Park Plazas Community Services Association

Board of Directors Board Meeting Agenda
6:30 p.m., Wednesday, September 27, 2023

1. Call to Order
2. Roll Call (Bartsch, Bender, Bullington, Carr, Epp, Glaze, Jacob, Wargo)
3. Approval of the August 21, 2023 Meeting Minutes.
4. Community Input.
5. Committee Reports
    a. Finance Report (R White) – Report is attached.
    b. Architectural Control Committee (B Bender) – Report is not attached.
    c. Dog Park Committee (S Swaboda) – Report is not attached.
    d. Landscape Committee (N Haskins) – Report is not attached.
    e. Newsletter Committee – Report is not attached.
    f. Tennis Court Committee (J Blakey) – Report is not attached.
    g. Community Garden (W Darnell) – Report is not attached.
6. Manager's Report (R White) – Report is attached.
7. Old Business
    a. AppFolio update
    b. Parking Update
8. New Business
    a.
9. Community Input
10. Date and time of Next Meeting: October 25. 2023 Time 6:30 p.m.
11. Closed Session – if needed.
12. Adjourn meeting.

Minutes
Board of Directors Meeting
Park Plazas Community Services Association
August 21, 2023

The meeting was called to order by Tom Carr, president, at 6:30 pm.

Those directors present: Tom Carr, J.D. Bullington, Bob Jacob, Laurie Glaze, Chris Bartsch, Irene Epp, Peter Wargo

Those absent: Bruce Bender

Guests present: Art Ireland, Nora Haskins, Sarah Shea, Chandra Wargo, Bill Glaze, Marianne Murray

Minutes from the previous meeting on July 26, 2023 were unanimously approved on a motion by Laurie Glaze and seconded by Irene Epp.

Community input & public comments: None

President's Report: Tom Carr had no report.

Committee Reports

Finance Committee: Report submitted and attached;

Architectural Control Committee: Report not attached;

Dog Park Committee: Report not attached;

Landscape Committee: Report submitted and attached;

News Committee: Report not attached;

Tennis Courts Committee: Report not attached;

Community Garden Committee: Report not attached;

Manager's Report (Richard White, manager): Report submitted and attached;

A motion by Chris Bartsch, seconded by Peter Wargo, to accept all committee reports as written and submitted passed unanimously.

Old Business:

A) AppFolio Update: Richard White reported the system is working well and PPCSA management is satisfied.

B) Parking Update: A plan is being implemented to use aerial images to identify common area spaces that are available, where they are located in each cul-de-sac and where cars are parking. The encouragement of voluntary compliance will continue before ultimately implementing a system of fines for continuous violations.

C) Water Submeters: 270 water submeters have been purchased and are waiting deployment.

D) Irrigation Pilot Project Update: Richard White noted an effort is underway to replace aged hardware and test the Relampago cul-de-sac system by performing a demonstration project before eventually upgrading the entire irrigation network.

New Business: Landscape Proposal
Nora Haskins gave a presentation about a comprehensive landscape proposal that was outlined in detail in the board packet. Budget, staffing and scope of work issues were discussed. The Board gave direction to the Finance Committee to consider the inclusion of a full-time landscape manager into the preliminary budget creation process beginning in September.

Community Input & Public Comments: None

Next Meeting Date & Time: September 27, 2023 at 6:30 pm at the PPCSA office.

Closed Executive Session: None

Adjournment: There being no further business before the Board, the meeting was adjourned at 8:11 pm on a unanimously supported motion by J.D. Bullington, seconded by Peter Wargo.

Signed this Day of August 21, 2023

J.D. Bullington, Secretary

Park Plazas Community Services Association

Finance Committee Report

Submitted by Richard White

9/27/2023

The following financial statements and related information for the current period ending 08/31/2023 and year-to-date through 08/31/2023 are attached for your review:

- Balance Sheet – Combined for both funds. For the Operating Fund account, the balance shown includes checks that are outstanding. As they are presented for payment, automatic transfers are made from GL10021 to maintain the minimum balance of $25,000 in GL10020.
- Income Statement – Operating Fund: for the current month and year to date.
- Income Statement – Reserve Fund: for the current month and year to date.
- Income Statement – Combined report for the current month and year to date.
- Bank Reconciliations for the Operating and Reserve Fund accounts.

From the Income Statements as of 08/31/2023

	Current Period			2023 Year to Date		
Description	**AUG, 2023**	**Budget**	**Variance**	**YTD**	**Budget**	**Variance**
Operating Fund Revenue	$67,276	$65,078	$2,198	$470,853	$508,240	($37,387)
Operating Fund Expenses	$66,934	$61,564	$5,370	$535,565	$517,809	$17,756
Net Surplus (Deficit)	**$342**	**$3,514**	**($3,172)**	**($64,712)**	**($9,569)**	**($55,143)**
Reserve Fund Revenue	$22,102	$24,600	($2,498)	$187,429	$196,800	($9,371)
Reserve Fund Expenses	$126,935	$7,042	$119,893	$257,301	$202,859	$54,442
Net Surplus (Deficit)	**($104,833)**	**$17,558**	**($122,391)**	**($69,872)**	**($6,059)**	**($63,813)**
Combined Fund Revenue	$89,378	$89,678	($300)	$658,282	$705,040	($46,758)
Combined Fund Expenses	$193,869	$68,606	$125,263	$792,866	$720,667	$72,199
Net Surplus (Deficit)	**($104,490)**	**$21,073**	**($125,563)**	**($134,584)**	**($15,627)**	**($118,957)**

From the Balance Sheet as of 08/31/2023

Operating Fund Account Cash Balances **$166,262**

Reserve Fund Account Cash & Investment Account Balances **$873,679**

Accounts Receivable

Current	Over 30	Over 60	Over 90	Total
$15,282	$23,014	$0	$0	$38,296

Finance Committee Report

Submitted by Richard White
9/27/2023

Notes on Income Statement Variances:

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.

Operating Fund Expenditures.

60110 Postage and Delivery – the cost of direct mailings to the community include 442 1st class stamps ($0.66 each), the printed material, envelopes and staff time to prepare and assemble each mailing. The total cost of a one-page mailing averages $475.

60280 Management SW Subscriptions.

The monthly subscription cost for Enumerate (fka TOPS One) was $625 per month + the Zego autopayment charges which added another $200 +/-. AppFolio is $382.55 including the cost of autopay. Their onboarding team did indicate AppFolio may charge for processing autopay sometime in the future.

62120 Maintenance Trees.

With $55,600 having been spent on tree pruning, dead tree removal and cutting out dead wood, spending exceeds the budgeted amount by $35,600.

Reserve Fund Expenditures.

70180 Paving – Cul-de-Sacs.

Year to date expenditures total $83,240 which exceeds the budgeted amount of $76,825 by $6,417. This is due primarily to the unplanned repaving (not an overlay) of the first eastern spur on Tulipan cul-de-sac. This area was slated for work later but due primarily to the weight of the trash and recycling trucks, the need was accelerated.

70230 Inside Water Lines & Meters.

As noted previously, the Association acquired 280 water meters for $122,664. This expenditure was unplanned but very necessary due to supply chain issues and long lead times of 10 to 12 months to order and receive meters. These particular meters were part of a larger order in the Las Cruces area and were not needed as planned and returned to the distributor.

Balance Sheet

Properties: Active
As of: 08/31/2023
Accounting Basis: Accrual
Include Zero Balance GL Accounts: No

Account Number	Account Name	Balance
	ASSETS	
	Cash	
10020	EBT Operating Fund #7801	22,799.21
12040	EBT Reserve Fund #8601	25,002.12
	Total Cash	**47,801.33**
10010	Petty Cash	255.00
10021	EBT Operating Fund - GSF #8016	143,462.57
12041	EBT Reserve Fund - GSF #6019	197,078.60
12110	Cetera Reserve Fund Investments	651,598.74
13010	Accounts Receivable	38,553.44
13020	Allowance for Doubtful Accounts	-21,452.76
13040	Accrued Interest Receivable	5,365.00
13050	Due from Reserve Fund	157.80
14040	Security Deposit for Office	750.00
15020	Improvements	38,612.29
15030	Irrigation & Meters	14,509.86
15040	Walking Paths & Pavement	275,499.35
15050	Other Fixed Assets	18,848.20
15060	Accumulated Depreciation	-200,860.11
	TOTAL ASSETS	**1,210,179.31**
	LIABILITIES & CAPITAL	
	Liabilities	
20010	Accounts Payable	159,733.65
20030	Prepaid Assessments	5,236.92
20040	RV Lot Dumpster Key Deposits	3,775.00
20070	Due to Operating Fund	157.80
25010	Federal Withholding	474.28
25020	FICA	402.70
25030	FUTA	-0.01
25040	Medicare	94.16
25050	State Income Tax Withholding	175.20
25060	WC-1	2.00
	Total Liabilities	**170,051.70**
	Capital	
30900	Members' Equity - OF	-2,709.17
30910	Members' Equity - RF	1,177,420.06
	Calculated Retained Earnings	-134,583.28
	Total Capital	**1,040,127.61**
	TOTAL LIABILITIES & CAPITAL	**1,210,179.31**

Fund Income Statement

Properties: Active
As of: Aug 2023
Accounting Basis: Accrual
Fund Type: Operating

Account Number	Account Name	MTD Actual	MTD Budget	MTD $ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD $ Var.	YTD % Var.	Annual Budget
	Income									
40100	Assessments	35,490.00	35,360.00	130.00	0.37%	283,124.99	282,880.00	244.99	0.09%	424,320.00
40200	Water & Sewer Charges	30,909.18	29,268.00	1,641.18	5.61%	180,704.96	222,760.00	-42,055.04	-18.88%	327,440.00
40300	Transfer Fees	800.00	400.00	400.00	100.00%	3,000.00	2,200.00	800.00	36.36%	3,000.00
40600	Misc Income	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	0.00%	0.00
40800	Interest & Dividends - EBT Operating	2.12	50.00	-47.88	-95.76%	3,898.07	400.00	3,498.07	874.52%	600.00
49035	NSF Fees Collected	75.00	0.00	75.00	0.00%	75.00	0.00	75.00	0.00%	0.00
	Total Operating Income	**67,276.30**	**65,078.00**	**2,198.30**	**3.38%**	**470,853.02**	**508,240.00**	**-37,386.98**	**-7.36%**	**755,360.00**
	Expense									
60110	Postage & Delivery	0.00	185.00	185.00	100.00%	2,257.83	1,910.00	-347.83	-18.21%	2,650.00
60120	Office Supplies	0.00	83.00	83.00	100.00%	1,541.11	667.00	-874.11	-131.05%	1,000.00
60130	Printing/Copies	0.00	250.00	250.00	100.00%	2,875.17	2,000.00	-875.17	-43.76%	3,000.00
60140	Accounting & Tax Prep	0.00	0.00	0.00	0.00%	0.00	9,300.00	9,300.00	100.00%	9,300.00
60150	Legal	584.21	416.67	-167.54	-40.21%	3,034.02	3,333.36	299.34	8.98%	5,000.00
60160	Bank Service Charges	136.88	150.00	13.12	8.75%	1,059.89	1,200.00	140.11	11.68%	1,800.00
60180	Telephone & Internet	262.88	250.00	-12.88	-5.15%	1,915.66	2,000.00	84.34	4.22%	3,000.00
60190	Insurance Premiums	350.00	313.00	-37.00	-11.82%	14,141.00	14,748.00	607.00	4.12%	16,000.00
60195	Licenses & Fees	0.00	0.00	0.00	0.00%	46.95	100.00	53.05	53.05%	100.00
60200	Late Payment Charges	0.00	0.00	0.00	0.00%	325.96	0.00	-325.96	0.00%	0.00
60210	Meetings	160.43	133.33	-27.10	-20.33%	1,676.79	1,066.64	-610.15	-57.20%	1,600.00
60230	Office Equipment	0.00	16.67	16.67	100.00%	419.83	533.36	113.53	21.29%	600.00
60235	Rent & Utilities	120.62	895.83	775.21	86.54%	6,449.75	7,166.64	716.89	10.00%	10,750.00
60240	Office Expense	881.29	291.67	-589.62	-202.15%	2,864.21	2,333.36	-530.85	-22.75%	3,500.00
60245	Office Expense - SW Subs	3,236.45	208.33	-3,028.12	-1,453.52%	4,277.66	1,666.64	-2,611.02	-156.66%	2,500.00
60246	Office Expense - Website	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	400.00
60255	AutoPay Processing Fees	233.95	125.00	-108.95	-87.16%	1,714.60	1,000.00	-714.60	-71.46%	1,500.00
60260	Training/Transition	0.00	0.00	0.00	0.00%	2,480.74	0.00	-2,480.74	0.00%	0.00
60265	Continuing Education	0.00	0.00	0.00	0.00%	679.00	0.00	-679.00	0.00%	0.00

Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	MTD $ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD $ Var.	YTD % Var.	Annual Budget
60270	Dues & Subscriptions	0.00	62.50	62.50	100.00%	469.00	500.00	31.00	6.20%	750.00
60280	Management SW Subs	382.55	633.33	250.78	39.60%	6,097.58	5,066.64	-1,030.94	-20.35%	7,600.00
61010	Wages Managerial	7,780.98	8,350.17	569.19	6.82%	67,384.38	66,801.36	-583.02	-0.87%	100,202.00
61020	Wages - Landscape	7,808.32	8,860.50	1,052.18	11.87%	66,370.72	70,884.00	4,513.28	6.37%	106,326.00
61030	Employee Benefits	1,069.50	58.33	-1,011.17	-1,733.53%	720.75	466.64	-254.11	-54.46%	700.00
61040	Payroll Taxes: FICA	966.55	1,013.08	46.53	4.59%	8,292.83	8,104.64	-188.19	-2.32%	12,157.00
61045	Payroll Taxes: Medicare	226.04	236.92	10.88	4.59%	1,939.45	1,895.36	-44.09	-2.33%	2,843.00
61050	Payroll Taxes FUTA	0.00	14.00	14.00	100.00%	168.00	112.00	-56.00	-50.00%	168.00
61070	Payroll Taxes: SUTA	17.32	40.00	22.68	56.70%	455.58	320.00	-135.58	-42.37%	480.00
61080	Payroll Taxes: WC	0.00	4.00	4.00	100.00%	27.60	32.00	4.40	13.75%	48.00
61090	Payroll Processing Fee	54.08	54.17	0.09	0.17%	433.00	433.36	0.36	0.08%	650.00
62010	Equipment Rental	367.79	86.00	-281.79	-327.66%	974.34	688.00	-286.34	-41.62%	1,032.00
62030	Maintenance - Dog Park	160.17	200.00	39.83	19.92%	306.94	1,400.00	1,093.06	78.08%	2,000.00
62040	Maintenance - Electrical	0.00	416.67	416.67	100.00%	893.58	3,333.36	2,439.78	73.19%	5,000.00
62050	Maintenance - Landscaping	1,129.83	2,000.00	870.17	43.51%	6,201.37	14,000.00	7,798.63	55.70%	20,000.00
62060	Maintenance - Other	0.00	50.00	50.00	100.00%	0.00	400.00	400.00	100.00%	600.00
62065	Maintenance - Cul-de-Sacs & Paths	0.00	0.00	0.00	0.00%	52,188.20	10,000.00	-42,188.20	-421.88%	10,000.00
62070	Maintenance - Plumbing - Sewer	0.00	1,666.67	1,666.67	100.00%	11,022.85	13,333.36	2,310.51	17.33%	20,000.00
62080	Maintenance - Plumbing - Water	7,421.66	2,083.33	-5,338.33	-256.24%	8,725.31	16,666.64	7,941.33	47.65%	25,000.00
62090	Maintenance - RV Storage Lot	0.00	62.50	62.50	100.00%	0.00	500.00	500.00	100.00%	750.00
62100	Maintenance - Signs	0.00	83.33	83.33	100.00%	415.20	666.64	251.44	37.72%	1,000.00
62110	Maintenance - Tennis & Petanque	0.00	0.00	0.00	0.00%	94.71	0.00	-94.71	0.00%	0.00
62120	Maintenance - Trees	1,947.38	0.00	-1,947.38	0.00%	55,600.17	20,000.00	-35,600.17	-178.00%	20,000.00
62130	Maintenance - Vehicles	16.23	250.00	233.77	93.51%	793.13	2,000.00	1,206.87	60.34%	3,000.00
62140	Maintenance - Vehicle Fuel	202.01	145.83	-56.18	-38.52%	1,186.76	1,166.64	-20.12	-1.72%	1,750.00
62150	Maintenance - Water & Land Conservation	541.56	208.33	-333.23	-159.95%	1,042.99	1,666.64	623.65	37.42%	2,500.00
63010	Refuse	472.50	916.67	444.17	48.45%	5,888.90	7,333.36	1,444.46	19.70%	11,000.00
63020	Water	20,974.28	20,451.00	-523.28	-2.56%	118,270.93	138,559.00	20,288.07	14.64%	207,298.00
63030	Sewer	9,124.38	9,948.00	823.62	8.28%	72,179.26	79,584.00	7,404.74	9.30%	119,376.00
63040	Electricity	304.21	333.33	29.12	8.74%	2,433.55	2,666.64	233.09	8.74%	4,000.00

Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	MTD $ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD $ Var.	YTD % Var.	Annual Budget
64010	Taxes - Federal Income	0.00	0.00	0.00	0.00%	-2,830.85	0.00	2,830.85	0.00%	0.00
64030	Taxes - Franchise and Other	0.00	0.00	0.00	0.00%	58.44	70.00	11.56	16.51%	70.00
65000	Miscellaneous	0.00	16.67	16.67	100.00%	0.00	133.36	133.36	100.00%	200.00
	Total Operating Expense	**66,934.05**	**61,563.83**	**-5,370.22**	**-8.72%**	**535,564.84**	**517,808.64**	**-17,756.20**	**-3.43%**	**749,200.00**
	Total Operating Income	67,276.30	65,078.00	2,198.30	3.38%	470,853.02	508,240.00	-37,386.98	-7.36%	755,360.00
	Total Operating Expense	66,934.05	61,563.83	-5,370.22	-8.72%	535,564.84	517,808.64	-17,756.20	-3.43%	749,200.00
	NOI - Net Operating Income	**342.25**	**3,514.17**	**-3,171.92**	**-90.26%**	**-64,711.82**	**-9,568.64**	**-55,143.18**	**-576.29%**	**6,160.00**
	Total Income	67,276.30	65,078.00	2,198.30	3.38%	470,853.02	508,240.00	-37,386.98	-7.36%	755,360.00
	Total Expense	66,934.05	61,563.83	-5,370.22	-8.72%	535,564.84	517,808.64	-17,756.20	-3.43%	749,200.00
	Net Income	**342.25**	**3,514.17**	**-3,171.92**	**-90.26%**	**-64,711.82**	**-9,568.64**	**-55,143.18**	**-576.29%**	**6,160.00**

Fund Income Statement

Properties: Active
As of: Aug 2023
Accounting Basis: Accrual
Fund Type: Reserve

Account Number	Account Name	MTD Actual	MTD Budget	MTD $ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD $ Var.	YTD % Var.	Annual Budget
	Income									
42100	Reserve Fund Assessments	22,100.00	22,100.00	0.00	0.00%	176,800.00	176,800.00	0.00	0.00%	265,200.00
42110	Interest & Dividends - EBT Reserve	2.12	2,500.00	-2,497.88	-99.92%	2,944.46	20,000.00	-17,055.54	-85.28%	30,000.00
42130	Cetera (EBT) Unrealized Gains/(Losses)	0.00	0.00	0.00	0.00%	7,684.61	0.00	7,684.61	0.00%	0.00
	Total Reserve Income	**22,102.12**	**24,600.00**	**-2,497.88**	**-10.15%**	**187,429.07**	**196,800.00**	**-9,370.93**	**-4.76%**	**295,200.00**
	Expense									
70110	Community Garden	0.00	41.67	41.67	100.00%	0.00	333.36	333.36	100.00%	500.00
70120	Dog Park	0.00	83.33	83.33	100.00%	0.00	666.68	666.68	100.00%	1,000.00
70130	Electrical & Lighting	267.25	41.67	-225.58	-541.35%	267.25	333.36	66.11	19.83%	500.00
70140	Equipment	0.00	208.33	208.33	100.00%	0.00	1,666.68	1,666.68	100.00%	2,500.00
70150	Fences	0.00	166.67	166.67	100.00%	0.00	1,333.36	1,333.36	100.00%	2,000.00
70160	Landscape	0.00	1,000.00	1,000.00	100.00%	913.68	6,000.00	5,086.32	84.77%	10,000.00
70170	Mailboxes	0.00	500.00	500.00	100.00%	0.00	3,000.00	3,000.00	100.00%	5,000.00
70180	Paving - Cul-de-Sacs	3,732.46	0.00	-3,732.46	0.00%	83,242.50	76,825.00	-6,417.50	-8.35%	76,825.00
70190	Paving - Walking Paths & Trails	0.00	0.00	0.00	0.00%	0.00	40,200.00	40,200.00	100.00%	40,200.00
70200	Playgrounds & Par Course	0.00	41.67	41.67	100.00%	0.00	333.36	333.36	100.00%	500.00
70210	Plumbing - Sewer Lines	0.00	3,000.00	3,000.00	100.00%	0.00	21,000.00	21,000.00	100.00%	30,000.00
70220	Plumbing - Water Lines	0.00	41.67	41.67	100.00%	0.00	333.36	333.36	100.00%	500.00
70230	Inside Water Lines & Meters	122,664.41	833.33	-121,831.08	-14,619.79%	138,770.87	6,666.68	-132,104.19	-1,981.56%	10,000.00
70240	RV/Storage Yard	0.00	83.33	83.33	100.00%	0.00	666.68	666.68	100.00%	1,000.00
70250	Signs - Permanent	270.47	0.00	-270.47	0.00%	34,106.23	36,000.00	1,893.77	5.26%	36,000.00
70260	Tennis & Petanque Courts	0.00	0.00	0.00	0.00%	0.00	500.00	500.00	100.00%	1,000.00

Fund Income Statement

Account Number	Account Name	MTD Actual	MTD Budget	MTD $ Var.	MTD % Var.	YTD Actual	YTD Budget	YTD $ Var.	YTD % Var.	Annual Budget
70270	Water & Land Conservation	0.00	1,000.00	1,000.00	100.00%	0.00	7,000.00	7,000.00	100.00%	10,000.00
	Total Reserve Expense	**126,934.59**	**7,041.67**	**-119,892.92**	**-1,702.62%**	**257,300.53**	**202,858.52**	**-54,442.01**	**-26.84%**	**227,525.00**
	Total Reserve Income	22,102.12	24,600.00	-2,497.88	-10.15%	187,429.07	196,800.00	-9,370.93	-4.76%	295,200.00
	Total Reserve Expense	126,934.59	7,041.67	-119,892.92	-1,702.62%	257,300.53	202,858.52	-54,442.01	-26.84%	227,525.00
	Net Reserve	**-104,832.47**	**17,558.33**	**-122,390.80**	**-697.05%**	**-69,871.46**	**-6,058.52**	**-63,812.94**	**-1,053.28%**	**67,675.00**
	Total Income	22,102.12	24,600.00	-2,497.88	-10.15%	187,429.07	196,800.00	-9,370.93	-4.76%	295,200.00
	Total Expense	126,934.59	7,041.67	-119,892.92	-1,702.62%	257,300.53	202,858.52	-54,442.01	-26.84%	227,525.00
	Net Income	**-104,832.47**	**17,558.33**	**-122,390.80**	**-697.05%**	**-69,871.46**	**-6,058.52**	**-63,812.94**	**-1,053.28%**	**67,675.00**

Park Plazas Community Services Association

Reconciliation Report

Enterprise Bank & Trust

Account Name	Operating Fund 7801
Account Number	0034657801
Ending Statement Date	08/31/2023

Summary

Bank Statement Starting Balance on 07/31/2023	25,002.12
Cleared Deposits and other Increases	120,584.44
Cleared Checks and other Decreases	120,584.44
Cleared ACH Batches and Reversals	0.00
Cleared Balance	25,002.12

Unreconciled Transactions

Unreconciled Deposits and other Increases (0 Items)

Total		**0.00**

Unreconciled Checks and other Decreases (17 Items)

Bank Adjustment - Beverly Albrecht - (PO) Prev Owner	07/16/2023	185.24
Bank Adjustment - D. Turner (PO)	07/16/2023	191.73
Bank Adjustment - Estate of Patricia Luiken (PO)	07/16/2023	170.42
Bank Adjustment - John Warner (PO)	07/16/2023	110.92
Bank Adjustment - Joseph W. Preston (PO)	07/16/2023	4.28
Bank Adjustment - Laura Center (Renter)	07/16/2023	149.45
Bank Adjustment - Margaret G. & Charles K. Wilson (PO)	07/16/2023	124.33
Bank Adjustment - Michael & Miriam Berkowitz (PO)	07/16/2023	145.93
Bank Adjustment - Pamela S. Hyde (PO)	07/16/2023	160.00
Bank Adjustment - Ronald & Susan Hassig (PO)	07/16/2023	939.40
Bank Adjustment - Stephanie v. Gonzales (PO)	07/16/2023	139.00
Check #20220310 - PNM	07/21/2023	259.53
Check #20220326 - CaitCo Drainworks	08/18/2023	703.97
Check #20220327 - PNM	08/18/2023	304.21
Check #20220336 - Kelsey Pazera	08/22/2023	541.56
Check #20220331 - Rodeo Plaza Shopping Center	08/23/2023	120.62
Check #20220334 - The Glassman, LLC	08/23/2023	438.16
Total		**4,688.75**

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 (25 Items)

Receipt #BC09-61A0 - Gary E. & Elizabeth A. Lutes	08/26/2023	72.19
Receipt #BD2F-3ED0 - Penelope Stuart	08/26/2023	36.05
Receipt #BE23-FBD0 - Bernhard Draiscol	08/26/2023	40.26
Receipt #BEFA-5620 - William H. Freytag III	08/26/2023	180.73
Receipt #672C-E9C0 - Kimberly A. Perez	08/27/2023	40.41
Receipt #93D5-E640 - Maureen O'Reilly-Blum	08/28/2023	54.78
Receipt #94D5-2A40 - Rosemary M. Thompson	08/28/2023	131.81
Receipt #9622-2020 - Mike Walker	08/28/2023	92.60
Receipt #9717-4380 - Wanda Frances Miles-Bell Revocable Trust	08/28/2023	197.85
Receipt #7D4B-6F50 - Ginger Sullivan	08/28/2023	47.87
Receipt #2999-6660 - Denis Tassel	08/29/2023	14.66
Receipt #2BB7-DF50 - David M. Silver	08/29/2023	191.01
Receipt #2CB0-9D90 - John W. & Kris Murphey	08/29/2023	249.03
Receipt #CBD9-27B0 - Janine Salustri	08/30/2023	42.20
Receipt #CCBB-4CE0 - John R. Hanson	08/30/2023	33.56
Receipt #CD8F-A300 - Estate of Suzanne Brandt	08/30/2023	27.22
Receipt #CE71-D8F0 - 2877 Plaza Blanca LLC	08/30/2023	80.69
Receipt #CF38-1880 - Leland Van Deventer	08/30/2023	48.22
Receipt #D01E-7A30 - Vladimir & Irena Sochor	08/30/2023	112.25
Receipt #D0E4-C300 - Oliver Stanford	08/30/2023	233.90
Receipt #953C-B500 - Lorand V. Randy- Johnson	08/31/2023	10.35
Receipt #9635-8CA0 - Chris John Fabyonic	08/31/2023	3.18
Receipt #970E-13D0 - Stephen C. & Adrienne J. Bing	08/31/2023	203.37
Receipt #97F2-92D0 - Geraldine A. Aron	08/31/2023	172.57
Receipt #B05D-E410 - Hugh W. Craig	08/31/2023	169.08
Total		**2,485.84**

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**

Cash Accounts

10020: EBT Operating Fund #7801	22,799.21
Less Unreconciled Deposits	0.00
Less Unreconciled Receipts Deposited after Reconciliation Period	-2,485.84
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	4,688.75
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	**25,002.12**
Bank Statement Balance on 08/31/2023	25,002.12
	In Balance

Manager’s Report

Submitted 9/27/2023 by Richard White

Items of Interest:

1. Early morning parking inspections will resume on 9/26.

2. A very high majority of the feedback from owners on AppFolio has been positive. One or two comments regarding the statement format have been unfavorable.

3. Seventy-six percent of owners have registered for the Owners’ Portal. Fifty-nine percent have registered for automatic payments and 65% have paid online. The number of checks processed by the office has decreased from 250 in June to 180 in August.

4. An asphalt repair on Mariposa is scheduled for this coming week. A small volume of dirt underneath the asphalt bordered by a railroad tie has eroded away and a resulting hole in the asphalt has appeared and needs repair.

5. The failed solar light in Esmeralda cul-de-sac has been replaced.

Reconciliation Report

Enterprise Bank & Trust

Account Name	Reserve Fund 8601
Account Number	0034658601
Ending Statement Date	08/31/2023

Summary

Bank Statement Starting Balance on 07/31/2023	25,002.12
Cleared Deposits and other Increases	120,512.20
Cleared Checks and other Decreases	120,512.20
Cleared ACH Batches and Reversals	0.00
Cleared Balance	25,002.12

Unreconciled Transactions

Unreconciled Deposits and other Increases (0 Items)

Total	**0.00**

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 (4 Items)

Journal Entry - Record sweep from #6019 to #8601	08/17/2023	828.08
Journal Entry - Transfer from Cetera to Reserve Fund - Meters	08/23/2023	115,382.50
Journal Entry - Transfer from Cetera to Reserve Fund - Meters	08/23/2023	4,299.50
Journal Entry - Record Interest Earned - 08/2023	08/31/2023	2.12
Total		**120,512.20**

Cleared Checks and other Decreases (2 Items)

Check #1 - Enterprise Bank & Trust	08/17/2023	828.08
Journal Entry - Record sweeps from #8601 to #6019	08/23/2023	119,684.12
Total		**120,512.20**

Cleared ACH Batches and Reversals (0 Items)	
Total	**0.00**

Cash Accounts

12040: EBT Reserve Fund #8601	25,002.12
Less Unreconciled Deposits	0.00
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	**25,002.12**
Bank Statement Balance on 08/31/2023	25,002.12
	In Balance

Manager’s Report

Submitted 9/27/2023 by Richard White

Items of Interest:

1. Early morning parking inspections will resume on 9/26.

2. A very high majority of the feedback from owners on AppFolio has been positive. One or two comments regarding the statement format have been unfavorable.

3. Seventy-six percent of owners have registered for the Owners’ Portal. Fifty-nine percent have registered for automatic payments and 65% have paid online. The number of checks processed by the office has decreased from 250 in June to 180 in August.

4. An asphalt repair on Mariposa is scheduled for this coming week. A small volume of dirt underneath the asphalt bordered by a railroad tie has eroded away and a resulting hole in the asphalt has appeared and needs repair.

5. The failed solar light in Esmeralda cul-de-sac has been replaced.