor disturbances or nuisances where no police report was filed.
3. Unverified reports, rumors, or posts from social media or neighborhood apps.
4. Situations that do not involve criminal conduct or damage.

Park Plazas Community Engagement Communication Plan

November 2025, Revision 0

Purpose

This plan outlines immediate and future efforts to increase communication with Park Plaza's homeowners, residents, board of directors, and management. Through multiple lines of communication, we hope to increase engagement between both community members and the board of directors. The intent is to build a relationship of trust and serve as a base for difficult conversations between the HOA and Homeowners. Additionally, the communication tools will serve as marketing tools to attract potential homebuyers who want to live in an engaged and active community.

Responsibilities and Roles

Community Engagement Chair – The community engagement chair is responsible for the implementation and maintenance of this plan. This role must be filled by a board member.

Community Engagement Committee – The community engagement committee assists the Chair with implementation and maintenance by taking ownership of individual action point(s). This role can be filled by board and/or community members.

Park Plazas Board of Directors – The board of directors are responsible for supporting the efforts of the Community Engagement Committee. They are outward facing to the community and must be open to hearing and sharing the thoughts of community members to the committee. Engagement with the community is imperative for all board members to improve trust between the community and board.

Community and Office Managers – It is imperative for both managers to take an active role in communication with the community via supporting the committee as needed.

Community Members – Community members include homeowners, both who reside or rent their property in Park Plazas, their families/co-habitants, and renters who live in Park Plazas.

Action Points

Currently Implemented:

- 1) Community Calendar
 - a. Who: Cassara
 - b. What: Update the calendar on AppFolio with upcoming community events and meetings.
 - c. Where: AppFolio
 - d. When: Implementation in Progress
 - e. Why: Already accessible to Homeowners and with appropriate introduction and education can be used to see what is happening. Can be updated immediately rather than waiting for monthly newsletter.
- 2) Cul-du-Sac Captains
 - a. Who: Susan
 - b. What: Community members who are willing to welcome new residents and communicate PP Covenants and Policies.
 - c. Where: Ideally, each cul-du-sac will have a captain.
 - d. When: Implementation in Progress
 - e. Why: To set a tone of community within Park Plazas and to ensure PP Covenants and Policies are communicated to new residents.

Near term Implementation:

- 3) Printed Newsletters
 - a. Who: Cassara and Susan
 - b. What: Hanging and filling printed newsletters in pamphlet boxes along walking paths and in dog park bulletin board. Will start with 4 to 5 printed newsletters per box.
 - c. Where: See Appendix A for locations.
 - d. When: Implemented prior to February Newsletter.
 - e. Why: Increased distribution of the monthly newsletters to those who may not receive or read the email.
- 4) A-Frame Signs for Meeting Notification
 - a. Who: Susan
 - b. What: Placement of A-frame signs at least 72 hours prior to the annual meeting or townhalls to remind residents of the upcoming meeting.
 - c. Where: Signs placed at the two entrance/exits to Plaza Blanca and one entrance/exit to Plaza Verde.
 - d. When: First usage will be the Annual Meeting in March 2026.
Why: Improved notification to drive attendance to meetings.

5) Texting

- a. Who: Initially Cassara, eventual turn over to Richard/Community Manager
- b. What: Sending texts through AppFolio for the release of newsletters, emergency communications, and community meetings. Community meeting notifications will go out 1 week ahead of the meeting and then again 24 hours prior to the meeting.
- c. Where: AppFolio capability
- d. When: Implementation introduced in the December Newsletter and implemented for the January Newsletter.
- e. Why: Expand use of AppFolio to include all communication with homeowners. An additional line of communication with community members and may be more reliable than email.

6) Social Media

- a. Who: Cassara initially
- b. What: Implementing digital spaces for community building. The target apps would be Facebook and Nextdoor. This space would be for Park Plazas to post events but also for community members to connect. This could serve as a location for neighbors to ask for recommendations that can be shared through direct messages.
- c. Where: Facebook (with cross posting on Instagram as appropriate) and Nextdoor. There may be some integration possible with AppFolio.
- d. When: Fully implemented by June 1st.
- e. Why: Expanded communication channels and digital space for community members to connect.

7) Update Community Directory

- a. Who: Office Manager
- b. What: Update a digital community directory available for residents. Can be printed at resident's request and acquired from the office.
- c. Where: Digitally hosted within AppFolio so it is not publicly available.
- d. When: Updated by June 1st, 2026, then maintained.
- e. Why: Builds a sense of community.

Future Implementation:

8) Livestream Board Meetings

- a. Who: Cassara/TBD
- b. What: Livestream board meetings for community members to participate in meeting from their home. There will be no ability for community members to comment without physically coming to the board meetings but builds transparency on the discussions that occur at board meetings. These meetings are not recorded and are only available as the meeting is happening.
- c. Where: Zoom/Teams or similar app, maybe Facebook
- d. When: Implementation by 2nd half of 2026.
- e. Why: Increase transparency and, improve community trust. This was a point brought up at the last townhall by a community member, that the board meetings can be difficult to get to at dinner time and with family commitments.

9) Recording Townhalls and Annual Meetings

- a. Who: Cassara/TBD
- b. What: Record Annual Meetings and Townhalls and post online for community review. These are not live streamed because we would like to encourage active attendance of these meetings to have open lines of communication between the board and the community.
- c. Where: Embedded into the website, maybe links to YouTube videos that are unlisted and require a link to view.
- d. When: Implemented by the end of 2026. May take multiple trial runs to get audio sufficient.
- e. Why: If community members are unable to attend the community meetings (i.e. don't live here, on travel, etc.), they can still be informed of the happenings in the community.

10) Utilization of AppFolio for Issue Reporting and Issue Management

- a. Who: Cassara for implementation, handed off to Office and Community Manager
- b. What: Creating resident issue reporting through AppFolio. These would be maintenance, landscaping, parking, etc. issues reported by residents to the community and office manager. For residents unable to utilize the AppFolio system due to technology literacy, the issues would be the responsibility of the Office Manager to record.
- c. Where: AppFolio
- d. When: This will be a long-term implementation as there is a learning curve and will take time to teach the community to use the system.
- e. Why: Utilization of the property management capabilities of AppFolio that we already pay for. This streamlines issues communication between

residents and community management. It also serves as a metric tracking of issues to ensure resolution; provides a clear line of communication from residents to community management and board oversight.

11) Physical Bulletin Boards

- a. Who: Cassara
- b. What: Posting printed copies of Newsletter and Events around the community walking paths.
- c. Where: TBD
- d. When: TBD
- e. Why: Increased communication within the community.

Associated Budget Needs

There are no associated budget needs with the currently implemented action points.

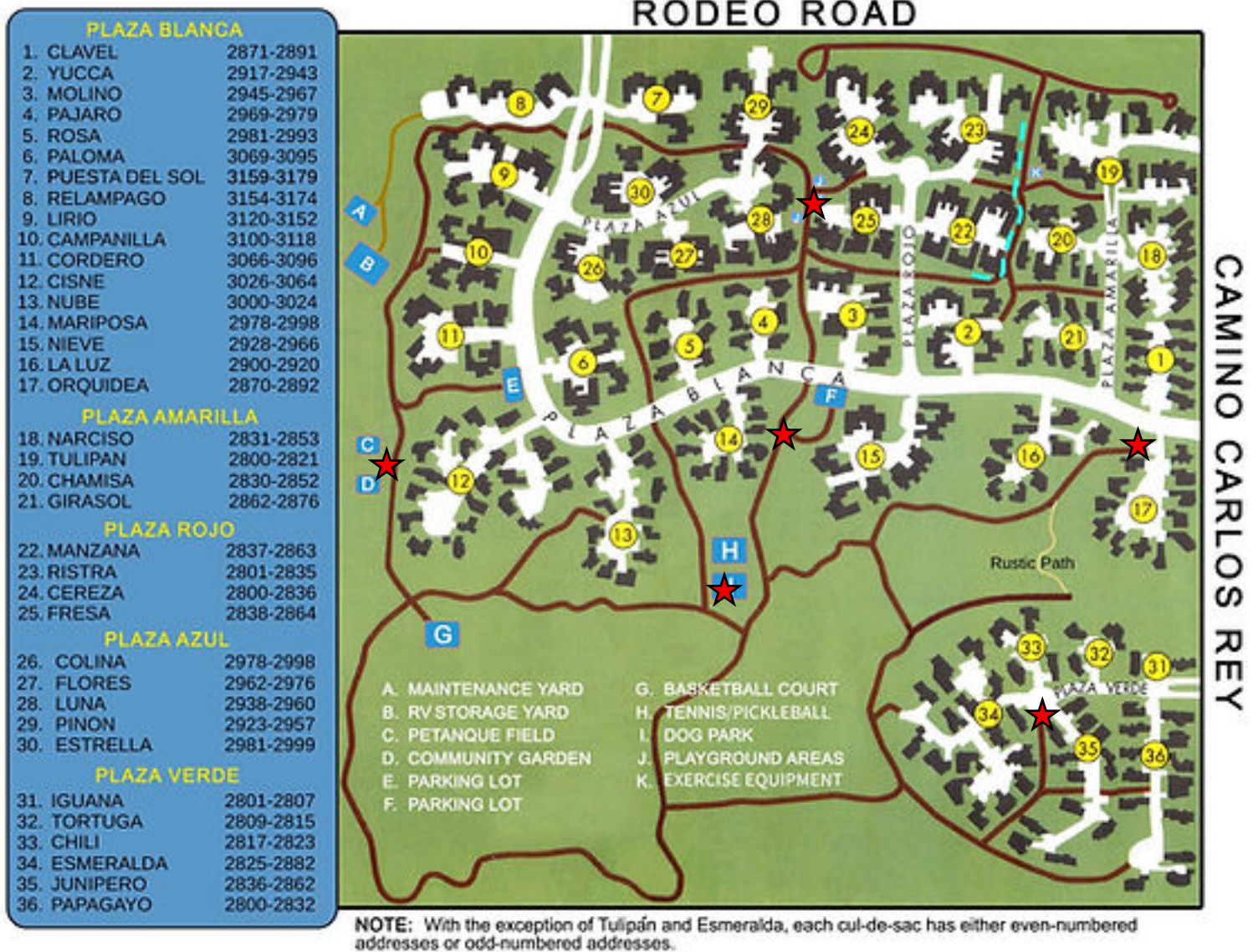
In the near term there will be the procurement of 4 pamphlet holders. These are roughly \$30 each. Susan will be seeking donation of A-frame signage from Lisa Krouse. If she is not amenable, these can be purchased for about \$50 each.

Livestreaming of Board meetings could be completed though a board members laptop with a webcam however mics on personal webcams may not be sufficient. Conference room mic/speaker set ups are less than \$150. There may be some trial and error. Long-term technology upgrades would be ideal for the community office. Such as a digital screen that can be used to project the board meeting agenda and highlight community happenings or events during business hours.

Community Meetings/Townhalls initially could be filmed from one or multiple cellphone cameras. Audio could be recorded from the conference room mic acquired for the board meetings at the board table. Again, some trial and error and upgrades to equipment could be implemented over time.

Physical community Bulletin Boards are an idea with no set implementation. These are the most expensive at close to \$1000 each. Maybe a couple of hanging boards similar to that at the dog park can be placed on the fence at the community garden, tennis court, and play ground.

Appendix A: Pamphlet Locations



Locations (★):

Playground

Dog Bags outside community garden

Private Trails sign on Orquidea

Little Library (Place in Library, no pamphlet holder)

Dog Park (Bulletin Board)

TBD: Somewhere near Plaza Verde (is there a private trail sign at one of the trail entrances?)

Appendix

Finance Report Supporting Documents

Balance Sheet - BP

Properties: Active

As of: 10/31/2025

Accounting Basis: Accrual

Include Zero Balance GL Accounts: No

Account Number	Account Name	Balance
ASSETS		
Cash		
10020	EBT Operating Fund #7801	16,198.26
12040	EBT Reserve Fund #8601	10,000.51
Total Cash		26,198.77
10010	Petty Cash	255.00
10021	EBT Operating Fund - IntraFi Cash Svc	803,547.00
12041	EBT Reserve - IntraFi Cash Svc	651,001.24
13010	Accounts Receivable	9,983.78
14035	Right of Use - Office Lease	26,015.00
14040	Security Deposit for Office	750.00
14041	Security Deposit - Optimal Unlimited	500.00
15065	Right of Use - Accumulated Amortization	-3,340.00
TOTAL ASSETS		1,514,910.79
LIABILITIES & CAPITAL		
Liabilities		
20010	Accounts Payable	49,615.71
20030	Prepaid Assessments	10,533.58
20040	RV Lot Dumpster Key Deposits	4,010.00
20045	Short-term Lease Liability	8,364.00
20050	Long Term Lease Liability	14,311.00
21010	Deferred Reserve Fund Liability	1,408,940.96
25010	Federal Withholding	474.28
25020	FICA	402.70
25030	FUTA	-0.01
25040	Medicare	94.16
25050	State Income Tax Withholding	-166.91
25060	WC-1	2.00
Total Liabilities		1,496,581.47
Capital		
30900	Members' Equity - OF	67,652.59
30910	Members' Equity - RF	0.06
Calculated Retained Earnings		-24,958.32
Calculated Prior Years Retained Earnings		-24,365.01
Total Capital		18,329.32
TOTAL LIABILITIES & CAPITAL		1,514,910.79

Operating Fund Income Statement

Properties: Active

As of: Oct 2025

Accounting Basis: Accrual

Fund Type: Operating

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
Income							
40100	Assessments	43,153.00	43,316.00	432,991.74	433,160.00	-168.26	-0.04%
40200	Water & Sewer Charges	27,059.21	28,170.00	234,608.31	251,841.00	-17,232.69	-6.84%
40300	Transfer Fees	600.00	400.00	6,000.00	3,600.00	2,400.00	66.67%
40310	Permits and Fees	0.00	25.00	70.00	225.00	-155.00	-68.89%
40600	Misc Income	0.00	0.00	4,250.00	0.00	4,250.00	—
40800	Operating Fund - Interest & Dividends	2,218.16	1,334.00	16,491.07	13,332.00	3,159.07	23.70%
49035	NSF Fees Collected	0.00	0.00	125.00	0.00	125.00	—
Total Operating Income		73,030.37	73,245.00	694,536.12	702,158.00	-7,621.88	-1.09%
Expense							
60110	Postage & Delivery	0.00	0.00	876.00	1,400.00	524.00	37.43%
60120	Office Supplies	17.30	175.00	1,152.09	1,575.00	422.91	26.85%
60130	Printing/Copies	0.00	0.00	977.86	1,350.00	372.14	27.57%
60140	Accounting & Tax Prep	433.01	0.00	12,379.85	19,500.00	7,120.15	36.51%
60150	Legal	0.00	0.00	11,900.73	4,000.00	-7,900.73	-197.52%
60160	Bank Service Charges	144.59	90.00	1,021.38	920.00	-101.38	-11.02%
60180	Telephone & Internet	295.71	229.00	3,321.62	2,291.00	-1,030.62	-44.99%
60190	Insurance Premiums	824.00	835.00	12,421.00	12,010.00	-411.00	-3.42%
60195	Licenses & Fees	0.00	0.00	78.90	225.00	146.10	64.93%
60210	Meetings	0.00	160.00	5,642.55	4,180.00	-1,462.55	-34.99%
60230	Office Equipment	0.00	150.00	439.81	1,500.00	1,060.19	70.68%
60235	Rent & Utilities	787.50	975.00	8,968.27	9,750.00	781.73	8.02%
60240	Office Expense	22.66	267.00	1,372.53	2,670.00	1,297.47	48.59%
60245	Office Expense - SW Subs	148.93	190.00	4,807.74	4,630.00	-177.74	-3.84%
60250	Bookkeeping	311.47	900.00	4,318.80	9,000.00	4,681.20	52.01%
60265	Continuing Education	0.00	500.00	0.00	1,000.00	1,000.00	100.00%
60270	Dues & Subscriptions	0.00	0.00	340.00	500.00	160.00	32.00%
60280	Management SW Subs	879.87	880.00	8,798.70	8,800.00	1.30	0.01%
61010	Wages - Managerial	12,825.34	9,390.00	94,954.20	93,903.00	-1,051.20	-1.12%
61020	Wages - Landscape	0.00	0.00	34,678.52	27,315.00	-7,363.52	-26.96%
61030	Employee Benefits	0.00	0.00	-139.50	132.00	271.50	205.68%
61040	Payroll Taxes: FICA	795.17	583.00	8,037.23	7,672.00	-365.23	-4.76%
61045	Payroll Taxes: Medicare	185.96	136.00	1,879.67	1,757.00	-122.67	-6.98%
61050	Payroll Taxes FUTA	0.00	12.00	166.36	120.00	-46.36	-38.63%
61070	Payroll Taxes: SUTA	11.35	44.00	266.18	440.00	173.82	39.50%
61080	Payroll Taxes: WC	6.10	0.00	-279.11	0.00	279.11	—
61090	Payroll Processing Fee	51.04	75.00	565.66	750.00	184.34	24.58%
62010	Equipment Rental	108.19	109.00	973.71	1,082.00	108.29	10.01%

Operating Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
62030	Maintenance - Dog Park	0.00	84.00	0.00	832.00	832.00	100.00%
62040	Maintenance - Electrical	0.00	0.00	1,606.88	2,000.00	393.12	19.66%
62050	Maintenance - Landscaping	3,064.15	300.00	8,299.51	3,400.00	-4,899.51	-144.10%
62055	Maintenance - Landscape Management Services	16,158.18	16,500.00	129,265.44	132,000.00	2,734.56	2.07%
62060	Maintenance - Other	0.00	100.00	765.91	500.00	-265.91	-53.18%
62065	Maintenance - Cul-de-Sacs & Paths	0.00	0.00	51,629.24	57,474.00	5,844.76	10.17%
62070	Maintenance - Plumbing - Sewer	0.00	2,000.00	14,045.44	20,000.00	5,954.56	29.77%
62080	Maintenance - Plumbing - Water	578.37	0.00	22,357.93	25,000.00	2,642.07	10.57%
62090	Maintenance - RV Storage Lot	0.00	0.00	813.86	750.00	-63.86	-8.51%
62100	Maintenance - Signs	0.00	0.00	0.00	1,000.00	1,000.00	100.00%
62110	Maintenance - Tennis & Petanque	0.00	0.00	10.81	500.00	489.19	97.84%
62120	Maintenance - Trees	0.00	0.00	9,436.01	15,000.00	5,563.99	37.09%
62130	Maintenance - Vehicles	0.00	0.00	190.91	0.00	-190.91	—
62140	Maintenance - Vehicle Fuel	0.00	0.00	293.58	150.00	-143.58	-95.72%
62150	Maintenance - Water & Land Conservation	0.00	0.00	8,391.60	2,500.00	-5,891.60	-235.66%
63010	Refuse	493.50	250.00	7,334.74	4,100.00	-3,234.74	-78.90%
63020	Water	16,078.34	19,162.00	147,898.88	159,848.00	11,949.12	7.48%
63030	Sewer	10,385.41	9,006.00	93,309.60	91,988.00	-1,321.60	-1.44%
63040	Electricity	396.94	125.00	3,923.35	1,250.00	-2,673.35	-213.87%
64010	Taxes - Federal Income	0.00	0.00	0.00	750.00	750.00	100.00%
64030	Taxes - Franchise and Other	0.00	0.00	0.00	110.00	110.00	100.00%
	Total Operating Expense	65,003.08	63,227.00	719,494.44	737,624.00	18,129.56	2.46%
	Total Operating Income	73,030.37	73,245.00	694,536.12	702,158.00	-7,621.88	-1.09%
	Total Operating Expense	65,003.08	63,227.00	719,494.44	737,624.00	18,129.56	2.46%
	NOI - Net Operating Income	8,027.29	10,018.00	-24,958.32	-35,466.00	10,507.68	29.63%
	Total Income	73,030.37	73,245.00	694,536.12	702,158.00	-7,621.88	-1.09%
	Total Expense	65,003.08	63,227.00	719,494.44	737,624.00	18,129.56	2.46%
	Net Income	8,027.29	10,018.00	-24,958.32	-35,466.00	10,507.68	29.63%

Reserve Fund Income Statement

Properties: Active

As of: Oct 2025

Accounting Basis: Accrual

Fund Type: Reserve

Account Name	MTD Actual	MTD Budget	YTD Actual	YTD Budget	YTD \$ Var.	YTD % Var.
Income						
Reserve Fund Income	29,596.06	11,858.33	106,471.34	118,583.34	-12,112.00	-10.21%
Total Reserve Income	29,596.06	11,858.33	106,471.34	118,583.34	-12,112.00	-10.21%
Expense						
Dog Park	0.00	0.00	0.00	2,000.00	2,000.00	100.00%
Electrical & Lighting	0.00	1,000.00	1,982.37	7,500.00	5,517.63	73.57%
Equipment	0.00	800.00	0.00	7,200.00	7,200.00	100.00%
Landscape	0.00	3,500.00	6,761.88	31,500.00	24,738.12	78.53%
Paving - Cul-de-Sacs	0.00	0.00	5,135.66	10,000.00	4,864.34	48.64%
Paving - Walking Paths & Trails	0.00	10,000.00	8,486.23	20,000.00	11,513.77	57.57%
Plumbing - Sewer Lines	18,500.06	2,000.00	18,500.06	18,000.00	-500.06	-2.78%
Plumbing - Water Lines	0.00	0.00	9,785.56	0.00	-9,785.56	—
Inside Water Lines & Meters	0.00	0.00	0.00	3,150.00	3,150.00	100.00%
Signs - Permanent	0.00	0.00	0.00	900.00	900.00	100.00%
Tennis & Petanque Courts	0.00	0.00	0.00	750.00	750.00	100.00%
Water & Land Conservation	0.00	0.00	44,723.58	35,000.00	-9,723.58	-27.78%
Bank Service Charges - RF	75.00	0.00	75.00	0.00	-75.00	—
Taxes - Federal Income	8,913.00	0.00	8,913.00	0.00	-8,913.00	—
Taxes - State Income	2,087.00	0.00	2,087.00	0.00	-2,087.00	—
Late Payment Fees	21.00	0.00	21.00	0.00	-21.00	—
Total Reserve Expense	29,596.06	17,300.00	106,471.34	136,000.00	29,528.66	21.71%
Total Reserve Income	29,596.06	11,858.33	106,471.34	118,583.34	-12,112.00	-10.21%
Total Reserve Expense	29,596.06	17,300.00	106,471.34	136,000.00	29,528.66	21.71%
Net Reserve	0.00	-5,441.67	0.00	-17,416.66	17,416.66	100.00%
Total Income	29,596.06	11,858.33	106,471.34	118,583.34	-12,112.00	-10.21%
Total Expense	29,596.06	17,300.00	106,471.34	136,000.00	29,528.66	21.71%
Net Income	0.00	-5,441.67	0.00	-17,416.66	17,416.66	100.00%

Income Statement

Park Plazas Community Services Association

Properties: Active

As of: Oct 2025

Accounting Basis: Accrual

Include Zero Balance GL Accounts: No

Account Number	Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Operating Income & Expense					
Income					
40100	Assessments	43,153.00	42.05	432,991.74	54.06
40200	Water & Sewer Charges	27,059.21	26.37	234,608.31	29.29
40300	Transfer Fees	600.00	0.58	6,000.00	0.75
40310	Permits and Fees	0.00	0.00	70.00	0.01
40600	Misc Income	0.00	0.00	4,250.00	0.53
40800	Operating Fund - Interest & Dividends	2,218.16	2.16	16,491.07	2.06
42100	Reserve Fund Income	29,596.06	28.84	106,471.34	13.29
42110	Reserve Fund - Interest & Dividends	0.00	0.00	0.00	0.00
49035	NSF Fees Collected	0.00	0.00	125.00	0.02
Total Operating Income		102,626.43	100.00	801,007.46	100.00
Expense					
60110	Postage & Delivery	0.00	0.00	876.00	0.11
60120	Office Supplies	17.30	0.02	1,152.09	0.14
60130	Printing/Copies	0.00	0.00	977.86	0.12
60140	Accounting & Tax Prep	433.01	0.42	12,379.85	1.55
60150	Legal	0.00	0.00	11,900.73	1.49
60160	Bank Service Charges	144.59	0.14	1,021.38	0.13
60180	Telephone & Internet	295.71	0.29	3,321.62	0.41
60190	Insurance Premiums	824.00	0.80	12,421.00	1.55
60195	Licenses & Fees	0.00	0.00	78.90	0.01
60200	Late Payment Charges	0.00	0.00	0.00	0.00
60210	Meetings	0.00	0.00	5,642.55	0.70
60230	Office Equipment	0.00	0.00	439.81	0.05
60235	Rent & Utilities	787.50	0.77	8,968.27	1.12
60240	Office Expense	22.66	0.02	1,372.53	0.17
60245	Office Expense - SW Subs	148.93	0.15	4,807.74	0.60
60250	Bookkeeping	311.47	0.30	4,318.80	0.54
60265	Continuing Education	0.00	0.00	0.00	0.00
60270	Dues & Subscriptions	0.00	0.00	340.00	0.04
60280	Management SW Subs	879.87	0.86	8,798.70	1.10
61010	Wages - Managerial	12,825.34	12.50	94,954.20	11.85
61020	Wages - Landscape	0.00	0.00	34,678.52	4.33
61030	Employee Benefits	0.00	0.00	-139.50	-0.02
61040	Payroll Taxes: FICA	795.17	0.77	8,037.23	1.00
61045	Payroll Taxes: Medicare	185.96	0.18	1,879.67	0.23
61050	Payroll Taxes FUTA	0.00	0.00	166.36	0.02
61070	Payroll Taxes: SUTA	11.35	0.01	266.18	0.03
61080	Payroll Taxes: WC	6.10	0.01	-279.11	-0.03

Income Statement

Account Number	Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
61090	Payroll Processing Fee	51.04	0.05	565.66	0.07
62010	Equipment Rental	108.19	0.11	973.71	0.12
62030	Maintenance - Dog Park	0.00	0.00	0.00	0.00
62040	Maintenance - Electrical	0.00	0.00	1,606.88	0.20
62050	Maintenance - Landscaping	3,064.15	2.99	8,299.51	1.04
62055	Maintenance - Landscape Management Services	16,158.18	15.74	129,265.44	16.14
62060	Maintenance - Other	0.00	0.00	765.91	0.10
62065	Maintenance - Cul-de-Sacs & Paths	0.00	0.00	51,629.24	6.45
62070	Maintenance - Plumbing - Sewer	0.00	0.00	14,045.44	1.75
62080	Maintenance - Plumbing - Water	578.37	0.56	22,357.93	2.79
62090	Maintenance - RV Storage Lot	0.00	0.00	813.86	0.10
62110	Maintenance - Tennis & Petanque	0.00	0.00	10.81	0.00
62120	Maintenance - Trees	0.00	0.00	9,436.01	1.18
62130	Maintenance - Vehicles	0.00	0.00	190.91	0.02
62140	Maintenance - Vehicle Fuel	0.00	0.00	293.58	0.04
62150	Maintenance - Water & Land Conservation	0.00	0.00	8,391.60	1.05
63010	Refuse	493.50	0.48	7,334.74	0.92
63020	Water	16,078.34	15.67	147,898.88	18.46
63030	Sewer	10,385.41	10.12	93,309.60	11.65
63040	Electricity	396.94	0.39	3,923.35	0.49
64010	Taxes - Federal Income	0.00	0.00	0.00	0.00
64030	Taxes - Franchise and Other	0.00	0.00	0.00	0.00
65000	Miscellaneous	0.00	0.00	0.00	0.00
70130	Electrical & Lighting	0.00	0.00	1,982.37	0.25
70160	Landscape	0.00	0.00	6,761.88	0.84
70180	Paving - Cul-de-Sacs	0.00	0.00	5,135.66	0.64
70190	Paving - Walking Paths & Trails	0.00	0.00	8,486.23	1.06
70210	Plumbing - Sewer Lines	18,500.06	18.03	18,500.06	2.31
70220	Plumbing - Water Lines	0.00	0.00	9,785.56	1.22
70230	Inside Water Lines & Meters	0.00	0.00	0.00	0.00
70260	Tennis & Petanque Courts	0.00	0.00	0.00	0.00
70270	Water & Land Conservation	0.00	0.00	44,723.58	5.58
74005	Bank Service Charges - RF	75.00	0.07	75.00	0.01
74010	Taxes - Federal Income	8,913.00	8.68	8,913.00	1.11
74020	Taxes - State Income	2,087.00	2.03	2,087.00	0.26
74040	Late Payment Fees	21.00	0.02	21.00	0.00
Total Operating Expense		94,599.14	92.18	825,965.78	103.12
NOI - Net Operating Income		8,027.29	7.82	-24,958.32	-3.12
Total Income		102,626.43	100.00	801,007.46	100.00
Total Expense		94,599.14	92.18	825,965.78	103.12

Income Statement

Account Number	Account Name	Selected Month	% of Selected Month	Year to Month End	% of Year to Month End
Net Income		8,027.29	7.82	-24,958.32	-3.12

Journal Entry Register Report

Properties: Active Properties Only

Date Range: 10/01/2025 - 10/31/2025

Entry Date	Reference	Property Name	Property Address	Account Number	Account Name	Debit	Credit	Description
10/01/2025	1202							October 2025 - Record Deferred Reserve Fund Liability - Aug, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	40100	Assessments	28,730.00		Record Deferred Reserve Fund Liability - Aug, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	21010	Deferred Reserve Fund Liability		28,730.00	Record Deferred Reserve Fund Liability - Aug, 2025
10/01/2025	1225							Correct posting of Tierra Bonita Oct Fee
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	62055	Maintenance - Landscape Management Services	16,158.18		Move Tierra Bonita Landscape Fee from 62050
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	62050	Maintenance - Landscaping		16,158.18	Move Tierra Bonita Landscape Fee to 62055
10/03/2025	1205							Payroll PE 09/28/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	1,133.40		P/E 09/28/2025 - C Kosak
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	3,129.12		P/E 09/28/2025 - R White
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25010	Federal Withholding		423.47	P/E 09/28/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA		264.28	P/E 09/28/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25040	Medicare		61.81	P/E 09/28/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding		122.21	P/E 09/28/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61080	Payroll Taxes: WC		4.50	P/E P/E 09/28/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		961.08	P/E P/E 09/28/2025 - C Kosak
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		2,425.17	P/E 09/28/2025 - R White
10/03/2025	1206							October 2025 - Payroll Taxes P/E 09/28/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25010	Federal Withholding	423.47		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA	264.28		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community	2801 Rodeo Road E-1	25040	Medicare	61.81		Pay Tax Liabilities P/E 09/28/2025 -

Journal Entry Register Report

Entry Date	Reference	Property Name	Property Address	Account Number	Account Name	Debit	Credit	Description
		Services Association	Santa Fe, NM 87507					ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding	122.21		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61040	Payroll Taxes: FICA	264.28		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61045	Payroll Taxes: Medicare	61.81		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61070	Payroll Taxes: SUTA	3.74		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61080	Payroll Taxes: WC	5.10		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61080	Payroll Taxes: WC	4.50		Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		1,211.20	Pay Tax Liabilities P/E 09/28/2025 - ALL EEs
10/16/2025	1212							Bank account analysis fee - October, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	60160	Bank Service Charges	154.36		EBT - Bank account analysis fee - October, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		154.36	EBT - Bank account analysis fee - October, 2025
10/16/2025	1213							EBT - Bank account analysis fee - October, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	74005	Bank Service Charges - RF	75.00		EBT - Bank account analysis fee - October, 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12040	EBT Reserve Fund #8601		75.00	EBT - Bank account analysis fee - October, 2025
10/17/2025	1214							Payroll PE 10/12/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	1,133.40		P/E 10/12/2025 - C Kosak
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	3,129.12		P/E 10/12/2025 - R White
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25010	Federal Withholding		423.47	P/E 10/12/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA		264.27	P/E 10/12/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25040	Medicare		61.80	P/E 10/12/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding		122.21	P/E 10/12/2025 - All
		Park Plazas Community	2801 Rodeo Road E-1	10020	EBT Operating Fund #7801		963.34	P/E P/E 10/12/2025 - C Kosak

Journal Entry Register Report

Entry Date	Reference	Property Name	Property Address	Account Number	Account Name	Debit	Credit	Description
		Services Association	Santa Fe, NM 87507					
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		2,427.43	P/E 10/12/2025 - R White
10/17/2025	1215							October 2025 - Payroll Taxes P/E 10/12/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25010	Federal Withholding	423.47		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA	264.27		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25040	Medicare	61.80		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding	122.21		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61040	Payroll Taxes: FICA	264.27		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61045	Payroll Taxes: Medicare	61.80		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61070	Payroll Taxes: SUTA	3.74		Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		1,201.56	Pay Tax Liabilities P/E 10/12/2025 - ALL EEs
10/31/2025	1216							Payroll PE 10/26/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	1,171.18		P/E 10/26/2025 - C Kosak
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61010	Wages - Managerial	3,129.12		P/E 10/26/2025 - R White
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25010	Federal Withholding		428.01	P/E 10/26/2025- All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA		266.62	P/E 10/26/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25040	Medicare		62.35	P/E 10/26/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding		123.83	P/E 10/26/2025 - All
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		992.07	P/E P/E 10/26/2025 - C Kosak
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		2,427.42	P/E 10/26/2025 - R White
10/31/2025	1217							October 2025 - Payroll Taxes P/E 10/26/2025
		Park Plazas Community	2801 Rodeo Road E-1	25010	Federal Withholding	428.01		Pay Tax Liabilities P/E 10/26/2025 -

Journal Entry Register Report

Entry Date	Reference	Property Name	Property Address	Account Number	Account Name	Debit	Credit	Description
		Services Association	Santa Fe, NM 87507					ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25020	FICA	266.62		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25040	Medicare	62.35		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	25050	State Income Tax Withholding	123.83		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61040	Payroll Taxes: FICA	266.62		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61045	Payroll Taxes: Medicare	62.35		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61070	Payroll Taxes: SUTA	3.87		Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		1,213.65	Pay Tax Liabilities P/E 10/26/2025 - ALL EEs
10/31/2025	1219							10/31/2025 Interest
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801	0.19		10/31/2025 Interest earned
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	40800	Operating Fund - Interest & Dividends		0.19	10/31/2025 Interest earned
10/31/2025	1220							Interest Earned
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12040	EBT Reserve Fund #8601	0.26		10/31/2025 Interest earned
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12041	EBT Reserve - IntraFi Cash Svc		0.26	10/31/2025 Interest earned
10/31/2025	1221							Record OF ICS Interest Earned - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10021	EBT Operating Fund - IntraFi Cash Svc	2,217.97		ICS Interest Earned - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	40800	Operating Fund - Interest & Dividends		2,217.97	ICS Interest Earned - 10/2025
10/31/2025	1222							Record RF ICS Interest Earned - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12041	EBT Reserve - IntraFi Cash Svc	1,884.78		ICS Interest Earned - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	21010	Deferred Reserve Fund Liability		1,884.78	ICS Interest Earned - 10/2025
10/31/2025	1223							RecordSure Payroll Tax Adjustment
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	61080	Payroll Taxes: WC	1.00		RecordSure Payroll Tax Adjustment

Journal Entry Register Report

Entry Date	Reference	Property Name	Property Address	Account Number	Account Name	Debit	Credit	Description
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		1.00	RecordSure Payroll Tax Adjustment
10/31/2025	1224							Recognize RF Income - Oct 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	21010	Deferred Reserve Fund Liability	29,596.06		Recognize RF Income to cover RF Expenses - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	42100	Reserve Fund Income		29,596.06	Recognize RF Income to cover RF Expenses - 10/2025
10/31/2025	1226							Record Operating Fund sweep transactions - October 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801	63,572.92		Record Operating Fund sweep transactions -October 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10021	EBT Operating Fund - IntraFi Cash Svc		63,572.92	Record Operating Fund sweep transactions -October 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10021	EBT Operating Fund - IntraFi Cash Svc	76,087.08		Record Operating Fund sweep transactions -October 2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	10020	EBT Operating Fund #7801		76,087.08	Record Operating Fund sweep transactions - October 2025
10/31/2025	1227							Records Sweep Transfers to 8601 and from 2316 - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12040	EBT Reserve Fund #8601	29,714.15		Sweep Transfers to 8601 from 2316 to 6801 - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12041	EBT Reserve - IntraFi Cash Svc		29,714.15	Sweep Transfers to 8601 from 2316 to 6801 - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12041	EBT Reserve - IntraFi Cash Svc	0.24		Sweep transfers to 2316 from 6801 - 10/2025
		Park Plazas Community Services Association	2801 Rodeo Road E-1 Santa Fe, NM 87507	12040	EBT Reserve Fund #8601		0.24	Sweep transfers from 6801 to 2316 - 10/2025
Total						264,643.94	264,643.94	

Reconciliation Report

Enterprise Bank & Trust

Account Name	Operating Fund 7801
Account Number	*****
Ending Statement Date	10/31/2025

Summary

Bank Statement Starting Balance on 09/30/2025	10,000.22
Cleared Deposits and other Increases	164,161.79
Cleared Checks and other Decreases	164,161.82
Cleared ACH Batches and Reversals	0.00
Cleared Balance	10,000.19

Unreconciled Transactions

Unreconciled Deposits and other Increases (2 Items)

Journal Entry - Recognize Pmt from RF of OF CC pmt made 08/26/25	08/31/2025	615.94
Deposit #490	10/31/2025	100.00

Total **715.94**

Unreconciled Checks and other Decreases (2 Items)

Check #20220509 - William C. & Diane J. Graves	12/17/2024	70.14
Journal Entry - April 2025 - PP Payroll P/E 03/04/2025	04/09/2025	32.22

Total **102.36**

Unreconciled ACH Batches and Reversals (0 Items)

Total **0.00**

Unreconciled Payments from ACH Batches Generated after Reconciliation Period (0 Items)

Total **0.00**

Unreconciled Checks Voided after Reconciliation Period (0 Items)

Total **0.00**

Unreconciled Receipts Deposited after Reconciliation Period (23 Items)

Receipt #A7EF-DF60 - Maureen O'Reilly-Blum	10/28/2025	189.25
Receipt #A90B-B460 - Rosemary M. Thompson	10/28/2025	296.58
Receipt #A9F0-A8E0 - Mike Walker	10/28/2025	295.34
Receipt #AA86-8C90 - Wanda Frances Miles-Bell Revocable Trust	10/28/2025	207.00
Receipt #415A-6520 - Denis Tassel	10/29/2025	196.97
Receipt #4211-65B0 - David M. Silver	10/29/2025	219.19
Receipt #42AF-A3E0 - John W. & Kris Murphey	10/29/2025	198.95
Receipt #4358-E0C0 - Monica Sweeney	10/29/2025	344.59
Receipt #10FB-9BB0 - John R. Hanson	10/30/2025	211.17
Receipt #11B5-0630 - Estate of Suzanne Brandt	10/30/2025	238.12
Receipt #1264-F8F0 - 2877 Plaza Blanca LLC	10/30/2025	209.78

Receipt #12D9-F900 - Leland Van Deventer	10/30/2025	228.40
Receipt #1367-C9E0 - Oliver Stanford	10/30/2025	300.00
Receipt #4208-3D20 - Gregory & Robin Wilkins	10/30/2025	190.89
Receipt #61FE-27C0 - Margaret Ann Ferkovich	10/30/2025	478.68
Receipt #CD15-3C30 - Stephen C. Bing	10/31/2025	248.22
Receipt #CDB2-ADC0 - Shawn A. Paar	10/31/2025	210.03
Receipt #CE4F-A590 - Christopher Schulz	10/31/2025	273.83
Receipt #CED4-0E00 - Valarie & Mahdi Budayr	10/31/2025	200.00
Receipt #CF9D-8950 - Janis Ann Devoti	10/31/2025	218.56
Receipt #D06D-F3D0 - Raymond & Vicki Singer	10/31/2025	198.69
Receipt #D103-DC40 - Rand L. Greenfield	10/31/2025	233.05
Receipt #35E3-9C90 - Sarah E. Shea	10/31/2025	197.20

Total **5,584.49**

Receipts Reversed after Reconciliation Which Have Not Been Deposited (0 Items)

Total **0.00**

Pending Online Receipts Which Have Not Been Deposited (0 Items)

Total **0.00**

Cleared Transactions

Cleared Deposits and other Increases (47 Items)

Deposit #Automatic ACH Deposit	10/01/2025	2,757.74
Deposit #Automatic ACH Deposit	10/02/2025	836.66
Deposit #Automatic Deposit	10/02/2025	200.00
Deposit #Automatic ACH Deposit	10/03/2025	2,372.42
Deposit #Automatic Deposit	10/03/2025	1,128.30
Deposit #479	10/03/2025	1,675.14
Deposit #Automatic ACH Deposit	10/06/2025	2,681.30
Deposit #480	10/06/2025	2,644.16
Deposit #Automatic ACH Deposit	10/07/2025	4,988.59
Deposit #Automatic Deposit	10/07/2025	2,709.57
Deposit #Automatic ACH Deposit	10/08/2025	4,805.91
Deposit #Automatic ACH Deposit	10/09/2025	11,677.71
Deposit #Automatic ACH Deposit	10/10/2025	1,765.34
Deposit #481	10/10/2025	398.00
Deposit #482	10/10/2025	4,940.36
Deposit #483	10/10/2025	3,341.43
Deposit #Automatic ACH Deposit	10/14/2025	1,513.51
Deposit #Automatic ACH Deposit	10/15/2025	1,377.72
Deposit #Automatic Deposit	10/15/2025	641.36
Deposit #484	10/15/2025	2,141.11
Deposit #Automatic ACH Deposit	10/16/2025	858.66
Deposit #Automatic Deposit	10/16/2025	196.57
Deposit #Automatic ACH Deposit	10/17/2025	3,074.16
Deposit #Automatic Deposit	10/17/2025	462.87
Deposit #485	10/17/2025	3,535.04
Deposit #486	10/18/2025	363.00
Deposit #Automatic ACH Deposit	10/20/2025	3,998.76
Deposit #487	10/20/2025	(40)2,066.47

Deposit #Automatic ACH Deposit	10/21/2025	3,524.66
Deposit #Automatic Deposit	10/21/2025	284.98
Deposit #Automatic ACH Deposit	10/22/2025	3,058.52
Deposit #Automatic ACH Deposit	10/23/2025	1,515.14
Deposit #Automatic ACH Deposit	10/24/2025	2,624.28
Deposit #Automatic Deposit	10/24/2025	202.69
Deposit #488	10/24/2025	4,094.28
Deposit #Automatic Deposit	10/27/2025	285.90
Deposit #Automatic ACH Deposit	10/27/2025	1,650.82
Deposit #Automatic ACH Deposit	10/28/2025	2,223.85
Deposit #Automatic Deposit	10/28/2025	654.78
Deposit #Automatic ACH Deposit	10/29/2025	1,314.18
Deposit #Automatic ACH Deposit	10/30/2025	3,168.83
Deposit #Automatic ACH Deposit	10/31/2025	3,723.14
Deposit #491	10/31/2025	589.17
Deposit #492	10/31/2025	444.52
Deposit #493	10/31/2025	2,077.08
Journal Entry - 10/31/2025 Interest	10/31/2025	0.19
Journal Entry - Record Operating Fund sweep transactions - October 2025	10/31/2025	63,572.92
Total		164,161.79
Cleared Checks and other Decreases (31 Items)		
Check #20220631 - Tierra Bonita Landscape Management	08/28/2025	3,115.87
Check #20220632 - Tierra Bonita Landscape Management	08/28/2025	1,655.31
Check #20220635 - Tierra Bonita Landscape Management	09/01/2025	16,158.18
Check #20220638 - Capital Scrap Metals, Inc.	09/30/2025	108.19
Check #20220639 - City of Santa Fe	09/30/2025	27,424.24
Check #20220640 - Katie Johnson	09/30/2025	1,299.75
Check #20220641 - Rodeo Plaza Shopping Center	09/30/2025	121.51
Check #20220642 - PNM	09/30/2025	400.79
Check #20220643 - Tierra Bonita Landscape Management	10/01/2025	16,158.18
Check #20220644 - Rodeo Plaza Shopping Center	10/07/2025	787.50
Payment Ref WC Installment - NM Mutual Insurance Company	10/13/2025	35.00
Check #20220645 - CaitCo Drainworks	10/13/2025	578.37
Payment Ref ACH DEBIT COMCAST-XFINITY CABLE SVCS 251006 - Comcast	10/06/2025	172.84
Payment Ref ACH DEBIT APPFOLIO SAAS 251003 8727920 - AppFolio Software	10/03/2025	879.87
Payment Ref ACH DEBIT Cincinnati Insur INS.PREM 251014 1000051152 - Cincinnati Insurance Company	10/16/2025	789.00
Payment Ref ACH DEBIT ONLINE PAYROLL PAYROLL 251027 7582654 - SurePayroll	10/27/2025	51.04
Payment Ref ACH DEBIT CITY OF SANTA FE BILLPAY 251028 - City of Santa Fe	10/28/2025	493.50
Payment Ref ACH DEBIT ZW USA INC SALE 251030 - Mutt Mitt	10/30/2025	2,899.75
Payment Ref EBT CC Payment - Enterprise Bank & Trust	10/27/2025	967.57
Journal Entry - Payroll PE 09/28/2025	10/03/2025	961.08
Journal Entry - Payroll PE 09/28/2025	10/03/2025	2,425.17
Journal Entry - October 2025 - Payroll Taxes P/E 09/28/2025	10/03/2025	1,211.20
Journal Entry - Bank account analysis fee - October, 2025	10/16/2025	154.36
Journal Entry - Payroll PE 10/12/2025	10/17/2025	963.34
Journal Entry - Payroll PE 10/12/2025	10/17/2025	2,427.43
Journal Entry - October 2025 - Payroll Taxes P/E 10/12/2025	10/17/2025	1,201.56
Journal Entry - Payroll PE 10/26/2025	10/31/2025	992.07
Journal Entry - Payroll PE 10/26/2025	10/31/2025	(41)2,427.42

Journal Entry - October 2025 - Payroll Taxes P/E 10/26/2025	10/31/2025	1,213.65
Journal Entry - RecordSure Payroll Tax Adjustment	10/31/2025	1.00
Journal Entry - Record Operating Fund sweep transactions - October 2025	10/31/2025	76,087.08
Total		164,161.82
Cleared ACH Batches and Reversals (0 Items)		
Total		0.00
Cash Accounts		
10020: EBT Operating Fund #7801		16,198.26
Less Unreconciled Deposits		-715.94
Less Unreconciled Receipts Deposited after Reconciliation Period		-5,584.49
Less Receipts Reversed after Reconciliation Which Have Not Been Deposited		0.00
Less Pending Online Receipts Which Have Not Been Deposited		0.00
Plus Unreconciled Checks		102.36
Plus Unreconciled ACH Batches and Reversals		0.00
Plus Unreconciled Payments from ACH Batches Generated after Reconciliation Period		0.00
Plus Unreconciled Checks Voided after Reconciliation Period		0.00
Adjusted Cash Balance		10,000.19
Bank Statement Balance on 10/31/2025		10,000.19
		In Balance

Reconciliation Report

Enterprise Bank & Trust

Account Name	Reserve Fund 8601
Account Number	*****
Ending Statement Date	10/31/2025

Summary

Bank Statement Starting Balance on 09/30/2025	10,000.24
Cleared Deposits and other Increases	29,714.41
Cleared Checks and other Decreases	29,714.39
Cleared ACH Batches and Reversals	0.00
Cleared Balance	10,000.26

Unreconciled Transactions

Unreconciled Deposits and other Increases (1 Item)		
Journal Entry - Interest Earned	07/31/2025	0.25
Total		0.25
Unreconciled Checks and other Decreases (0 Items)		
Total		0.00
Unreconciled ACH Batches and Reversals (0 Items)		
Total		0.00
Unreconciled Payments from ACH Batches Generated after Reconciliation Period (0 Items)		
Total		0.00
Unreconciled Checks Voided after Reconciliation Period (0 Items)		
Total		0.00
Unreconciled Receipts Deposited after Reconciliation Period (0 Items)		
Total		0.00
Receipts Reversed after Reconciliation Which Have Not Been Deposited (0 Items)		
Total		0.00
Pending Online Receipts Which Have Not Been Deposited (0 Items)		
Total		0.00

Cleared Transactions

Cleared Deposits and other Increases (2 Items)		
Journal Entry - Interest Earned	10/31/2025	0.26
Journal Entry - Records Sweep Transfers to 8601 and from 2316 - 10/2025	10/31/2025	29,714.15
Total		29,714.41
Cleared Checks and other Decreases (8 Items)		
Check #2220443 - AFJ Custom Paving	09/30/2025	(43) 843.86

Check #2220444 - CaitCo Drainworks	09/30/2025	5,014.49
Check #2220445 - Tierra Bonita Landscape Management	09/30/2025	6,761.88
Check #2220446 - AFJ Custom Paving	10/13/2025	5,997.92
Check #2220447 - Internal Revenue Service	10/16/2025	8,934.00
Check #2220448 - Taxation and Revenue Department	10/16/2025	2,087.00
Journal Entry - EBT - Bank account analysis fee - October, 2025	10/16/2025	75.00
Journal Entry - Records Sweep Transfers to 8601 and from 2316 - 10/2025	10/31/2025	0.24
Total		29,714.39

Cleared ACH Batches and Reversals (0 Items)

Total	0.00
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Cash Accounts

12040: EBT Reserve Fund #8601	10,000.51
Less Unreconciled Deposits	-0.25
Less Unreconciled Receipts Deposited after Reconciliation Period	0.00
Less Receipts Reversed after Reconciliation Which Have Not Been Deposited	0.00
Less Pending Online Receipts Which Have Not Been Deposited	0.00
Plus Unreconciled Checks	0.00
Plus Unreconciled ACH Batches and Reversals	0.00
Plus Unreconciled Payments from ACH Batches Generated after Reconciliation Period	0.00
Plus Unreconciled Checks Voided after Reconciliation Period	0.00
Adjusted Cash Balance	10,000.26

Bank Statement Balance on 10/31/2025	10,000.26
	In Balance