

**Highland Manor Community Assoc., Inc.**

**Meeting Agenda**

**November 18, 2024**

**6:00 pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. Call to Order - Note: **Please be respectful of everyone here, and please try not. Speak over your folks talking; we are all working to achieve one goal – to better our community.**
- II. Homeowner Concerns
- III. Approval of minutes
  - a) October Minutes
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations (all current – needs signed)
  - b) Past Due balances and updates
  - c) Reserve Fund Update
  - d) YTD update
- VI. Old Business
  - a) Playground – Approved contract- Work to start this week
  - b) Violations Update.
  - c) Meet Santa Event – December 21, 12-2
  - d) Camera system update (started looking)
- VII. New Business
- VIII. Board/Officer Comments
- IX. Adjourn –No Meeting in December - Maybe a meeting Jan. 20, 2025

Happy Thanksgiving, Merry Christmas, and a Happy New Year

## Financial Notes and Other Information

**November Meeting - 11/18/2024**

**Special Note:** I had to purchase cloud storage to securely store important documents, including bills, letters, bank statements, deposits, closing papers, etc. The cost was \$ 60.00 a year; we have funds in the budget. So, in the future, this will be in the budget. These files were previously kept on my portable thumb drive, which unfortunately became corrupted or stopped working. With the vendor's help, we were able to recover most of the files. However, during the restoration process, the original file names were lost, so I now must meticulously review and re-save each file, which is quite time-consuming. Moving forward, I am saving these documents in the cloud; anyone needing access can have access. Most of the files are linked to our software, which ensures we have a reliable backup in case we need to leave.

Bank Account Name	This Month	Last Month
Checking	\$ 23,496.48	\$ 27,092.69
Savings	\$ 8,823.52	\$ 8,810.42
Capital Improvement Savings	\$ 8,644.55	\$ 8,631.71
Reserve Fund Savings	\$ 22,694.99	\$ 21,935.35
Community Donations	\$ 1050.53	\$ 538.83
Petty Cash	\$ 21.33	\$ 21.33

<b>Number of Past Due Owners This Month</b>	<b>12</b>	<b>\$ 6,892.63</b>
<b>Number of Past Due Owners Last Month</b>	<b>12</b>	<b>\$ 6,214.35</b>

- Homeowner balances vary - They increased due to court fees and other fees added.
- If you would like a breakdown, please ask. It will be included in the official record.

### 2024 and 2025 Reserve Fund Update

2024	96.15%	200	2025	34.61 %	72
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### Financial Status at this moment:

- We have \$ 23,496.48 in the bank.
- Expenses for the remaining of the year: \$3,786.00, plus approved lower playground contract of \$ 4,100 - Note: I put \$ 500.00 in for snow removal – probably won't use it.
- After expenses - Expected Cash in Checking bills \$ 11,824.48
- There is \$ 3,317.33 in prepaid dues. This is income for 2025 and 2026
- We should end 2024 with around \$ 8,507.15

### Violations Summarized

1. **Speaker** –The roof needs replacing. We have not heard back since we responded to their letter indicating they placed a down payment and contract to get it fixed. We gave them 90 days in that letter, up on November 1. I have drafted a letter with Mitcha to mail out in November.

**UPDATE:** They asked for an extension and await a reply from the VA. Wrote letter extending until 01/30/205/



10/21/2024 at 6:00 pm – called to order at 6:03

Corrections made  
and voted on at  
11/1/2024 Meeting

Highland Manor HOA

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## In Attendance

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

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## Homeowner's Concerns

- Nothing to report.

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## Approval of Minutes

Teresa read the minutes, a motion to accept them as read by John, seconded by Al S., and approved 5-0 with the changes noted.

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## Maintenance Report

- Gates—back. The kids sprung the lock, so putting a chain around it was suggested. Elmer will be away for two weeks. Elmer went up during the meeting to put the chain around it. He also checked the front gate and said he got the rod down if you wiggled it. He needs the key for the lock.
- Another Bus Stop—Teresa will draft a letter, which Mitcha will review, to add another bus stop at the top playground entrance.

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## Treasurer's Report

- Bank Reconciliation – was passed around to be signed.
- Bank balances were reported.
- Past Due Balances and Updates -
- 2024 and 2025 Reserve Fee Updates
- YTD Overview
- John made the motion to approve the financial reports as given. Al G. seconded the motion, and it was approved 5-0.

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## Old Business

- Playground Mulch \$4,100 to bring the lower playground up to code. The quote was reworked, and Leroy went over the reductions. On the upper playground, the quote was \$8,077. John motioned to take care of the bottom mulch, which was seconded by Al G and approved 5-0.
- Violations Update—The list was reviewed and discussed. Actions will be taken as noted. Teresa will send a letter to Vonnie at 16310 N. Scottish Court to mow and trim her grass.
- Buying a new camera system – We are still looking for the best possible cameras to buy.
- Fall Event—Flyers have been posted. We discussed Andy making steamers and what is on the flyer. We also discussed games, including planks, witch hat toss,

egg toss, frisbee tic-tac-toe, face painting, and pumpkin painting. Leroy will get candy and bags of chips. Jess has prizes and pumpkins. There will be a Halloween costume contest judging.

- Trick-or-Treating: Thursday, October 31, 2024, from 6 to 8 p.m. The flyers are up already.

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## **New Business**

- Mail carrier: Teresa told my story about the package and the IRS delivery issues. Teresa was told to take the package and my complaint to the main post office downtown on Franklin Street. Leroy said someone complained that she did not have a key to getting a package. We have nothing to do with that. They need to contact the post office directly. They will charge \$35 for a new key to the box.
- Movie Night – Saturday, October 26, 2024—Hocus Pocus 2 was a suggestion and approved. Teresa will do a flyer. Mitcha mentioned that the popcorn maker is rusty and that it might be time to get a new one. She will investigate it. John has given Leroy the money to pay the licensing fee of \$603.13.
- Christmas—Santa will be at the Office. The date is Saturday, December 21, 2024, from noon to 2 p.m. Other details will be discussed. Teresa will make hot chocolate.
- Christmas Dinner – Friday, December 6, 2024, at 6:30 pm, Cracker Barrel.

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## **Board/Officer Comments**

- No comments

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## **Closing**

Leroy adjourned the meeting at 8:12 p.m. the next meeting will be Monday, November 18, 2024, at 6 p.m.

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Highland Manor Community Association

2024 Year To Date Income And Expense

01/01/2024 - 11/1/2024

Account	Actual	Budget	Over Budget	% of Budget
<b>Income</b>				
Capital Improvement Contribution	\$1,400.00	\$0.00	\$1,400.00	
Collection Letters:Collections	\$17.40	\$458.34		
Court Cost	\$91.08	\$0.00	\$91.08	3.80%
Court Cost and Fees	\$45.54	\$0.00	\$45.54	
Demand Letters Preparations:Legal and professional Fees	\$150.00	\$0.00	\$150.00	
Disclosure / Closing Statement Fees	\$494.00	\$0.00	\$494.00	
HOA Dues	\$65,823.00	\$71,500.00		92.06%
HOA Late Fee	\$640.00	\$400.00	\$240.00	160.00%
Individual Donor Income	\$603.00	\$0.00	\$603.00	
Interest	\$375.56	\$0.00	\$375.56	
Legal and Professional	\$278.50	\$0.00	\$278.50	
Process Service Fees	\$120.00	\$0.00	\$120.00	
Md Required Disclosure and Inspection Fees	\$3,793.24	\$0.00	\$3,793.24	
Office Supplies	\$11.11	\$0.00	\$11.11	
Other Income	\$100.98	\$0.00	\$100.98	
Preparation of Complaint - Legal	\$75.00	\$0.00	\$75.00	
Preparation of Compliant	\$0.00	\$0.00		
Process Server Court Papers	\$124.46	\$0.00	\$124.46	
Refund of Credit Card and Bank Fees	\$221.36	\$0.00	\$221.36	
Reserve Late Fee	\$105.00	\$0.00	\$105.00	
Returned Office Supplies	\$29.61	\$0.00	\$29.61	
Rules Violations Fines/Charges	\$775.00	\$0.00	\$775.00	
Rush Fee - Documents	\$1,190.00	\$0.00	\$1,190.00	

Process Service Fees	\$420.00	\$280.00	\$140.00	150.00%
Tax Preparation	\$1,255.00	\$1,558.34		80.53%
Office Supplies	\$257.70	\$220.00	\$37.70	117.14%
Other Expenses	\$20.43	\$0.00	\$20.43	
Park Improvements:Improvements	\$0.00	\$0.00		
PNC Loan Payment	\$0.00	\$4,400.00		0.00%
Postage	\$427.62	\$594.00		71.99%
Prepaid Dues	\$0.00	\$1,938.97		0.00%
Preparation of Complaint - Legal	\$300.00	\$0.00	\$300.00	
Professional Fee - State Document Fees	\$25.00	\$0.00	\$25.00	
Repairs	\$179.53	\$229.13		78.35%
Software - Microsoft Office	\$165.99	\$137.50	\$28.49	120.72%
Utilities:Garbage / Trash	\$27,546.75	\$27,853.26		98.90%
Utilities: Office Electric	\$342.17	\$568.34		60.21%
Utilities: Office Internet	\$673.75	\$673.75		100.00%
Utilities: Office Phone	\$226.98	\$233.75		97.10%
Utilities: Street Lights	\$147.04	\$165.00		89.12%
Utilities: Upper Playground Internet	\$673.75	\$673.75		100.00%
Utilities: Upper Playground Electric	\$104.19	\$220.00		47.36%
<b>Total from Expense</b>	<b>\$69,975.53</b>	<b>\$69,056.64</b>	<b>\$918.89</b>	<b>101.33%</b>
<b>Net Income</b>	<b>\$79,963.84</b>	<b>\$73,108.34</b>	<b>\$6,855.50</b>	<b>109.38%</b>

Created on: 11/18/2024 09:13 AM



# NEWSLETTER

## FALL HARVEST BLOCK PARTY

Our annual fall get-together was Saturday, November 2, 2024, from 12-2 pm. We all had a great time. There were delicious food and drink provided. The children played games to win prizes. We even gave everyone an extra opportunity to show off their Halloween costumes and prizes were given in different categories. If you attended, thank you for coming and hope to see you again for the next event. If you missed it, I'm sorry you missed the opportunity. Please let us know if the day or time was not convenient and you would have attended otherwise if it were another time. As always, we would love to have everyone attend and enjoy these events. The flyers are always posted on the bulletin boards behind the mailbox clusters a few weeks before the event.



They are asking 3'to 5' apart from each other So the arm can retract without Hitting the other trash can or any another objects



### FROM THE TRASH COLLECTION COMPANY

When you put two trash cans out please don't put them so close together because the extending arm on the truck knocks the other trash cans over. They request a distance of 3' - 5' apart.

**20 Of Our Best Winter Life Hacks To Get You Through Winter**  
Go to our website for the full article - click on Helpful Articles and then



- Pack an extra pair of socks in your car's glove compartment.
- Keep a Bag of Clay Kitty Litter in Your Trunk
- Use a Fertilizer Spreader
- Clogged Snowblower Hack
- Skip The Smoke and Coffee Before Shoveling
- Prevent Food Spoilage in A Power Outage
- Learn To Walk Like a Penguin
- De-Ice With a Potato
- Gas up!
- Keep Side Mirrors Frost-Free
- 11. Get Instant Traction with Your Car's Floor Mats
- 12. Unfreeze Locks with Hand Sanitizer
- 13. Save Your Skin
- 14. Easy Ice Scraper
- 15. Keep A Roll of Duct Tape in The Car
- 16. De-Ice Walkways with Used Coffee Grounds
- 17. Keep Pipes from Freezing
- 18. Park Your Car Facing the Sun
- 19. Close Your Fireplace Flue
- 20. Homemade Winter Windshield Washer Fluid



11/18/2024 at 6:00 pm – called to order at 6:03

Needs approved at  
next Board  
Meeting In  
January 2025

Highland Manor HOA

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## In Attendance

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

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## Homeowner's Concerns

- Leroy said there are more reports of minibikes and riders ganging up on Leroy's neighbor.
- Leroy may invite the police to chat with the community.
- Elmer received his next HOA dues for \$208.00 in ManageCasa. Leroy issued credit to all Officers to waive the dues.
- Al G said that a neighbor approached him offering to do security – it was decided not to pursue it.

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## Approval of Minutes

The minutes were read by Mitcha. A motion to accept them as read by John was seconded by Al S. and approved by 5-0 with the changes noted.

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## Maintenance Report

- Thank you for all that you do to maintain the community.

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## Treasurer's Report

- Bank Reconciliation – was passed around to be signed.
  - Bank balances were reported.
  - Past Due Balances and Updates -
  - 2024 and 2025 Reserve Fee Updates
  - YTD Overview
- Mitcha took notes up until this point.  
John moved to approve the financial reports given. Al G. seconded the motion, which was approved 5-0.

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## Old Business

- Christmas – Santa will be there. The date is Saturday, December 21, 2024, from noon to 2 p.m. Other details will be discussed. Teresa will make hot chocolate. The flyers are up. Leroy bought the boxes. We still have gifts from last year. Schedule a meeting with Jess to decorate and set up for the event.
- Fall Harvest – We talked about moving it up to 2:00 – 4:00. We should make it the same night as the last movie night so it moves right from one to another.
- The winter newsletter has been approved and will be included in the next mailing. Leroy asked if Carolyn and Al could help with the mailing next Monday at 10 a.m.

- Camera System—The ring camera system was discussed, and John showed its distinctive features.
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## **New Business**

- No new business
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## **Board/Officer Comments**

- John – stated that we need to concentrate on the upper playground and get that up to code. Leroy said we could use the reserve fund for mulching, but after further review, the mulch replacement is not until 2027. So, this is not a viable option at this point.
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## **Closing**

Everyone has a safe and Happy Holiday season.

Leroy adjourned this meeting at 7:35 p.m., and the next meeting will be Monday, January 20th, 2025, at 6 p.m.