



7/15/2024 at 6:00 pm – called to order at 6:04 pm

## Highland Manor HOA

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### In Attendance

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

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### Homeowner's Concerns

Corrections to minutes were made. Changed The Lady to Sherri Kline.

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### Approval of Minutes

The minutes were read by Mitcha, a motion to accept the changes noted by Mitcha and seconded by John and approved by 5 - 0.

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### Maintenance Report

- Matt and Elmer grinded all bolt threads and tightened all screws that were addressed in our recently completed professional inspection report.
- Elmer also corrected the Gap between bars on one piece of equipment mentioned in the most recent inspection report.
- Replaced latch on Upper Playground gate.
- We also purchased replacement swings for all the regular swings and discussed whether to replace them as worn. The consensus was to replace swings all at the same time and keep the not-so-ones as spares. This would address the minor and potential injury as noted in the recent inspection report.

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### Treasurer's Report

- Bank Reconciliation are all current. The balances are:
    - o Main Checking - \$38,037.02
    - o Savings - \$5,951.37
    - o Capital Improvements - \$7,895.37
    - o Reserve Fund Savings - \$16,997.62
  - Past Due Accounts – see notes on attached documents as listed.
  - 2024 Reserve Fee Updates – It was decided to treat any past dues like the other past dues if they do not pay.
  - 2024 Budget vs. Actual – So far most everything is under budget.
  - 2025 Proposed Budget
  - Working on 2025 budget
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## Old Business

- Playground Estimates – Al G suggested concentrating more on the trees than anything with the playground, except the safety issues that are harmful to children.
- Tree Trimming and Brush Cleaning Estimates – large discussion about the quotes that were passed out; John made a motion to get the below completed for safety reasons. Mitcha suggested asking if he can do all of these for \$20,000. Leroy feels we have the funds between checking, savings, and capital. It was suggested if we need the money before the income comes in, to dip into line of credit. Al S. said we could get a contractor that would work with us. Al S. seconded the motion. All in favor.
  - o Cumberland Valley quote for necessities - \$25,250 – Ask them if we do the below, is there a price break.
    - #1 - \$2,500
    - #2 - \$1,900
    - #3 - \$700
    - #4a - \$5,000
    - #4b - \$5,100
    - #5a - \$8,750
- Plus, the other tree - Leroy to set up a conference call with Evan with Cumberland Valley to get further clarity on several issues and to see if we can get the price reduced.
  - o Jeremy tree quotes were too expensive compared to Cumberland Valley Tree.
  - o The attached quotes for the playground work were tabled in favor of tacking the more urgent safety risk of dead trees or trees that hinder the line-of-sight issues out from along Route 63.
  - o Violation Update
    - Please change Caudle to 12110 Heather (Beth Buys, LLC). This action only happened after initiating our fine structure. If the work continues this time no fines will be imposed.
    - Wrightson's please change to the following properties were sent a letter that stated: "the property behind their house in the drainage was their responsibility to keep clean and clear." Properties were: On Heather Drive – 12107, 12019, 12024, and 12023. On S. Scottish – 12014, 12012, and 12010.
    - 12021 Heather Drive - Mr. Wrightson was sent a letter to remove all debris around the property, and trim and keep trimmed greenery and shrubbery and other botanicals which includes the drainage swale. Needs to comply by July 25th.
    - A letter was sent to several homeowners asking for their cooperation to keep their fence lines cleaned up on Dundee Court since we paid to have the other side done.
    - 12117 Heather Drive – Chavez. A second letter was sent to comply by July 25th, or our fine structure will kick in. Also, included in the letter he could request a hearing.
    - 12023 Heather Drive (Speaker) Sent letter indicating a violation of the roof and asking for compliance. This could be getting estimates or a time outline for repair. We received a letter asking for compassion due to health reasons. The letter also indicated they had a contractor out and had put a down payment on the repair. We will reply thanking them and suggest they reach out to DAV and other veteran groups or non-profits.
    - 12125 Heather (O'Leary) Asked them to power wash their house and trim grass along fence lines. I have collaborated with him for almost 2 months and

was told it would be done by a certain time due to health reasons; will draft a letter with fines to bring in compliance.

- 12014 S. Scottish Court (Schulte) Mr. Griffith discussed his shed needs replaced and the owner indicated it would be done in a month. Mr. Griffith will check in in 30 days. I will make a violation to track.
- 12009 S. Scottish Court (O’Leary) – The owner was notified of debris all over the property. The tenant needs to clean this up. I sent an email and Mr. Griffith talked to Kevin O’Leary. The tenant cleaned up most, but there still are some issues. I will create a violation to track.
- 11906 Heather Drive (Pickens) – We sent Ms. Pickens a letter concerning her property asking her to trim her weeds on the hillside and remove the boxspring. She removed the boxspring; the weeds were not done. See sent a letter asking for compassion due to health issues. I sent a letter back indicating she owes a balance of 203.50 from a letter our Attorney drafted in concern over her double lots. I indicated she could make monthly payments if needed. She still needed to have her weeds cut down.

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## New Business

- Movie Nights – Jess said we no longer have a Redbox anymore. She suggested getting a fire stick to stream the movies. Teresa asked to make sure the equipment we have now will work with the fire stick. The next movie night is July 27, 2024. John enquired about the license renewal to show movies. It was agreed to pay it again.
- Nomination forms went out – no responses came back.
- Board of Director Ballots – they need to be mailed out.
- Newsletter ideas – if anyone has anything to add, let Teresa know.
  - Announcement for the inspection of the playground.
  - Thanks to the maintenance staff for their hard work.
  - Register with the website.
  - Comparison of dues in other communities in the area
  - Annual Meeting
  - E-voting as well as paper ballots
  - The Reserve Study fee will be \$73 for each lot. Reminder about the reserve account.
  - Movie Night – ask for suggestions.
  - Volunteers please
  - Goals –
    - cars sitting around, and not moved within a month, flat tires, no covers, eyesores, operable, no continuous maintenance.
    - Upkeep and maintaining of your property.
- **Homeowners Dues increase** – A serious and frank discussion was had to raise dues to address the maintenance issues that are facing the HOA. Dues have not been increased in the last two years. The following items is why we need to increase dues:
  - Trash Increase of 4%
  - Lawn Care Increase of 5.8%
  - Snow Removal Increase of approx. 9%.
  - Other expenses to increase 2-4% There is needed work to address trees out front and over by the wooded area along Aberdeen. Leroy made a motion to increase our yearly dues from \$16.00 to \$416.00 and Al S. All was in favor.

- New Home Buyers – John made a motion to increase to the maximum allowed by law the Capital Improvement Contribution. Leroy will check with the Attorney and elsewhere. The motion was second by Al G. and all was in favor.

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### **Board/Officer Comments**

Nothing

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### **Closing**

The meeting was adjourned by Leroy at 9:15 pm and the next meeting will be Monday, August 19, 2024, at 6 pm.