



9/16/2023 at 11:00 am Date | time | Meeting called to order by Leroy at 11:23 am

## Highland Manor HOA Annual Meeting

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### I Call to order - In Attendance

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Leroy Neville, Teresa Hawbaker, Mitcha Shay, Al Shay, Carolyn Griffith, Alan Griffith and Elmer Armentrout, Jessica Lane, John Lynch

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### II Introductions

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No homeowners showed up.

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### III Financial Overview

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- a. Leroy reviewed the assets listed the current balance of each account:
    1. Accounts Receivables - \$16,549.14
    2. Bulldog Federal Credit Union Checking - \$24,177.55
    3. Required Reserve Funds - \$-13,938.00 – it's a negative because some homeowners still need to pay.
    4. Reserve Funds–Savings - \$3,520.49
    5. Community Donations and Sponsorships-Savings - \$657.02
    6. Capital Improvements-Fixed Assets - \$3,819.03
    7. Petty Cash - \$21.33
    8. Equipment-Fixed Assets - \$1,150.00
    9. PNC Bank Line of Credit - \$5,210.49
    10. Prepaid HOA dues - \$9,830.06
  - b. The budget for next year was discussed.
  - c. Currently, 90 people are using ManageCasa, which is more than we had before.
  - d. Al S motioned to accept the financial reports as read, and John seconded it. It was voted in favor, no nays.
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### IV Board of Directors Election

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- a. Ballots were handed out. b. There was a call for nominations from the floor – no one.
  - c. There were 11 votes for all nominated. John Lynch, Alan Griffith, Allen Shay / 6 election ballots and 5 proxy ballots
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### V Board Officers/Homeowner Concerns

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- a. Mr. John Dyer on Heather Drive complained that some of the message boxes are not labeled. This developed into another discussion about the Homeowner's boxes not being labeled. When a new homeowner comes in, sometimes it's difficult to tell which mailbox is theirs. Also, some of the homeowners have had issues with bees coming out of the doors at them. A letter will be drafted to address these concerns.
- b. Leroy thanked Elmer for putting up the shelves and organizing the upper shed. It looks very nice.

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## Closing

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The meeting was adjourned by Leroy at 12:01 pm.