

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**February 21, 2022**  
**6:00pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. Call to Order
- II. Homeowner Concerns
- III. Approval of minutes
  - a) October 18, 2021, and January and February 2022 Slack/Phone inclusion.
- IV. Treasures Report
  - a) 1099 Done – used Buildium saved money
  - b) All Bank accounts reconciled and books ready for the accountant
  - c) HOA financial overview – see handout
  - d) Past due balances – see handout
  - e) Change Reserve and Capital Improvement to Interest bearing won't get much now – rates will go up. No cost to us - unless they drop below 2,500
- V. Old Business
  - a) Painting Mailboxes – like to start early March – re-paint 1<sup>st</sup> one than the others.
  - b) Playground Replacement – see handout
- VI. New Business
  - a) Easter Event – Easter is April 17
  - b) Restart Movie Night in Late March – Early April
  - c) Community Cleanup
- VII. Board Members Comments
- VIII. Adjourn – Next meeting – March 21, 2022



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### In Attendance

Leroy Neville, Linda Norris, Andy Harron, Teresa Hawbaker, Gary Hawbaker, Mitcha Shay, John Lynch, Al Shay and Jessica Lane

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### Approval of Minutes

The minutes were read by Mitcha from the last meeting on August 16, 2021. They were approved by John and seconded by Al. Teresa read the minutes from the annual meeting held on August 24, 2021. They were approved by Gary and seconded by John.

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### Financial Overview

Mitcha gave the report of the finances at this time. The past due balances by the homeowners were discussed by Leroy. It was approved to open a separate account for Activities Contributions.

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### Old Business

Teresa made a flyer that will be posted at the bulletin boards for Trick or Treat. The participating houses are to put their porch light on so the kids will know what houses to go to.

We will continue with inspections. There was some discussion about some of the current inspections.

The violations report was discussed with the group.

Joe is in the hospital so the painting of the mailboxes have been tabled until he gets out.

The playground equipment is slated to be installed starting in December.

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### New Business

It was discussed to start working on a newsletter for the homeowners. Teresa will be in touch to see if you have anything for it.

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### Homeowner Concerns

We received a phone call from Ms. Schroyer about adding on to her house. She will provide the plans for approval once they get them together. Mr. Wrightson had some questions about a new house he just purchased. Leroy will give him a call. A letter was sent out to Mr. Repp, his mother and no response has been received about setting up a meeting.

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### Board of Director Elections

Leroy thanked everyone for all of their help and dedication to our community.

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### Next Meeting

The next meeting will be held on Monday, November 15, 2021 at 6pm  
Meeting was adjourned by Leroy at 7:47 pm

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**January 2022**  
**Meeting Minutes/Votes**



*No Actual Board meeting due to uptick in Covid and to keep everyone safe as possible. He did have the following Slack/Phone vote:*



**Leroy Neville Jr** 3:29 PM

Staff: I got bad news...the conversation I had with billing rep the other day turned out not to be true. The fee we are paying now is the best price. They gave us a 2year special rate of 159.00 down from 265.00 for 2 years, which will end this JUNE. Then our rate goes to 265.00 . Then we can pay for the entire year and save 10% if we pay entire (265.00 \*12=3180.00 - 318.00=\$2862.00 or 238.50 a month). We know the rate would go up after our 2nd year - so not unexpected. I spoke with our Customer Service Manager today @ 1:30 and we discussed this and many other issues. She is going to speak with the Sales Manager to see if we can get a better rate then 238.50...I suggested the same would be great - not expecting that rate, but if it had to increase, try and keep it around 200.00. I should know an answer end of next week. So, sorry the confusion - just trying to save money for HOA. I still think we should keep the software and just come up with a plan to help increase the users. Your thoughts?



**Leroy Neville Jr** 5:41 PM

Buildium Software update: When we first signed up they gave us 40% off for 2 years, which ends in May. Starting in June the cost will go to 212.00 if we pay for a year in June of 2544.00 (we budgeted 2040.00). Which means we will be over 294.00: but with savings from last year and slight increase this year, I don't see an issue with budget. Then we can budget new price in 2023 and I will see what new price will be that June so we can budget better. I strongly recommend we keep Buildium it has made things easier and with the Inspection Tool made things really nice. I know they are always working on adding new things - one is making our HOA documents available online for Homeowners/closing Companies and many more enhancements. One thing we need to more is push more Homeowner Participation. I push it everytime.Your thoughts and Board are you ok with price?Thanks - Leroy



**Gary Hawbaker** 5:56 PM

My vote is to keep it Buildium



**Leroy Neville Jr** 5:59 PM

Thanks Gary.



**John** 6:17 PM

I agree keep building

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

**February 2022  
Slack/Phone Votes**



*Since we were not sure if a meeting would be held due to COVID, we needed to keep the Capital Improvement and Reserve Funds account active – meaning deposits or withdraws every six (6) months; I called for a vote over Slack and phone; here is that information:*



**Leroy Neville Jr** 1:32 PM

Al, Gary, John - Are guys ok with me transferring \$500.00 each to our Capital and Reserve Funds. These monies were in our approved budget. This transfer is needed now to keep accounts active. Thanks.



**John** 1:33 PM

Yes please do



**Gary Hawbaker** 1:34 PM

Yes



**Leroy Neville Jr** 1:59 PM

Just got off phone with Linda - She said Yes as well.



**Mitcha Shay** 6:35 PM

Al said yes also. Sorry for the delay ...I was at work.



**Leroy Neville Jr** 6:37 PM

understand. Thanks



[Leroy Neville Jr](#) 6:38 PM

Thanks John

I just spoke with Linda and explained Buildium pricing and she is OK with the 212.00 price. Mitcha will show Al message and get his vote. 6:39



[Mitcha Shay](#) 6:39 PM

This is Allen and I agree to keep the buildium



[Leroy Neville Jr](#) 6:40 PM

Thanks Al.

**Wednesday, January 26th**



[Teresa Hawbaker](#) 1:15 PM

Makes sense to keep it for now.



# Budget vs. Actuals

Cash basis

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

## Highland Manor HOA - Highland Manor Community Association, Inc.

Account	1/1/2021 - 12/31/2021			
	Actual	Budget	Over Budget	% of Budget
<b>Income</b>				
Association Assessment Income	72,068.12	64,750.00	7,318.12	111.30 %
Collection Letters	40.00	0.00	40.00	--
Convenience Fee	276.23	0.00	276.23	--
Late Fee Income	702.40	0.00	702.40	--
Legal and Professional Fees				
Demand Letter Preparations	475.00	0.00	475.00	--
Legal and Professional Fees - Other	566.58	0.00	566.58	--
Process Server Court Papers	40.00	0.00	40.00	--
<b>Total</b> for Legal and Professional Fees	<b>\$1,081.58</b>	<b>\$0.00</b>	<b>\$1,081.58</b>	<b>0.00 %</b>
Other Income	13.85	1,080.00	(1,066.15)	1.28 %
Postage and Handling	10.00	0.00	10.00	--
Rules Violations Charges	450.00	0.00	450.00	--
Transfer/Resale Packet	1,550.00	0.00	1,550.00	--
<b>Total</b> for Income	<b>\$76,192.18</b>	<b>\$65,830.00</b>	<b>\$10,362.18</b>	<b>115.74 %</b>
<b>Expense</b>				
Advertising	24.00	26.00	(2.00)	92.31 %
Association Fees	87.50	0.00	87.50	--
Bad Debts	2,426.80	0.00	2,426.80	--
Bank Fees	236.86	0.00	236.86	--
Capital Improvements Funding	0.00	1,000.00	(1,000.00)	0.00 %
Cleaning and Maintenance	66.27	0.00	66.27	--
Community Events				
Annual Meeting Refreshments	51.80	0.00	51.80	--
Community Events - Other	77.51	750.00	(672.49)	10.33 %
Community Yard Sale	26.00	0.00	26.00	--
Movie Nights	8.22	0.00	8.22	--
<b>Total</b> for Community Events	<b>\$163.53</b>	<b>\$750.00</b>	<b>(\$586.47)</b>	<b>21.80 %</b>
Contract Labor				
Contract Labor - Other	398.00	0.00	398.00	--



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Cash basis

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Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

Account	1/1/2021 - 12/31/2021			
	Actual	Budget	Over Budget	% of Budget
Contract Mowing Of Common Grounds	6,900.00	8,800.00	(1,900.00)	78.41 %
Contract Mulching of Common Grounds	0.00	3,000.00	(3,000.00)	0.00 %
Contract Snow Removal	1,450.00	3,300.00	(1,850.00)	43.94 %
Contract Weed Spraying and Brush Control	0.00	500.00	(500.00)	0.00 %
<b>Total for Contract Labor</b>	<b>\$8,748.00</b>	<b>\$15,600.00</b>	<b>(\$6,852.00)</b>	<b>56.08 %</b>
Insurance	2,513.00	1,210.00	1,303.00	207.69 %
Legal and Professional Fees				
1099 Preparation and Transmittal	150.00	0.00	150.00	--
Consultation	200.00	0.00	200.00	--
Legal and Professional Fees - Other	811.94	0.00	811.94	--
Process Server Court Papers	80.00	0.00	80.00	--
Tax Preparations	1,180.00	0.00	1,180.00	--
<b>Total for Legal and Professional Fees</b>	<b>\$2,421.94</b>	<b>\$0.00</b>	<b>\$2,421.94</b>	<b>0.00 %</b>
Licenses and Permits	504.70	0.00	504.70	--
Office Supplies	96.37	0.00	96.37	--
Owner Collection Letters	49.60	0.00	49.60	--
Postage and Delivery				
Postage and Delivery - Other	0.00	365.00	(365.00)	0.00 %
Postage and Handling	544.35	0.00	544.35	--
<b>Total for Postage and Delivery</b>	<b>\$544.35</b>	<b>\$365.00</b>	<b>\$179.35</b>	<b>149.14 %</b>
Prepaid Dues in Bank(minus from Income)	0.00	4,271.82	(4,271.82)	0.00 %
Repairs				
Improvements	7,828.27	2,500.00	5,328.27	313.13 %
Repairs - Other	29.99	0.00	29.99	--
<b>Total for Repairs</b>	<b>\$7,858.26</b>	<b>\$2,500.00</b>	<b>\$5,358.26</b>	<b>314.33 %</b>
Reserve Account Funding	0.00	1,000.00	(1,000.00)	0.00 %
Software	2,017.53	2,007.99	9.54	100.48 %
Supplies				
Computer/Office Equipment	847.78	0.00	847.78	--
Supplies - Other	0.00	300.00	(300.00)	0.00 %



# Budget vs. Actuals

Cash basis

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Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

Account	1/1/2021 - 12/31/2021			
	Actual	Budget	Over Budget	% of Budget
<b>Total for Supplies</b>	<b>\$847.78</b>	<b>\$300.00</b>	<b>\$547.78</b>	<b>282.59 %</b>
Taxes				
Sales Tax	163.09	0.00	163.09	--
<b>Total for Taxes</b>	<b>\$163.09</b>	<b>\$0.00</b>	<b>\$163.09</b>	<b>0.00 %</b>
Utilities				
Cleaning of Porta-John	98.00	120.00	(22.00)	81.67 %
Electric For Office	338.55	480.00	(141.45)	70.53 %
Electric for Street Lights	146.33	180.00	(33.67)	81.29 %
Garbage Pickup	33,398.40	33,568.80	(170.40)	99.49 %
Office Internet	935.57	948.00	(12.43)	98.69 %
Office Telephone	241.53	252.00	(10.47)	95.85 %
<b>Total for Utilities</b>	<b>\$35,158.38</b>	<b>\$35,548.80</b>	<b>(\$390.42)</b>	<b>98.90 %</b>
<b>Total for Expense</b>	<b>\$63,927.96</b>	<b>\$64,579.61</b>	<b>(\$651.65)</b>	<b>98.99 %</b>
<b>Net Operating Income</b>	<b>\$12,264.22</b>	<b>\$1,250.39</b>	<b>\$11,013.83</b>	<b>980.83 %</b>
<b>Non-operating Income</b>				
Contributions to community	1,154.70	0.00	1,154.70	--
<b>Total for Non-operating Income</b>	<b>\$1,154.70</b>	<b>\$0.00</b>	<b>\$1,154.70</b>	<b>0.00 %</b>
<b>Net Non-operating Income</b>	<b>\$1,154.70</b>	<b>\$0.00</b>	<b>\$1,154.70</b>	<b>0.00 %</b>
<b>Net Income</b>	<b>\$13,418.92</b>	<b>\$1,250.39</b>	<b>\$12,168.53</b>	<b>1,073.18 %</b>





# Budget vs. Actuals

Cash basis

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12030 Heather Drive  
Hagerstown, MD 21740

## Highland Manor HOA - 2022 with 7.142% (375.00) Increase

Account	1/1/2022 - 2/21/2022				1/1/2022 - 12/31/2022			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
<b>Income</b>								
Association Assessment Income	33,053.96	23,500.00	9,553.96	140.66 %	33,053.96	70,500.00	(37,446.04)	46.89 %
Collection Letters	0.80	0.00	0.80	--	0.80	0.00	0.80	--
Convenience Fee	45.11	0.00	45.11	--	45.11	0.00	45.11	--
Late Fee Income	2.90	300.00	(297.10)	0.97 %	2.90	300.00	(297.10)	0.97 %
Transfer/Resale Packet	0.00	1,050.00	(1,050.00)	0.00 %	0.00	1,050.00	(1,050.00)	0.00 %
<b>Total for Income</b>	<b>\$33,102.77</b>	<b>\$24,850.00</b>	<b>\$8,252.77</b>	<b>133.21 %</b>	<b>\$33,102.77</b>	<b>\$71,850.00</b>	<b>(\$38,747.23)</b>	<b>46.07 %</b>
<b>Expense</b>								
Advertising	0.00	0.00	0.00	--	0.00	30.00	(30.00)	0.00 %
Bank Fees	59.49	0.00	59.49	--	59.49	0.00	59.49	--
Capital Improvements Funding	0.00	0.00	0.00	--	0.00	1,000.00	(1,000.00)	0.00 %
Community Events								
Community Events - Other	0.00	0.00	0.00	--	0.00	750.00	(750.00)	0.00 %
<b>Total for Community Events</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>(\$750.00)</b>	<b>0.00 %</b>
Contract Labor								
Contract Mowing Of Common Grounds	0.00	0.00	0.00	--	0.00	9,775.00	(9,775.00)	0.00 %
Contract Mulching of Common Grounds	0.00	0.00	0.00	--	0.00	3,000.00	(3,000.00)	0.00 %
Contract Snow Removal	965.00	2,850.00	(1,885.00)	33.86 %	965.00	3,300.00	(2,335.00)	29.24 %
Contract Tree Trimming	0.00	0.00	0.00	--	0.00	500.00	(500.00)	0.00 %
Contract Weed Spraying and Brush Control	0.00	0.00	0.00	--	0.00	3,000.00	(3,000.00)	0.00 %
<b>Total for Contract Labor</b>	<b>\$965.00</b>	<b>\$2,850.00</b>	<b>(\$1,885.00)</b>	<b>33.86 %</b>	<b>\$965.00</b>	<b>\$19,575.00</b>	<b>(\$18,610.00)</b>	<b>4.93 %</b>
Insurance	0.00	1,210.00	(1,210.00)	0.00 %	0.00	1,210.00	(1,210.00)	0.00 %



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Cash basis

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Hagerstown, MD 21740

Account	1/1/2022 - 2/21/2022				1/1/2022 - 12/31/2022			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Legal and Professional Fees								
1099 Preparation and Transmittal	46.54	0.00	46.54	--	46.54	60.00	(13.46)	77.57 %
Legal and Professional Fees - Other	0.00	300.00	(300.00)	0.00 %	0.00	300.00	(300.00)	0.00 %
Process Server Court Papers	0.00	160.00	(160.00)	0.00 %	0.00	160.00	(160.00)	0.00 %
Tax Preparations	0.00	1,250.00	(1,250.00)	0.00 %	0.00	1,250.00	(1,250.00)	0.00 %
<b>Total for Legal and Professional Fees</b>	<b>\$46.54</b>	<b>\$1,710.00</b>	<b>(\$1,663.46)</b>	<b>2.72 %</b>	<b>\$46.54</b>	<b>\$1,770.00</b>	<b>(\$1,723.46)</b>	<b>2.63 %</b>
Office Supplies	14.06	0.00	14.06	--	14.06	0.00	14.06	--
Postage and Delivery								
Postage and Delivery - Other	0.00	116.00	(116.00)	0.00 %	0.00	406.00	(406.00)	0.00 %
<b>Total for Postage and Delivery</b>	<b>\$0.00</b>	<b>\$116.00</b>	<b>(\$116.00)</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>\$406.00</b>	<b>(\$406.00)</b>	<b>0.00 %</b>
Prepaid Dues in Bank(minus from Income)	0.00	5,075.27	(5,075.27)	0.00 %	0.00	5,075.27	(5,075.27)	0.00 %
Repairs								
Improvements	0.00	0.00	0.00	--	0.00	1,400.00	(1,400.00)	0.00 %
<b>Total for Repairs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>\$1,400.00</b>	<b>(\$1,400.00)</b>	<b>0.00 %</b>
Reserve Account Funding	0.00	0.00	0.00	--	0.00	1,000.00	(1,000.00)	0.00 %
Software	337.08	440.00	(102.92)	76.61 %	337.08	2,140.00	(1,802.92)	15.75 %
Supplies								
Supplies - Other	0.00	50.00	(50.00)	0.00 %	0.00	200.00	(200.00)	0.00 %
<b>Total for Supplies</b>	<b>\$0.00</b>	<b>\$50.00</b>	<b>(\$50.00)</b>	<b>0.00 %</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>(\$200.00)</b>	<b>0.00 %</b>
Utilities								
Cleaning of Porta-John	0.00	0.00	0.00	--	0.00	165.00	(165.00)	0.00 %
Electric For Office	110.90	80.00	30.90	138.63 %	110.90	480.00	(369.10)	23.10 %
Electric for Street Lights	25.51	30.00	(4.49)	85.03 %	25.51	180.00	(154.49)	14.17 %



# Budget vs. Actuals

Cash basis

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12030 Heather Drive  
Hagerstown, MD 21740

Account	1/1/2022 - 2/21/2022				1/1/2022 - 12/31/2022			
	Actual	Budget	Over Budget	% of Budget	Actual	Budget	Over Budget	% of Budget
Garbage Pickup	5,566.40	5,594.80	(28.40)	99.49 %	5,566.40	33,568.80	(28,002.40)	16.58 %
Office Internet	154.64	158.00	(3.36)	97.87 %	154.64	948.00	(793.36)	16.31 %
Office Telephone	39.18	42.00	(2.82)	93.29 %	39.18	252.00	(212.82)	15.55 %
<b>Total for Utilities</b>	<b>\$5,896.63</b>	<b>\$5,904.80</b>	<b>(\$8.17)</b>	<b>99.86 %</b>	<b>\$5,896.63</b>	<b>\$35,593.80</b>	<b>(\$29,697.17)</b>	<b>16.57 %</b>
<b>Total for Expense</b>	<b>\$7,318.80</b>	<b>\$17,356.07</b>	<b>(\$10,037.27)</b>	<b>42.17 %</b>	<b>\$7,318.80</b>	<b>\$70,150.07</b>	<b>(\$62,831.27)</b>	<b>10.43 %</b>
<b>Net Operating Income</b>	<b>\$25,783.97</b>	<b>\$7,493.93</b>	<b>\$18,290.04</b>	<b>344.06 %</b>	<b>\$25,783.97</b>	<b>\$1,699.93</b>	<b>\$24,084.04</b>	<b>1,516.77 %</b>
<b>Net Income</b>	<b>\$25,783.97</b>	<b>\$7,493.93</b>	<b>\$18,290.04</b>	<b>344.06 %</b>	<b>\$25,783.97</b>	<b>\$1,699.93</b>	<b>\$24,084.04</b>	<b>1,516.77 %</b>



# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2021 - 12/31/2021, Cash Basis**

## Highland Manor HOA

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Asset	Community Events and Donations	0.00	1,504.45	504.70	999.75	999.75
Asset	HMCA - Capital Improvements	4,000.00	1,500.00	0.00	1,500.00	5,500.00
Asset	HMCA - Reserve	4,000.00	1,500.00	0.00	1,500.00	5,500.00
Asset	HMCA -Main Checking	21,733.26	86,986.91	64,486.80	22,500.11	44,233.37
Asset	Petty Cash	57.08	0.00	35.75	(35.75)	21.33
Asset	Undeposited Funds	0.00	64,344.25	63,781.75	562.50	562.50
Liability	Prepayments	(4,940.90)	12,177.66	25,785.35	(13,607.69)	(18,548.59)
Equity	Opening Balance Equity	(43,825.15)	0.00	0.00	0.00	(43,825.15)
Equity	Retained Earnings	18,975.71	0.00	0.00	0.00	18,975.71
Income	Association Assessment Income	0.00	0.00	72,068.12	(72,068.12)	(72,068.12)
Income	Collection Letters	0.00	0.00	40.00	(40.00)	(40.00)
Income	Contributions to community	0.00	0.00	1,154.70	(1,154.70)	(1,154.70)
Income	Convenience Fee	0.00	18.22	294.45	(276.23)	(276.23)
Income	Late Fee Income	0.00	0.00	702.40	(702.40)	(702.40)
Income	Legal and Professional Fees	0.00	0.00	566.58	(566.58)	(566.58)
Income	Legal and Professional Fees - Demand Letter Preparations	0.00	0.00	475.00	(475.00)	(475.00)
Income	Legal and Professional Fees - Process Server Court Papers	0.00	0.00	40.00	(40.00)	(40.00)
Income	Other Income	0.00	0.00	13.85	(13.85)	(13.85)
Income	Postage and Handling	0.00	0.00	10.00	(10.00)	(10.00)
Income	Rules Violations Charges	0.00	0.00	450.00	(450.00)	(450.00)
Income	Transfer/Resale Packet	0.00	0.00	1,550.00	(1,550.00)	(1,550.00)
Expense	Advertising	0.00	24.00	0.00	24.00	24.00
Expense	Association Fees	0.00	87.50	0.00	87.50	87.50
Expense	Bad Debts	0.00	2,426.80	0.00	2,426.80	2,426.80



# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2021 - 12/31/2021, Cash Basis**

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Expense	Bank Fees	0.00	236.86	0.00	236.86	236.86
Expense	Cleaning and Maintenance	0.00	66.27	0.00	66.27	66.27
Expense	Community Events	0.00	114.12	36.61	77.51	77.51
Expense	Community Events - Annual Meeting Refreshments	0.00	51.80	0.00	51.80	51.80
Expense	Community Events - Community Yard Sale	0.00	26.00	0.00	26.00	26.00
Expense	Community Events - Movie Nights	0.00	8.22	0.00	8.22	8.22
Expense	Contract Labor	0.00	398.00	0.00	398.00	398.00
Expense	Contract Labor - Contract Mowing Of Common Grounds	0.00	6,900.00	0.00	6,900.00	6,900.00
Expense	Contract Labor - Contract Snow Removal	0.00	1,450.00	0.00	1,450.00	1,450.00
Expense	Contract Labor - Contract Weed Spraying and Brush Control	0.00	0.00	0.00	0.00	0.00
Expense	Insurance	0.00	2,513.00	0.00	2,513.00	2,513.00
Expense	Legal and Professional Fees	0.00	811.94	0.00	811.94	811.94
Expense	Legal and Professional Fees - 1099 Preparation and Transmittal	0.00	150.00	0.00	150.00	150.00
Expense	Legal and Professional Fees - Consultation	0.00	200.00	0.00	200.00	200.00
Expense	Legal and Professional Fees - Process Server Court Papers	0.00	80.00	0.00	80.00	80.00
Expense	Legal and Professional Fees - Tax Preparations	0.00	1,180.00	0.00	1,180.00	1,180.00
Expense	Licenses and Permits	0.00	504.70	0.00	504.70	504.70
Expense	Office Supplies	0.00	108.01	11.64	96.37	96.37
Expense	Owner Collection Letters	0.00	49.60	0.00	49.60	49.60
Expense	Postage and Delivery - Postage and Handling	0.00	552.35	8.00	544.35	544.35



# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2021 - 12/31/2021, Cash Basis**

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Expense	Repairs	0.00	29.99	0.00	29.99	29.99
Expense	Repairs - Improvements	0.00	7,921.85	93.58	7,828.27	7,828.27
Expense	Software	0.00	2,017.53	0.00	2,017.53	2,017.53
Expense	Supplies	0.00	0.00	0.00	0.00	0.00
Expense	Supplies - Computer/Office Equipment	0.00	847.78	0.00	847.78	847.78
Expense	Taxes	0.00	0.00	0.00	0.00	0.00
Expense	Taxes - Sales Tax	0.00	171.38	8.29	163.09	163.09
Expense	Utilities - Cleaning of Porta-John	0.00	98.00	0.00	98.00	98.00
Expense	Utilities - Domain Name Registration	0.00	0.00	0.00	0.00	0.00
Expense	Utilities - Electric For Office	0.00	338.55	0.00	338.55	338.55
Expense	Utilities - Electric for Street Lights	0.00	146.33	0.00	146.33	146.33
Expense	Utilities - Garbage Pickup	0.00	33,398.40	0.00	33,398.40	33,398.40
Expense	Utilities - Office Internet	0.00	935.57	0.00	935.57	935.57
Expense	Utilities - Office Telephone	0.00	241.53	0.00	241.53	241.53
<b>Total for Highland Manor HOA</b>			<b>\$232,117.57</b>	<b>\$232,117.57</b>		



# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2022 - 12/31/2022, Cash Basis**

## Highland Manor HOA

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Asset	Community Events and Donations	999.75	2.00	2.00	0.00	999.75
Asset	HMCA - Capital Improvements	5,500.00	500.00	0.00	500.00	6,000.00
Asset	HMCA - Reserve	5,500.00	500.00	0.00	500.00	6,000.00
Asset	HMCA -Main Checking	44,233.37	19,039.33	8,418.80	10,620.53	54,853.90
Asset	Petty Cash	21.33	0.00	0.00	0.00	21.33
Asset	Undeposited Funds	562.50	13,599.95	13,045.65	554.30	1,116.80
Liability	Prepayments	(18,548.59)	15,448.64	1,839.50	13,609.14	(4,939.45)
Equity	Opening Balance Equity	(43,825.15)	0.00	0.00	0.00	(43,825.15)
Equity	Retained Earnings	5,556.79	0.00	0.00	0.00	5,556.79
Income	Association Assessment Income	0.00	100.00	33,153.96	(33,053.96)	(33,053.96)
Income	Collection Letters	0.00	0.00	0.80	(0.80)	(0.80)
Income	Contributions to community	0.00	0.00	0.00	0.00	0.00
Income	Convenience Fee	0.00	0.00	45.11	(45.11)	(45.11)
Income	Late Fee Income	0.00	0.00	2.90	(2.90)	(2.90)
Income	Legal and Professional Fees	0.00	0.00	0.00	0.00	0.00
Income	Legal and Professional Fees - Demand Letter Preparations	0.00	0.00	0.00	0.00	0.00
Income	Legal and Professional Fees - Process Server Court Papers	0.00	0.00	0.00	0.00	0.00
Income	Other Income	0.00	0.00	0.00	0.00	0.00
Income	Postage and Handling	0.00	0.00	0.00	0.00	0.00
Income	Rules Violations Charges	0.00	0.00	0.00	0.00	0.00
Income	Transfer/Resale Packet	0.00	0.00	0.00	0.00	0.00
Expense	Advertising	0.00	0.00	0.00	0.00	0.00
Expense	Association Fees	0.00	0.00	0.00	0.00	0.00
Expense	Bad Debts	0.00	0.00	0.00	0.00	0.00



# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2022 - 12/31/2022, Cash Basis**

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Expense	Bank Fees	0.00	61.49	2.00	59.49	59.49
Expense	Cleaning and Maintenance	0.00	0.00	0.00	0.00	0.00
Expense	Community Events	0.00	0.00	0.00	0.00	0.00
Expense	Community Events - Annual Meeting Refreshments	0.00	0.00	0.00	0.00	0.00
Expense	Community Events - Community Yard Sale	0.00	0.00	0.00	0.00	0.00
Expense	Community Events - Movie Nights	0.00	0.00	0.00	0.00	0.00
Expense	Contract Labor	0.00	0.00	0.00	0.00	0.00
Expense	Contract Labor - Contract Mowing Of Common Grounds	0.00	0.00	0.00	0.00	0.00
Expense	Contract Labor - Contract Snow Removal	0.00	965.00	0.00	965.00	965.00
Expense	Contract Labor - Contract Weed Spraying and Brush Control	0.00	0.00	0.00	0.00	0.00
Expense	Insurance	0.00	0.00	0.00	0.00	0.00
Expense	Legal and Professional Fees	0.00	0.00	0.00	0.00	0.00
Expense	Legal and Professional Fees - 1099 Preparation and Transmittal	0.00	46.54	0.00	46.54	46.54
Expense	Legal and Professional Fees - Consultation	0.00	0.00	0.00	0.00	0.00
Expense	Legal and Professional Fees - Process Server Court Papers	0.00	0.00	0.00	0.00	0.00
Expense	Legal and Professional Fees - Tax Preparations	0.00	0.00	0.00	0.00	0.00
Expense	Licenses and Permits	0.00	0.00	0.00	0.00	0.00
Expense	Office Supplies	0.00	14.06	0.00	14.06	14.06
Expense	Owner Collection Letters	0.00	0.00	0.00	0.00	0.00
Expense	Postage and Delivery - Postage and Handling	0.00	0.00	0.00	0.00	0.00





# Trial Balance

Prepared By: Highland Manor  
Community Association, Inc.  
12030 Heather Drive  
Hagerstown, MD 21740

For **Highland Manor HOA**

Statement date **1/1/2022 - 12/31/2022, Cash Basis**

Account Type	Account Name	Beginning Balance	Total Debit	Total Credit	Net Activity	Ending Balance
Expense	Repairs	0.00	0.00	0.00	0.00	0.00
Expense	Repairs - Improvements	0.00	0.00	0.00	0.00	0.00
Expense	Software	0.00	337.08	0.00	337.08	337.08
Expense	Supplies	0.00	0.00	0.00	0.00	0.00
Expense	Supplies - Computer/Office Equipment	0.00	0.00	0.00	0.00	0.00
Expense	Taxes	0.00	0.00	0.00	0.00	0.00
Expense	Taxes - Sales Tax	0.00	0.00	0.00	0.00	0.00
Expense	Utilities - Cleaning of Porta-John	0.00	0.00	0.00	0.00	0.00
Expense	Utilities - Domain Name Registration	0.00	0.00	0.00	0.00	0.00
Expense	Utilities - Electric For Office	0.00	110.90	0.00	110.90	110.90
Expense	Utilities - Electric for Street Lights	0.00	25.51	0.00	25.51	25.51
Expense	Utilities - Garbage Pickup	0.00	5,566.40	0.00	5,566.40	5,566.40
Expense	Utilities - Office Internet	0.00	154.64	0.00	154.64	154.64
Expense	Utilities - Office Telephone	0.00	39.18	0.00	39.18	39.18
<b>Total for Highland Manor HOA</b>			<b>\$56,510.72</b>	<b>\$56,510.72</b>		

## Past Due as of 02/21/2022

<u>Tenants</u>	<u>Delinquency status</u>	<u>Balance</u>
Juan Resendiz	Late Fee letters	\$0.50
Roger Mulligan	Sent letter about new amount	\$12.50
Emy Delgado, Elisandro Florian	Sent letter about new amount	\$12.50
Dorothy Palmer	waiting for payment	\$187.50
Gerado Franco, Marisol Franco	Late Fee letters	\$194.10
Sharion Avery	Late Fee letters	\$201.10
Francisco Chavez	Late Fee letters	\$203.10
Bonnie J Cogswell	Waiting for payment	\$203.30
Edwards Stevens, Debra Stevens	Late Fee letters	\$203.30
Michael Purdham	Late Fee letters	\$203.30
Caprion Enterprises Scott Brown	Late Fee letters	\$203.30
Savannah Brown	Late Fee letters	\$203.30
Cindy Staley	Late Fee letters	\$203.30
Claudia Bonham	Late Fee letters	\$203.30
Stephen Gray	Late Fee letters	\$203.30
James Ellis	Late Fee letters	\$203.30
Linda Sylvester	Late Fee letters	\$203.30
John Barger	Late Fee letters	\$203.30
Curtis Barnard, Amanda Barnard	Late Fee letters	\$203.30
Olen Hawn, Velva Hawn	Late Fee letters	\$299.61
Vickie Carr, Reginald Jones	Late Fee letters	\$393.49
Lovalene Jones	Foreclosed	\$546.20
Melodie Cassells	Foreclosed	\$1,167.15
Robert Caudle Jr	Foreclosed	\$2,081.70
Stuart Miller	In collections	\$2,307.03
Harvey Rhodes Jr., Abbie Rhodes	Foreclosed	<u>\$2,427.60</u>
<b>Totals:</b>		<b>\$12,473.68</b>

**FYI - Last billing had to send 33 letters - 17 this time**

**Highland Manor Community Association, Inc.**

12030 Heather Drive  
Hagerstown, MD 21740  
301-800-3096

[Highlandmanorhoa@outlook.com](mailto:Highlandmanorhoa@outlook.com)

[www.highlandmanor.org](http://www.highlandmanor.org)



February 21, 2022

Mr. Stuart Miller  
12021 N. Scottish Court  
Hagerstown, MD 21740

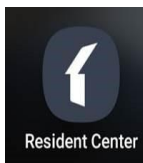
Dear Mr. Miller:

We are writing you regarding your past dues to collect on a debt of your fees to Highland Manor. We do have a Body attachment out on you, as you know. Please reach out to our attorney, Mr. Russ Robinson, at 301-797-0100, to make payment arrangements. We want to inform you of another option we have legally: a foreclosure on your property.

Please reach out to Mr. Robinson or drop payment off at the office secure dropbox or download our APP in your favorite APP store. (See logo below) We will need a valid email address to set up your account – please send that to [highlandmanorhoa@outlook.com](mailto:highlandmanorhoa@outlook.com).

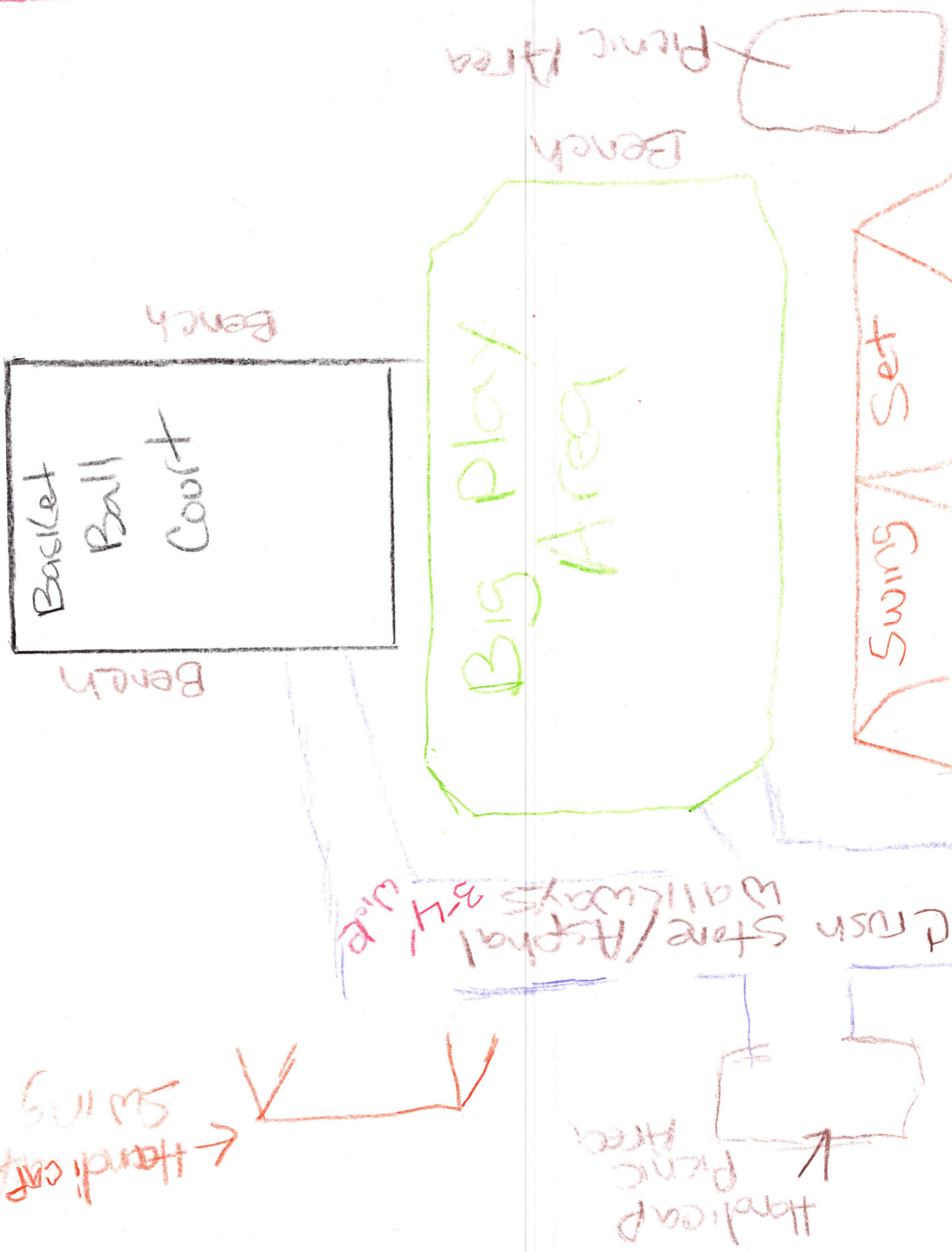
Thank you,

Leroy Neville Jr.  
President, HMCA



What the App logo looks like.

Fence Around Maybe ?



Bridge  
Ramp

Mail Boxes

Highland Manor Community Assoc., Inc.  
Upper Playground Ideas



**Please see the awful drawing of the start of the discussion and ideas.**

1. Meet with County and, if possible, with Jeremy in person or on the phone - Scheduled for Tuesday at 11am. This meeting discusses creating "wheelchair" and vehicle access across drainage swale.
2. When that is approved, we can develop the best plan of action.
3. Looking at my drawing – not finished by no means – I need your input on the potential "re-design" of the upper playground with the Goal of – making it more "wheelchair" friendly for all guests.
  - a) Bridge/ramp, whatever term we want to call it – to have egress in and out for persons in "wheelchairs," vehicles, and mowers, so we do not have to enter on Homeowner's property;
  - b) This access will allow designing a "path" or walkway for persons in a wheelchair to access the park to almost all areas more easily;
  - c) Maybe a designated AREA for a wheelchair to access a picnic area;
  - d) Also, I thought it would be nice to have an adult swing or wheelchair swing with another swingset we have. Little pricey. **Side note: two homeowners or caregivers said that would have been nice.**
  - e) The "path" or walkway would continue down to the Basketball Court and would have the off-shoots to each of the Areas fore-mentioned as well as the "Big" play area – new equipment.
  - f) I depict park benches in the drawing – not really sure how many have. I am thinking 5 or 6. Have to ask Jeremy. We can place them throughout the park and in the lower area. I think we need 2 at the basketball court?

If funds allow, I feel for safety and to help keep kids out of neighbors' yard and keep "hopefully" dogs out of the park – we need a fence around, with maybe a 6 foot behind basket court to keep balls from going downhill.

Basketball Court re-surfacing needs to happen soon for safety – if possible, this before the fence or get a loan to complete the whole project?

**Need the Cameras for sure.**

**We need to dispose of current playset and see if we can get a few dollars.**

I have not left or forgotten about the Lower playground – going to discuss access with County there as well – this is going to be more complex and more expensive.

1. The slope/grade is more complicated – do we might be able to cut into slope wide and deep enough and build a retaining for the hill on each side to make a walkway, or do we have to re-graded area?;
2. Need to figure out the layout for the ramp or wheelchair access to play areas, office, and picnic tables to our meeting space.

**Mega Discussion:** Do we take out a loan to accomplish this entire project?

Things we might hear from Homeowners?

Why are you only doing the upper and not the lower?

We have in the past taken out a loan to do "improvements." and didn't cost that much each month and paid it off early. Linda and, if needed, Darin can shed more information on this. The interest rates are so great right now. If we want to go that route, I can re-contact the bank and see how much we can borrow and the rate and payment terms. I did reach out a few months or almost a year ago about getting a loan, and the bank did not see an issue. Our financial stability is much better now with funds in the bank. We could borrow most of it – finish projects and then see where all our funds are and pay most off? Just throwing ideas out!



**House's Outdoor Services**

Phone: 301-991-0230  
 26 West Sixth Street  
 Waynesboro, PA. 17268

**Estimate**

Date	Estimate #
8/16/2021	43

Name / Address
Highland Manor Community Association 12030 Heather Drive Hagerstown, Maryland 21740

Description	Qty	Rate	Project
			Total
Estimate for Highland Manor Playground - tear down, haulaway and installation of bench and swingsets			
Equipment and Operator - \$1,000 Labor - \$1,800		2,800.00	2,800.00
Hauling Fee - \$800		800.00	800.00
Storage Charge - \$200 per month (max. 3 months)		<del>600</del> 200.00	<del>600</del> 200.00
Installation at Highland Manor, which includes: - Hauling - Concrete - Labor - Hardware - Equipment DOES NOT INCLUDE COST OF MULCH		6,800.00	6,800.00
<p>✓ The Board Approved 5-0 on 8-16-21 for 11,000.00            Per our phone conversation on 8-24-21            a maximum of 3 months of storage fee =            Plan to install this fall.            By signing - Turns to Contract?</p> <p>✓ Separate Proposal Contract</p> <p>Jeray Jewell - 8-29-2021</p>			
housesoutdoorservices@gmail.com		<b>Total</b>	\$10,600.00 <del>11,000</del>



Submitted To: Highland Manor HOA	Ph: 240-217-3234	Date: 9/20/2021
Attn: Leroy Neville	Email: highlandmanorhoa@outlook.com	
Street: 12030 Heather Drive	Job Name: Highland Manor HOA - Resurface Basketball Court	
City, State, Zip: Hagerstown, MD 21740	Proposal No. 21-181	

The following is our proposal to furnish all labor, material, equipment and sub-contractors to perform specified site work. Pricing is based upon an on-site visit and scope of work in this proposal.

**1) Resurface existing basketball court. \$10,450.00**

Scope: a) MOBILIZATION	1 LS
b) WEDGE AND LEVEL WITH 9.5 MM SURFACE ASPHALT @ 0" TO 1.5"	311 SY
c) FURNISH AND APPLY TACK COAT	311 SY
d) FURNISH AND PLACE 9.5 MM SURFACE ASPHALT @ 1.5" DEEP	311 SY
e) LINE STRIP WITH 4" WIDE WHITE PAINT TO MATCH EXISTING	382 LF
<b>f) REMOVAL AND REPLACEMENT OF NEW BASKETBALL POST, BACK BOARD AND HOOP.</b>	<b>EXCLUDED</b>
<b>g) TOPSOIL AND GRASS SEED ALONG ASPHALT EDGES</b>	<b>EXCLUDED</b>

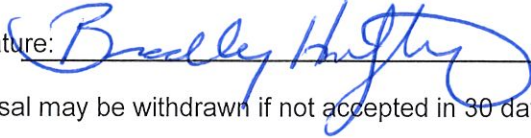
- Notes: 1) All costs of liquid asphalt exceeding \$513.33/liquid ton, the posted liquid asphalt price established by the Maryland State Highway Administration on the date of this proposal, will be invoiced and billed accordingly.
- 2) Positive drainage cannot be guaranteed on pavement designs with less than a 2% slope.

**EXCLUSIONS:** Compaction greater than 95% of standard proctor, electric of any kind, engineering/stakeout, handling of hazardous materials, landscaping/sod, permits/fees, removal of buried debris, abandon existing utilities, gas line, removal and handling of materials created by other trades, soil manipulation, spring control, unsuitable soil removal and replacement, relocation of existing utilities, geotechnical services/certifications, rock, topsoil and seed along asphalt edges  
**Anything not specifically included is excluded**



Payment to be as follows: 1/3 Down, Balance Due Upon Completion

All Material is guaranteed to be as specified. All work to be completed in a substantial manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance

Authorized Signature:  \_\_\_\_\_

Note: This proposal may be withdrawn if not accepted in 30 days.

Accepted by: \_\_\_\_\_

# MEMORANDIUM OF UNDERSTANDING

This agreement between Highland Manor Community Association, Inc. and \_\_\_\_\_

## I. Purpose Statement

This Memorandum of Understanding outlines the assignments and responsibilities of each partner organization for the transfer and acceptance of playground equipment located at Highland Manor Upper playground on McGregor drive.

## II. Parties

(Owner) Highland Manor Community Association, Inc. located in Hagerstown, Maryland.

(Buyer) \_\_\_\_\_ where located.

## III. Assignments and Responsibilities

- Owner, Highland Manor Community Association, Inc. is selling/transferring playground equipment located at Highland Manor Community Association Inc. on McGregor Drive on the upper playground to \_\_\_\_\_.
- Owner assumes no responsibility for the conditions of the existing playground equipment.
- Buyer recipient accepts the equipment in the condition they inspected it and will take responsibility for any potential repairs required once the equipment is removed from the said location.
- Owner not responsible for any injuries while removing any playground equipment from said location.

## IV. Amendments

This agreement may be amended or modified by mutual consent of the parties. All amendments and modifications shall be in writing and referenced in this agreement.

## V. Signatures

\_\_\_\_\_  
Highland Manor Community Association, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date