

Highland Manor Community Assoc., Inc.
Meeting Agenda
October 21, 2024
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

- a) Call Meeting to Order
- b) Homeowner Concerns
- c) Approval of minutes
 - a) September 16th Meeting
- d) Maintenance Report
 - a) Gates
- e) Treasures Report
 - a) Bank Reconciliations are all current.
 - b) Past Due balances and updates
 - c) 2024 and 2025 Reserve Fee Update
 - d) YTD Overview
- f) Old Business
 - a) Playground Mulch
 - b) Violations Update
 - c) Buying a new camera system
 - d) Fall Event and Trick or Treating
- g) New Business
- h) Board/Officer Comments
- i) Adjourn –Next Board Meeting on November 18th



9/16/2024 at 6:00 pm – called to order at 6:03 pm

Highland Manor HOA

In Attendance

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

Homeowner's Concerns

- 16212 McGregor Drive asked about fencing and putting up a shed. Leroy said to put in something that would be the same color or close to it.
- 16214 McGregor Drive has a cardboard pipe under the stones. Leroy is going to contact the city about it.
- Leroy did send Vonnie a letter about not having any maintenance jobs right now and we will keep her in mind for any future projects.
- Leroy sent Ekpe a letter about the mowing issue.

Approval of Minutes

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

Maintenance Report

- Matt and Elmer replaced the baby swings, and they were lowered as low as we could. They will need to be adjusted once the mulch is put down.
- Our goal is to paint come next Spring.
- The back gate had been broken and Al S. suggested putting a pipe with a cap on the front side against the opening in the ground so they couldn't swing it the other way. Leroy will talk to Gereme about whether he uses the gate first. We will probably end up locking it and give him a key for his use.

Treasurer's Report

- Bank Reconciliation are all current. The balances are:
 - o Main Checking - \$29,780.04
 - o Savings - \$7,698.48
 - o Capital Improvements - \$8,419.54
 - o Reserve Fund Savings - \$17,963.02
 - o Community Donations - \$538.06
- See the document for the income from house sales.
- Past Due Balances and Updates – see notes on attached documents as listed.
- 2024 Reserve Fee – 9 are past due still, a letter will go out about the 2025 fee that is due next June.
- 2024 Budget vs. Actual – still coming in lower than budget

John made a motion to accept the financials and treasurer's report as reported, Al G seconded the motion and approved 5-0.

Old Business

- Tree Trimming – the first phase is complete. The second phase will be completed next. We are looking at the funds to see when we can plan that. We are thinking of early March next year.
 - Violations Updates were discussed. See the report that is attached for details.
 - Buying a new camera system – We are still looking at what system would be best.
 - Planning Fall Event – it will be a potluck.
 - Annual Meeting Agenda – One homeowner showed up at the tail end.
 - Leroy did get 2 credit cards. One was given to Elmer and Leroy kept one.
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New Business

- Playground Mulch – We should address replacing the mulch and/or fluff the mulch. Leroy will check with Gereme for any discounts at the end of the year.
 - Elmer said the front gate at the top of the hill needs to be kept locked. It seems someone is leaving it open. We need to get him a key. Al G. and Elmer will check it out and make sure he gets a key, which didn't work. Leroy said Andy has a key that he will give to Elmer.
 - Reserve Letter – The letter was reviewed and will be mailed out along with the invoice due next June 2025.
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Board/Officer Comments

- John said we would go door to door to make sure the people living in rentals received a copy of the rules and regulations as well as the software sign-up information.
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Closing

The meeting was adjourned by Leroy at 7:37 pm and the next meeting will be Monday, October 21, 2024, at 6 pm.

Financial Notes and Other Information

As of 10/21/2024

Bank Account Name	This Month	Last Month
Checking	\$27,092.69	29,780.04
Savings	\$8,810.42	7,698.48
Capital Improvement Savings	8,631.71	8,419.54
Reserve Fund Savings	538.83	17,963.02
Community Donations	21.33	538.06

➤ Bank Accounts have been reconciled for September.

Sale of Documents when homeowners buy/sell their house

- We have received \$680.84 for the purchase of documents
- Transfer Fee from the sale of 2 Homes - \$ 500.00

Moved to Savings for future projects.

Number of Past Due Owners This Month	12	6,214.35
Number of Past Due Owners Last Month	15	5,538.09

- Homeowner balances vary - They increased due to court fees and other fees added.
- Waiting on the Estate to close for the homeowner
- Notice of Liens to Create A Lien – Gorsuch – Cost \$50.00
- Filled HOA Dues Lawsuit – Gorsuch – Cost \$180.54
- Sent Demand Letter – Copoulos – Cost \$ 40.00
- Created a Lien for Rachel Carpenter -Cost \$110.00
- Working with Attorney to file lawsuit on Purdham and Hawn

2024 and 2025 Reserve Fund Update

2024	96.15%	200	2025	28.85%	60
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Financial Status at this moment:

- We have **\$ 27,092.69** in the bank.
- Expenses we must pay or expect through 12/31/2024 are **\$9,594.89**
- Expected after Cash in Checking bills **\$ 17,497.80**
- There is **6.154.47** in prepaid dues. This is income for 2025 and 2026
- That leaves us about **\$11,343.33**.

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.
2. **Chavez**—We asked him to remove the boat and cover the other one he was keeping. He agreed. After two letters, he received his initial fine and is now receiving a weekly fine of \$75.00. He has already paid \$275.00 in fines and owes \$325.00 more, with fines continuing. I drafted a fourth letter reminding him of the fine and offering suggestions to remedy it.
3. **Gorsuch**—They have several untagged vehicles, many full of junk and debris. They have been there for years. In our last year's inspection of all properties, this was mentioned as an issue to be corrected. We drafted their first letter on 08/27/2024 outlining the violations. Then, a second letter

on 09/25/2024 indicated that the fines would start if the issues were not corrected by 10/14/2024 and no hearing was requested. **Are you okay with starting fines?**

4. **Wrightson 12021 Heather-** Drafted his 2nd letter indicating that fines will be implemented if the property is not cleaned up or if no hearing was requested. We need a quick inspection before adding the fines.
5. **12008 Scottish Court –** Overgrowth and Debris. Ron Rowe said he had Antietam Tree take care of the overgrowth. The debris seemed to be there still. I reached out to Ron, and he was going to stop by last Friday – I have not heard back. Today, I reached out again.

Teresa will assist with drafting input into our software to track and mail the new violations. Once I approve, she will send the violation letter.

Her first letter was:

Rader – 12123 Heather – The Shed roof needs to be repaired/replaced. Sent first letter – Due 10/30/2024

Highland Manor Community Association

Budget Report 2024 Annual Budget

Accounting Basis: cash • End Date: 10/21/2024 • Monthly or Summary: summary • Period: custom •
Start Date: 01/01/2024

Account	Actual	Budget	Over Budget	% of Budget
Income				
Capital Improvement Contribution	\$1,400.00	\$0.00	\$1,400.00	
Collection Letters:Collections	\$16.40	\$416.67		3.94%
Court Cost	\$45.54	\$0.00	\$45.54	
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	\$64,583.00	\$65,000.00		99.36%
HOA Late Fee	\$620.00	\$400.00	\$220.00	155.00%
Interest	\$319.09	\$0.00	\$319.09	
Legal and Professional	\$278.50	\$0.00	\$278.50	
Legal and Professional: 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	
Process Server Court Papers	\$120.00	\$0.00	\$120.00	

Account	Actual	Budget	Over Budget	% of Budget
Refund of Credit Card and Bank Fees	\$221.36	\$0.00	\$221.36	
Reserve Late Fee	\$90.00	\$0.00	\$90.00	
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	
Transfer and Disclosure Fees (Sell of Houses)	\$3,500.00	\$750.00	\$2,750.00	466.67%
Total from Income	\$77,978.37	\$66,566.67	\$11,411.70	117.14%
Expense				
Advertising	\$0.00	\$50.00		0.00%
Bank Fees: Credit Card Fees	\$559.72	\$0.00	\$559.72	
Budget Reserve Funding	\$0.00	\$833.30		0.00%
Capital Improvement Funding	\$0.00	\$1,000.00		0.00%
Cleaning and Maintenance	\$515.22	\$1,250.00		41.22%
Cleaning and Maintenance: Porta John	\$102.00	\$165.00		61.82%
Communality Events	\$42.36	\$166.70		25.41%
Community Events: Board / Annual Meeting	\$33.26	\$41.70		79.76%
Community Events: Easter	\$126.74	\$0.00	\$126.74	
Computer and Office Equipment	\$95.40	\$0.00	\$95.40	
Contract: Weed Spraying/Brush Removal	\$2,530.00	\$4,000.00		63.25%
Contract: Mowing	\$9,515.00	\$10,155.00		93.70%
Contract: Snow Removal	\$1,435.00	\$4,300.00		33.37%
Contract: Tree Removal	\$16,605.00	\$0.00	\$16,605.00	
Court Cost and Fees	\$162.50	\$0.00	\$162.50	
Demand Letters Preparations:Legal and professional Fees	\$25.00	\$0.00	\$25.00	

Account	Actual	Budget	Over Budget	% of Budget
Fuel Surcharge	\$0.00	\$570.80		0.00%
Gas/Fuel	\$30.00	\$0.00	\$30.00	
General Improvement	\$769.10	\$625.00	\$144.10	123.06%
HOA Software	\$0.00	\$1,350.00		0.00%
Insurance	\$1,708.00	\$1,454.20	\$253.80	117.45%
Legal and Professional	\$160.00	\$0.00	\$160.00	
Legal and Professional Fees	\$1,527.20	\$800.00	\$727.20	190.90%
Legal and Professional: 1099 Preparations	\$175.00	\$75.00	\$100.00	233.33%
Legal and Professional: Consultation	\$190.00	\$0.00	\$190.00	
Legal and Professional: Process Service Fees	\$240.00	\$280.00		85.71%
Legal and Professional: Tax Preparation	\$1,255.00	\$1,416.68		88.59%
Office Supplies	\$257.70	\$200.00	\$57.70	128.85%
Other Expenses	\$20.43	\$0.00	\$20.43	
Park Improvements:Improvements	\$0.00	\$0.00		
PNC Loan Payment	\$0.00	\$4,000.00		0.00%
Postage	\$427.62	\$462.00		92.56%
Prepaid Dues	\$0.00	\$1,762.70		0.00%
Preparation of Complaint - Legal	\$150.00	\$0.00	\$150.00	
Professional Fee - State Document Fees	\$25.00	\$0.00	\$25.00	
Repairs	\$179.53	\$208.30		86.19%
Software - Microsoft Office	\$105.99	\$125.00		84.79%
Utilities:Garbage / Trash	\$25,042.50	\$25,248.84		99.18%
Utilities: Office Electric	\$325.06	\$516.68		62.91%
Utilities: Office Internet	\$612.50	\$612.50		100.00%

Account	Actual	Budget	Over Budget	% of Budget
Utilities: Office Phone	\$205.74	\$212.50		96.82%
Utilities: Street Lights	\$131.99	\$150.00		87.99%
Utilities: Upper Playgroud Internet	\$612.50	\$612.50		100.00%
Utilities: Upper Playground Electric	\$97.32	\$200.00		48.66%
Total from Expense	\$65,995.38	\$62,844.40	\$3,150.98	105.01%
Net Income	\$77,978.37	\$66,566.67	\$11,411.70	117.14%

Original

ESTIMATE

House's Outdoor Services
26 West Sixth Street
Waynesboro, PA 17268

housesoutdoorservices@gmail.com
+1 (301) 991-0230



Bill to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Ship to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Estimate details

Estimate no.: 1030
Estimate date: 07/10/2024
Expiration date: 09/30/2024

P.O. Number: Lower Playground

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/10/2024	Wood Chips	Wood chips for playground surface	64	\$42.40	\$2,713.60
2.	07/10/2024	DF	Delivery Fee/fuel	1	\$650.00	\$650.00
3.	07/10/2024	Labor	Labor Services includes man hrs. @ \$70 per hour	24	\$70.00	\$1,680.00
Total						\$5,043.60

Expiry date: 09/30/2024

New

ESTIMATE

House's Outdoor Services
26 West Sixth Street
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(301) 991-0230



Bill to
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12030 Heather Drive
Hagerstown, MD 21740

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12030 Heather Drive
Hagerstown, MD 21740

Estimate details
Estimate no.: 1040
Estimate date: 10/17/2024

P.O. Number: Lower Playground 2nd
estimate

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/10/2024	Wood Chips	Wood chips for playground surface	64	\$30.00	\$1,920.00
2.	07/10/2024	DF	Delivery Fee/fuel	1	\$500.00	\$500.00
3.	07/10/2024	Labor	Labor Services includes man hrs. @ \$70 per hour	24	\$70.00	\$1,680.00
Total						\$4,100.00

Accepted date

Accepted by

Original

ESTIMATE

House's Outdoor Services
26 West Sixth Street
Waynesboro, PA 17268

housesoutdoorservices@gmail.com
+1 (301) 991-0230



Bill to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Ship to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Estimate details

Estimate no.: 1029
Estimate date: 07/10/2024
Expiration date: 09/30/2024

P.O. Number: Upper Playground

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/10/2024	Wood Chips	Wood chips for playground surface	91	\$42.40	\$3,858.40
2.	07/10/2024	Labor	Labor Services includes man hrs. @ \$70 per hour	34	\$70.00	\$2,380.00
3.	07/10/2024	Services	Remove some of the existing ties, rework area, relocate and reinstall ties in new location. Supply additional ties (4) and install with rebar pins. Swingset are closest to mailbox will be moved to the fence. Opposite end child's swingset will have edge moved out 8 ft and squared up on all corners. Remove balance beam and reinstall. Create handicap entrance area.	38	\$70.00	\$2,660.00
4.	07/10/2024	DF	Delivery Fee/fuel fee	1	\$750.00	\$750.00
5.	07/10/2024	Tractor	Tractor Daily Rental	2	\$150.00	\$300.00
6.	07/10/2024	Material	Railroad ties and rebar pins	1	\$200.00	\$200.00
Total						\$10,148.40

Expiry date: 09/30/2024

New

ESTIMATE

House's Outdoor Services
26 West Sixth Street
Waynesboro, PA 17268

housesoutdoorservices@gmail.com
(301) 991-0230



Bill to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Ship to
Highland Manor Community Association,
Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

Estimate details
Estimate no.: 1039
Estimate date: 10/17/2024

P.O. Number: Upper Playground 2nd
estimate

#	Date	Product or service	Description	Qty	Rate	Amount
1.	07/10/2024	Wood Chips	Wood chips for playground surface	91	\$30.00	\$2,730.00
2.	07/10/2024	Labor	Labor Services includes man hrs. @ \$70 per hour	34	\$70.00	\$2,380.00
3.	07/10/2024	Services	Remove some of the existing ties, rework area, relocate and reinstall ties in new location. Supply additional ties (4) and install with rebar pins at Swingset that are closest to mailbox. Railroad Tie perimeter will be moved out to the fence. Opposite end child's swingset will have edge moved out 8 ft and squared up on all corners. Remove balance beam and reinstall. Create handicap entrance area.	38	\$70.00	\$2,660.00
4.	07/10/2024	DF	Delivery Fee/fuel fee	1	\$600.00	\$600.00
5.	07/10/2024	Tractor	Tractor Daily Rental	2	\$100.00	\$200.00
6.	07/10/2024	Material	Railroad ties and rebar pins	1	\$200.00	\$200.00
					Total	\$8,770.00

Accepted date

Accepted by