

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**January 27, 2025**  
**6:00 pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. **Call to Order - Note: Please respect everyone here and try not speak over your folks talking; we are all working to achieve one goal – to better our community.**
  - II. **Homeowner Concerns**
    1. Larry Edward – See Note
    2. Plowing of Snow
    3. Fence Approval – Stahl – 16304 Ayrshire
  - III. **Approval of minutes**
    - a) November Minutes
  - IV. **Maintenance Report**
    1. Elmer: Clean common areas with clear signs and inspect and repair the sidewalk and mailbox railing near the office. Matt: Clean some trash by the wooded area and drainage up Heather Drive.
  - V. **Treasures Report**
    - a) Bank Reconciliations (November and December – needs signed)
    - b) Overall Financial Review
    - c) Internet Price update
    - d) Insurance Price Update
    - e) 1099 was completed and mailed by the accountant.
  - VI. **Old Business**
    - a) Playground – Mulching work completed (Extra hauled to top)
    - b) Violations Update.
    - c) Meet Santa Event
    - d) Camera system
  - VII. **New Business**
    1. Easter/Spring Event (Easter April 20)
    2. Bottom Playground: Safety mats under swings and slides
  - VIII. **Board/Officer Comments**
  - IX. **Adjourn – Next Meeting - February 17 2025**
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**Community Association, Inc.**

12030 Heather Drive  
Hagerstown, MD 21740

January 3, 2025

Larry Edwards  
12022 Heather Drive  
Hagerstown MD 21740

Dear Larry Edwards,

**Thank you for writing to us with your concerns. Each item will be addressed below:**

**Dues Increase:** The Board recently approved an increase in annual dues from \$400 to \$416 at the Annual Meeting on September 14 at 11 a.m. This adjustment will fund essential projects such as tree work, clearing underbrush in HOA-owned wooded areas for safety, and minor playground maintenance. To manage costs effectively, we have divided the tree work and playground improvements into phases; however, despite the increase in dues, the funds required for all projects still exceed the current budget, necessitating the prioritization of urgent tasks and a phased approach to address critical safety and maintenance needs within our financial constraints. This work cannot be financed with reserve funds and must be covered by dues collection.

**Dirt Bikes and Other Unlicensed Vehicles:** We have engaged in numerous discussions with the police and parents to address concerns regarding dirt bikes and other unlicensed vehicles. It has been observed that the police response has been less than satisfactory. They have indicated that the frequency of calls they receive will determine the priority they assign to these issues. Unfortunately, our authority is limited, and we acknowledge the frustration homeowners may feel due to the HOA's restricted ability to act beyond notifying the police. The HOA does not own the streets; our jurisdiction is confined to HOA property. Should individuals be seen on HOA property with clear images of their faces, we will address the situation under our established rules.

Many Board members, including myself, have experienced this issue to the extent of being harassed. Our sole recourse is to contact the police. We have also sent certified letters requesting meetings with parents, which have gone unanswered. I am arranging a meeting with the Sheriff's Office this spring to further address these concerns.

**Playgrounds:** We frequently receive feedback that recent playground improvements benefit only homeowners with children. However, our consultations with real estate agents have demonstrated that these playgrounds positively impact property values. Additionally, the playgrounds encourage children to utilize designated play areas rather than private properties. They also foster a sense of community among homeowners, enhancing our neighborhood environment. When questioned about the value of the playgrounds, I draw a comparison to county schools and parks. Even if one does not have children in school or use the parks, their taxes still support these facilities for the greater good of the community.

**Reserve Funds Policy:** In compliance with state regulations, we have established a dedicated, interest-bearing bank account specifically for our reserve funds. These funds are exclusively designated for replacing our current assets, not for maintenance or other projects such as playground upkeep.

Every 4-5 years, we conduct a comprehensive Reserve Study. This study evaluates our current reserve funds and thoroughly reviews the component inventory to ensure that all components included are the association's responsibility. It also details the timing and allocates approximate costs for replacements, aligning with the Board's goals and objectives.

To review the most current Reserve Study, please visit [www.highlandmanorhoa.com/homeowner\\_specific\\_documents.html](http://www.highlandmanorhoa.com/homeowner_specific_documents.html). You may also schedule a time to view the completed document at the office.

**Board Efforts to Keep Costs Low:** Over the past few years, the Board of Directors and Officers have diligently worked to minimize costs while maintaining the community and keeping HOA dues minimal.

Here are some examples of our efforts:

- **Collecting Overdue Payments:** We actively pursue overdue payments from homeowners by garnishing wages, placing liens, and other collection efforts.
- **Generating Additional Revenue:** The sale of HOA documents during property sales helps offset HOA dues, preventing significant increases.
- **HOA Management Software:** We transitioned to new management software, which initially increased our workload but is now improving efficiency.
- **Negotiating Service Contracts:** We negotiated with our lawn and snow care provider to limit price increases.
- **Securing Better Pricing:** We secured better pricing for trash collection, avoiding a potential 10-14% increase.
- **Switching Internet Providers:** We switched Internet service providers to save money; however, just this month, they increased their price by 15%. I am working to secure a discount, another rate reduction, or a gift card to offset that price.
- **Reducing Insurance Costs:** Over the past two months, we have worked with our insurance carrier to reduce costs while maintaining the same coverage despite rising prices.
- **Managing Utility Costs:** We manage electricity and other costs that every homeowner faces.

If we were not doing this work, we would need to hire a management firm. A few years ago, we obtained estimates for a property management firm, which amounted to around \$36,000 a year, potentially adding approximately \$175.00 annually to each homeowner.

We will continue to work diligently to keep costs low while maintaining the community. Recognizing that the Officers and Directors undertake this arduous work is essential. Only the Officers receive compensation by having their dues waived. This work involves many hours of dedicated effort, including:

- Reviewing laws
- Filing court cases
- Working with lawyers, banks, realtors, and other vendors
- Addressing homeowners' concerns

Warm Regards,

Leroy Neville Jr.  
President  
Highland Manor Community Association Inc.

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Larry Edwards  
12022 Heather

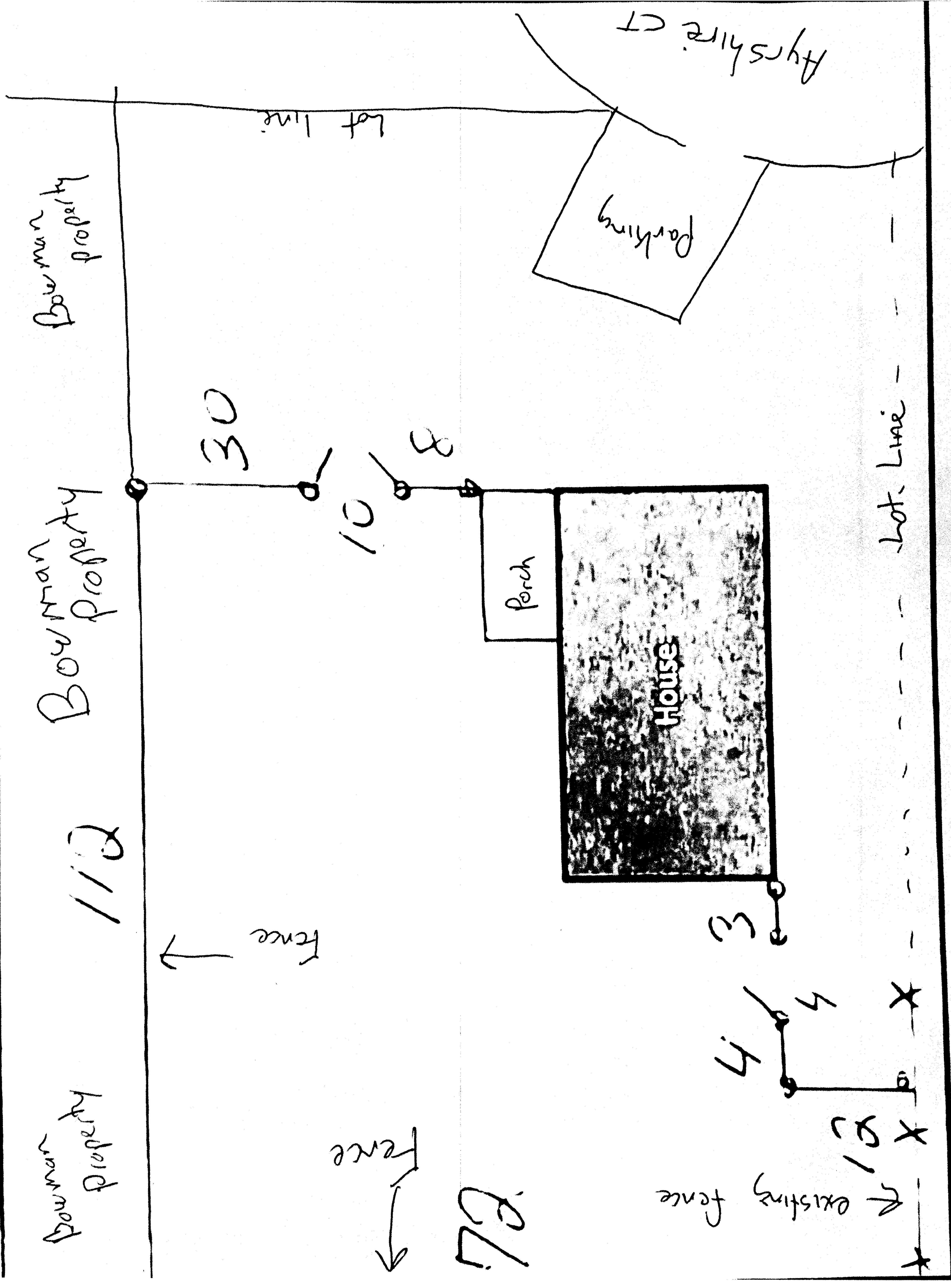
Draft Letter Larry ✓

SEARCHED the MANAGE CASA website  
FOUND NO NOTICE OF VOTE TO INCREASE  
DUES. I HAVE FOUND THAT ONCE DUES  
ARE RAISED, THEY NEVER GO BACK DOWN.

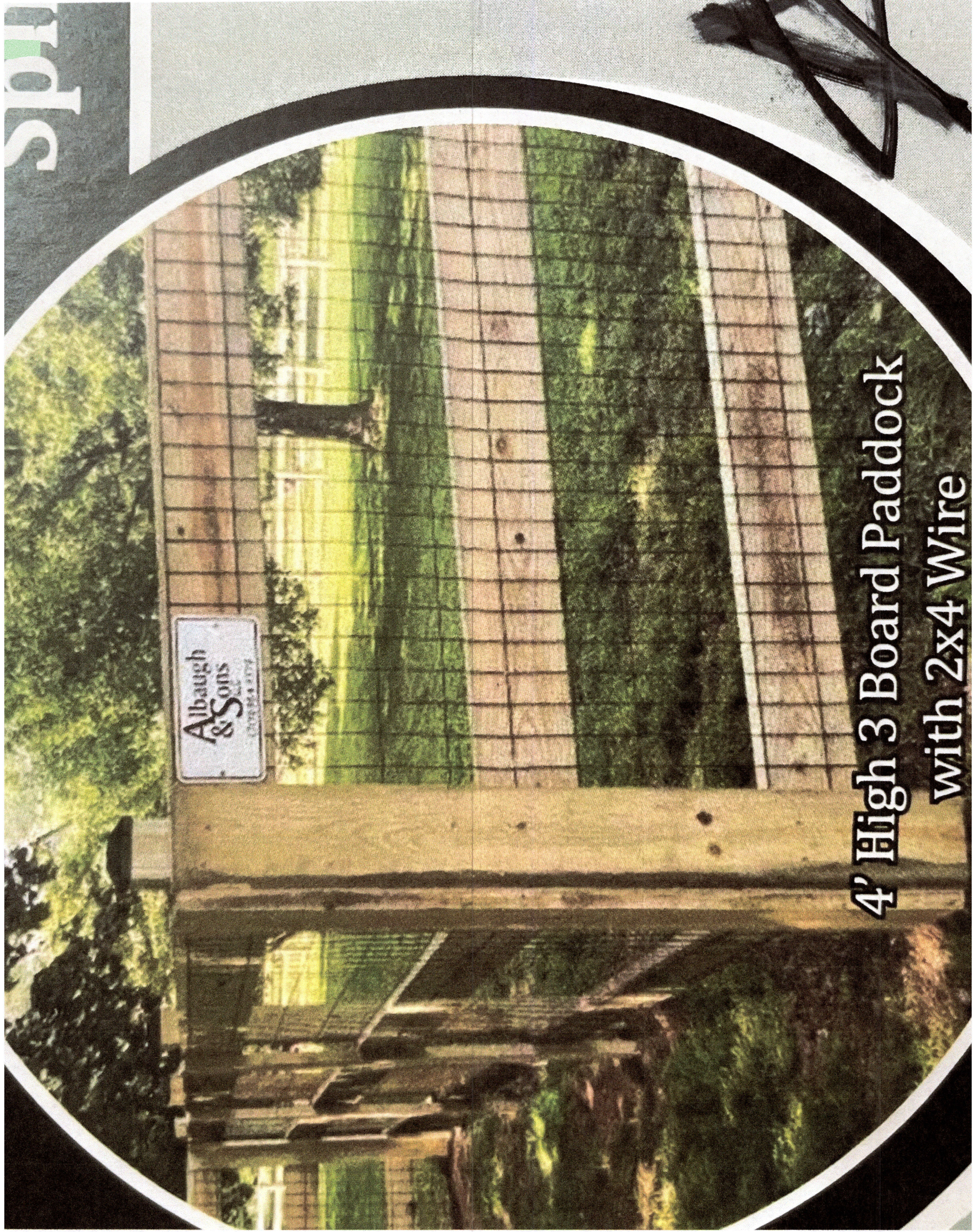
STILL HAVE MINIBIKES RUNNING UP AND DOWN  
THE STREET, AS LATE AS 12 O'CLOCK AT NIGHT.  
HAVE TRACTOR TRAILERS AND OTHER ~~VEHICLES~~  
COMERCIAL VEHICLES COMING THRU AT ALL  
TIMES OF THE NIGHT.

THE NEW PLAYGROUND IS NICE, FOR THE KIDS  
BUT DOES NOT DO ME ANY GOOD. PERHAPS  
YOU COULD ADDRESS THE OTHER PROBLEMS?  
WITHOUT ME HAVING TO CALL THE POLICE ON  
MY NEIBORS. THESE THINGS YOU COULD DO  
IF THEY WERE RUNNING UP + DOWN IN FRONT  
OF YOUR PROPERTY.

THE RESERVE FUNDS, I HOPE ARE BEING  
HELD IN A ~~AN~~ INTREST PAYING ACCOUNT.  
YOU SHOULD BE ABLE TO COVER ADDITIONAL  
EXPENCES WITH THE INTREST. I KNOW  
YOU ARE NOT GOING TO RETURN ANY OF IT  
TO US.



Top



**4' High 3 Board Paddock  
with 2x4 Wire**



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 following 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 security, but it was decided not to pursue it.

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## Approval of Minutes

Mitcha read the minutes. 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 for signature.
- 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. the next meeting will be Monday, January 20th, 2025, at 6 p.m.



## Financial Notes and Other Information

**January Meeting - 01/20/2025**

Bank Account Name	This Month	Nov 2024
Checking	\$ 40,120.36	\$ 23,496.48
Savings	\$ 11,059.13	\$ 8,823.52
Capital Improvement Savings	\$ 8,943.03	\$ 8,644.55
Reserve Fund Savings	\$ 25,804.40	\$ 22,694.99
Community Donations	\$ 1050.53	\$ 1050.53
Petty Cash	\$ 21.33	\$ 21.33

<b>Number of Past Due Owners This Month</b>	<b>10</b>	<b>5,332.60</b>
<b>Number of Past Due Owners Last Month</b>	<b>12</b>	<b>\$ 6,214.35</b>

### 2024 and 2025 Reserve Fund Update

<b>2024</b>	<b>97.59%</b>	<b>203</b>	<b>2025</b>	<b>52.88 %</b>	<b>110</b>
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### Financial Status at this moment (according to our software reports)

- PNC Line of Credit Annual Fee - \$175.00?

Leroy has not yet fully verified the figures in this report

### **Financial Report for 2024**

**Total Income:** \$100,468.26

- **HOA Dues:** \$83,400.91 (exceeding the budgeted amount of \$78,000.00)
- **Sale of Documents and Transfer Fees:** Approximately \$11,500.00

**Total Expenses:** \$85,898.25

**Remaining Balance:** \$14,570.01

**Important Note:** A significant portion of our accomplishments was due to aggressive collection efforts on past-due funds and the sale of documents when homeowners sold their properties. Late fee funds and fines for rule violations also contributed to our success. Leroy has not yet fully verified the figures in this report. For example, we would not have been able to complete over \$16,000 in tree work, additional weed spraying, and playground improvements without these efforts.

### 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.

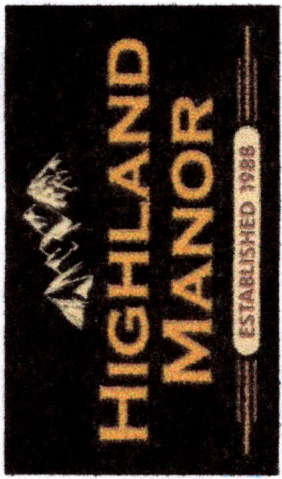
**UPDATE:** They asked for an extension and await a reply from the VA. Wrote letter extending until 01/30/2025/

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 a weekly fine of \$75.00. He has already paid \$275.00 in fines and owes \$325.00 more, with penalties continuing. I drafted a four<sup>th</sup> letter reminding him of the fine and offering suggestions to remedy it.

**UPDATE:** Still no movement and receiving fines.

3. **Gorsuch**—They have several untagged vehicles full of junk and debris. They have been there for years. 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.

**UPDATE:** Leroy sent a third follow-up letter asking for a plan of action; this is the second time I have not heard anything – I will start fines.



**Delinquent Owners**

**1/20/25**

<b>Homeowner</b>	<b>Property</b>	<b>Total</b>	<b>Notes</b>
Vickie Carr and Reginald Jones	12001 S. Scottish Court	\$ 1,687.93	Lien Filed /Possible Foreclosure
Olen and Velva Hawn	12009 Heather Drive	\$ 1,331.94	Filed Lawsuit
Bonnie Cogswell	12129 Heather Drive	\$ 768.20	Filed Estate Claim
Micheal Purdham	12007 S. Scottish Court	\$ 105.00	
Teresa Copoulos	12025 N. Scottish Court	\$ 565.00	Sent Letter
Rachel Carpenter	16310 McGregor Drive	\$ 551.00	
John Wrightson	12021 Heather Drive	\$ 21.00	
John Wrightson	16221 McGregor Drive	\$ 21.00	
John Barger	11904 Heather Drive	\$ 55.00	
William Gorsuch	16305 McGregor Drive	\$ 226.54	
	<b>TOTAL</b>	<b>\$ 5,332.61</b>	<b>Increase due to collection efforts</b>

These Balances DO NOT include current HOA dues, which are due by 02/16/2025 and 2025 Reserve Fee

**DISCLOSURE:** This information is the the most accurate we have. If any information is found to be inaccurate, it will be corrected as soon as possible.

# Highland Manor Community Association

## Income Statement

Accounting Basis: cash • Period: last\_year • Time Interval: year

Type	2024	Total
<b>Income</b>		
<b>Financial</b>		
HOA Dues		
HOA Dues	\$83,400.91	\$83,400.91
Total for HOA Dues	\$83,400.91	\$83,400.91
Total Income from Financial	\$83,400.91	\$83,400.91
<b>Operational</b>		
<b>Interest</b>		
Interest	\$499.41	\$499.41
Total for Interest	\$499.41	\$499.41
<b>HOA Late Fee</b>		
HOA Late Fee	\$660.00	\$660.00
Total for HOA Late Fee	\$660.00	\$660.00
<b>Rush Fee - Documents</b>		
Rush Fee - Documents	\$1,500.00	\$1,500.00
Total for Rush Fee - Documents	\$1,500.00	\$1,500.00
<b>Collection Letters</b>		
Collection Letters:Collections	\$18.60	\$18.60
Total for Collection Letters	\$18.60	\$18.60

Type	2024	Total
<b>Capital Improvement Contribution</b>		
Capital Improvement Contribution	\$1,700.00	\$1,700.00
<b>Total for Capital Improvement Contribution</b>	<b>\$1,700.00</b>	<b>\$1,700.00</b>
<b>Transfer and Disclosure Fees (Sell of Houses)</b>		
Transfer and Disclosure Fees (Sell of Houses)	\$4,250.00	\$4,250.00
<b>Total for Transfer and Disclosure Fees (Sell of Houses)</b>	<b>\$4,250.00</b>	<b>\$4,250.00</b>
<b>Disclosure / Closing Statement Fees</b>		
Disclosure / Closing Statement Fees	\$646.00	\$646.00
<b>Total for Disclosure / Closing Statement Fees</b>	<b>\$646.00</b>	<b>\$646.00</b>
<b>Md Required Disclosure and Inspection Fees</b>		
Md Required Disclosure and Inspection Fees	\$5,094.60	\$5,094.60
<b>Total for Md Required Disclosure and Inspection Fees</b>	<b>\$5,094.60</b>	<b>\$5,094.60</b>
<b>Rules Violations Fines/Charges</b>		
Rules Violations Fines/Charges	\$775.00	\$775.00
<b>Total for Rules Violations Fines/Charges</b>	<b>\$775.00</b>	<b>\$775.00</b>
<b>Reserve Late Fee</b>		
Reserve Late Fee	\$135.00	\$135.00
<b>Total for Reserve Late Fee</b>	<b>\$135.00</b>	<b>\$135.00</b>
<b>Legal and Professional</b>		
Legal and Professional	\$162.71	\$162.71
<b>Total for Legal and Professional</b>	<b>\$162.71</b>	<b>\$162.71</b>
<b>Demand Letters Preparations</b>		
Demand Letters Preparations:Legal and professional Fees	\$125.00	\$125.00
<b>Total for Demand Letters Preparations</b>	<b>\$125.00</b>	<b>\$125.00</b>

Type	2024	Total
<b>Refund of Credit Card and Bank Fees</b>		
Refund of Credit Card and Bank Fees	\$221.36	\$221.36
Total for Refund of Credit Card and Bank Fees	\$221.36	\$221.36
<b>Other Income</b>		
Other Income	\$100.98	\$100.98
Total for Other Income	\$100.98	\$100.98
<b>Process Server Court Papers</b>		
Process Server Court Papers	\$180.00	\$180.00
Total for Process Server Court Papers	\$180.00	\$180.00
<b>Court Cost</b>		
Court Cost	\$91.08	\$91.08
Total for Court Cost	\$91.08	\$91.08
<b>Individual Donor Income</b>		
Individual Donor Income	\$803.00	\$803.00
Total for Individual Donor Income	\$803.00	\$803.00
<b>Returned Office Supplies</b>		
Returned Office Supplies	\$29.61	\$29.61
Total for Returned Office Supplies	\$29.61	\$29.61
Preparation of Compliant	\$75.00	\$75.00
Total Income from Operational	\$17,067.35	\$17,067.35
Total for Income	\$100,468.26	\$100,468.26
<b>Expense</b>		
Operational		
Payment Processing Fee		

Type	2024	Total
Payment Processing Fee	-\$723.58	-\$723.58
Total for Payment Processing Fee	-\$723.58	-\$723.58
<b>Credits and Discounts</b>		
Credits and Discounts	\$6,667.69	\$6,667.69
Total for Credits and Discounts	\$6,667.69	\$6,667.69
<b>Legal and Professional Fees</b>		
Legal and Professional Fees	\$1,597.90	\$1,597.90
Total for Legal and Professional Fees	\$1,597.90	\$1,597.90
<b>Contract: Mowing</b>		
Contract: Mowing	\$10,200.00	\$10,200.00
Total for Contract: Mowing	\$10,200.00	\$10,200.00
<b>Office Supplies</b>		
Office Supplies	\$264.80	\$264.80
Total for Office Supplies	\$264.80	\$264.80
<b>Utilities</b>		
Utilities:Garbage / Trash	\$30,051.00	\$30,051.00
Total for Utilities	\$30,051.00	\$30,051.00
<b>Utilities: Office Internet</b>		
Utilities: Office Internet	\$735.00	\$735.00
Total for Utilities: Office Internet	\$735.00	\$735.00
<b>Utilities: Upper Playground Internet</b>		
Utilities: Upper Playground Internet	\$735.00	\$735.00
Total for Utilities: Upper Playground Internet	\$735.00	\$735.00
<b>Utilities: Office Electric</b>		

Type	2024	Total
Utilities: Office Electric	\$356.30	\$356.30
Total for Utilities: Office Electric	\$356.30	\$356.30
<b>Utilities: Street Lights</b>		
Utilities: Street Lights	\$176.44	\$176.44
Total for Utilities: Street Lights	\$176.44	\$176.44
<b>Utilities: Office Phone</b>		
Utilities: Office Phone	\$248.22	\$248.22
Total for Utilities: Office Phone	\$248.22	\$248.22
<b>Utilities: Upper Playground Electric</b>		
Utilities: Upper Playground Electric	\$119.29	\$119.29
Total for Utilities: Upper Playground Electric	\$119.29	\$119.29
<b>Bank Fees: Credit Card Fees</b>		
Bank Fees: Credit Card Fees	\$777.49	\$777.49
Total for Bank Fees: Credit Card Fees	\$777.49	\$777.49
<b>General Improvement</b>		
General Improvement	\$769.10	\$769.10
Total for General Improvement	\$769.10	\$769.10
<b>Contract: Weed Spraying/Brush Removal</b>		
Contract: Weed Spraying/Brush Removal	\$2,530.00	\$2,530.00
Total for Contract: Weed Spraying/Brush Removal	\$2,530.00	\$2,530.00
<b>Court Cost and Fees</b>		
Court Cost and Fees	\$208.04	\$208.04
Total for Court Cost and Fees	\$208.04	\$208.04
<b>Repairs</b>		



Type	2024	Total
Repairs	\$179.53	\$179.53
<b>Total for Repairs</b>	<b>\$179.53</b>	<b>\$179.53</b>
<b>Community Events: Easter</b>		
Community Events: Easter	\$126.74	\$126.74
<b>Total for Community Events: Easter</b>	<b>\$126.74</b>	<b>\$126.74</b>
<b>Legal and Professional: Process Service Fees</b>		
Legal and Professional: Process Service Fees	\$300.00	\$300.00
<b>Total for Legal and Professional: Process Service Fees</b>	<b>\$300.00</b>	<b>\$300.00</b>
<b>Community Events: Fall Harvest Event</b>		
Community Events: Fall Harvest Event	\$117.52	\$117.52
<b>Total for Community Events: Fall Harvest Event</b>	<b>\$117.52</b>	<b>\$117.52</b>
<b>Preparation of Complaint - Legal</b>		
Preparation of Complaint - Legal	\$225.00	\$225.00
<b>Total for Preparation of Complaint - Legal</b>	<b>\$225.00</b>	<b>\$225.00</b>
<b>Cleaning and Maintenance</b>		
Cleaning and Maintenance	\$515.22	\$515.22
<b>Total for Cleaning and Maintenance</b>	<b>\$515.22</b>	<b>\$515.22</b>
<b>Security Camera Systems</b>		
Security Camera Systems:Repairs	\$605.23	\$605.23
<b>Total for Security Camera Systems</b>	<b>\$605.23</b>	<b>\$605.23</b>
<b>Contract: Snow Removal</b>		
Contract: Snow Removal	\$1,435.00	\$1,435.00
<b>Total for Contract: Snow Removal</b>	<b>\$1,435.00</b>	<b>\$1,435.00</b>
<b>Gas/Fuel</b>		

Type	2024	Total
Gas/Fuel	\$30.00	\$30.00
<b>Total for Gas/Fuel</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>Postage</b>		
Postage	\$441.90	\$441.90
<b>Total for Postage</b>	<b>\$441.90</b>	<b>\$441.90</b>
<b>Other Expenses</b>		
Other Expenses	\$20.43	\$20.43
<b>Total for Other Expenses</b>	<b>\$20.43</b>	<b>\$20.43</b>
<b>Cleaning and Maintenance: Porta John</b>		
Cleaning and Maintenance: Porta John	\$153.00	\$153.00
<b>Total for Cleaning and Maintenance: Porta John</b>	<b>\$153.00</b>	<b>\$153.00</b>
<b>Community Events: Christmas Event</b>		
Community Events: Christmas Event	\$50.88	\$50.88
<b>Total for Community Events: Christmas Event</b>	<b>\$50.88</b>	<b>\$50.88</b>
<b>Contract: Mulching</b>		
Contract: Mulching	\$4,400.00	\$4,400.00
<b>Total for Contract: Mulching</b>	<b>\$4,400.00</b>	<b>\$4,400.00</b>
<b>Contract: Tree Removal</b>		
Contract: Tree Removal	\$16,605.00	\$16,605.00
<b>Total for Contract: Tree Removal</b>	<b>\$16,605.00</b>	<b>\$16,605.00</b>
<b>Bad Debt</b>		
Bad Debt	\$2,199.82	\$2,199.82
<b>Total for Bad Debt</b>	<b>\$2,199.82</b>	<b>\$2,199.82</b>
<b>Community Events: Board / Annual Meeting</b>		

Type	2024	Total
Community Events: Board / Annual Meeting	\$33.26	\$33.26
<b>Total for Community Events: Board / Annual Meeting</b>	<b>\$33.26</b>	<b>\$33.26</b>
<b>Legal and Professional: Tax Preparation</b>		
Legal and Professional: Tax Preparation	\$1,255.00	\$1,255.00
<b>Total for Legal and Professional: Tax Preparation</b>	<b>\$1,255.00</b>	<b>\$1,255.00</b>
<b>Software - Microsoft Office</b>		
Software - Microsoft Office	\$165.99	\$165.99
<b>Total for Software - Microsoft Office</b>	<b>\$165.99</b>	<b>\$165.99</b>
<b>Insurance</b>		
Insurance	\$1,708.00	\$1,708.00
<b>Legal and Professional: 1099 Preparations</b>		
Legal and Professional: 1099 Preparations	\$175.00	\$175.00
<b>Legal and Professional: Consultation</b>		
Legal and Professional: Consultation	\$190.00	\$190.00
<b>Computer and Office Equipment</b>		
Computer and Office Equipment	\$95.40	\$95.40
<b>Communnality Events</b>		
Communnality Events	\$42.36	\$42.36
<b>Professional Fee - State Document Fees</b>		
Professional Fee - State Document Fees	\$25.00	\$25.00
<b>Returned Check:Bank Fees</b>		
Returned Check:Bank Fees	\$10.00	\$10.00
<b>PDF Software</b>		
PDF Software	\$80.28	\$80.28
<b>Total Expense from Operational</b>	<b>\$85,898.25</b>	<b>\$85,898.25</b>
<b>Total for Expense</b>	<b>\$85,898.25</b>	<b>\$85,898.25</b>
<b>Net Income from Operations</b>	<b>-\$68,830.90</b>	<b>-\$68,830.90</b>
<b>Net Income</b>	<b>\$14,570.01</b>	<b>\$14,570.01</b>

# Highland Manor Community Association

## Budget Report 2024 Annual Budget

Accounting Basis: cash • End Date: 01/01/2025 • Monthly or Summary: summary • Period: last\_year  
• Start Date: 01/01/2024

Account	Actual	Budget	Over Budget	% of Budget
<b>Income</b>				
Capital Improvement Contribution	\$1,700.00	\$0.00	\$1,700.00	
Collection Letters:Collections	\$17.60	\$500.00		3.52%
Court Cost	\$91.08	\$0.00	\$91.08	
Court Cost and Fees	\$45.54	\$0.00	\$45.54	
Demand Letters Preparations:Legal and professional Fees	\$150.00	\$0.00	\$150.00	
Disclosuré / Closing Statement Fees	\$608.00	\$0.00	\$608.00	
HOA Dues	\$82,200.91	\$78,000.00	\$4,200.91	105.39%
HOA Late Fee	\$640.00	\$400.00	\$240.00	160.00%
Individual Donor Income	\$603.00	\$0.00	\$603.00	
Interest	\$499.41	\$0.00	\$499.41	
Legal and Professional	\$322.71	\$0.00	\$322.71	
Legal and Professional: Process Service Fees	\$120.00	\$0.00	\$120.00	
Md Required Disclosure and Inspection Fees	\$4,827.76	\$0.00	\$4,827.76	
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	

Account	Actual	Budget	Over Budget	% of Budget
Preparation of Compliant	\$75.00	\$0.00	\$75.00	
Process Server Court Papers	\$180.00	\$0.00	\$180.00	
Refund of Credit Card and Bank Fees	\$221.36	\$0.00	\$221.36	
Reserve Late Fee	\$135.00	\$0.00	\$135.00	
Returned Office Supplies	\$29.61	\$0.00	\$29.61	
Rules Violations Fines/Charges	\$775.00	\$0.00	\$775.00	
Rush Fee - Documents	\$1,500.00	\$0.00	\$1,500.00	
Security Camera Systems:Repairs	\$508.79	\$0.00	\$508.79	
Transfer and Disclosure Fees (Sell of Houses)	\$4,250.00	\$750.00	\$3,500.00	566.67%
<b>Total from Income</b>	<b>\$99,687.86</b>	<b>\$79,650.00</b>	<b>\$20,037.86</b>	<b>125.16%</b>
<b>Expense</b>				
Advertising	\$0.00	\$50.00		0.00%
Bank Fees: Credit Card Fees	\$777.49	\$0.00	\$777.49	
Budget Reserve Funding	\$0.00	\$1,000.00		0.00%
Capital Improvement Funding	\$0.00	\$1,000.00		0.00%
Cleaning and Maintenance	\$515.22	\$1,500.00		34.35%
Cleaning and Maintenance: Porta John	\$153.00	\$165.00		92.73%
Communnality Events	\$42.36	\$200.00		21.18%
Community Events: Board / Annual Meeting	\$33.26	\$50.00		66.52%
Community Events: Christmas Event	\$50.88	\$0.00	\$50.88	
Community Events: Easter	\$126.74	\$0.00	\$126.74	
Community Events: Fall Harvest Event	\$117.52	\$0.00	\$117.52	
Computer and Office Equipment	\$95.40	\$0.00	\$95.40	
Contract: Weed Spraying/Brush Removal	\$2,530.00	\$4,000.00		63.25%

Account	Actual	Budget	Over Budget	% of Budget
Contract: Mowing	\$10,200.00	\$12,210.00		83.54%
Contract: Mulching	\$4,400.00	\$0.00	\$4,400.00	
Contract: Snow Removal	\$1,435.00	\$5,100.00		28.14%
Contract: Tree Removal	\$16,605.00	\$0.00	\$16,605.00	
Court Cost and Fees	\$253.58	\$0.00	\$253.58	
Demand Letters Preparations:Legal and professional Fees	\$25.00	\$0.00	\$25.00	
Fuel Surcharge	\$0.00	\$685.00		0.00%
Gas/Fuel	\$30.00	\$0.00	\$30.00	
General Improvement	\$769.10	\$750.00	\$19.10	102.55%
HOA Software	\$0.00	\$1,620.00		0.00%
Insurance	\$1,708.00	\$1,745.00		97.88%
Legal and Professional	\$160.00	\$0.00	\$160.00	
Legal and Professional Fees	\$1,597.90	\$950.00	\$647.90	168.20%
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	\$420.00	\$280.00	\$140.00	150.00%
Legal and Professional: Tax Preparation	\$1,255.00	\$1,700.00		73.82%
Office Supplies	\$275.91	\$240.00	\$35.91	114.96%
Other Expenses	\$20.43	\$0.00	\$20.43	
Park Improvements:Improvements	\$0.00	\$0.00		
PDF Software	\$80.28	\$0.00	\$80.28	
PNC Loan Payment	\$0.00	\$4,800.00		0.00%
Postage	\$441.90	\$594.00		74.39%
Prepaid Dues	\$0.00	\$2,115.25		0.00%

Account	Actual	Budget	Over Budget	% of Budget
Preparation of Complaint - Legal	\$300.00	\$0.00	\$300.00	
Professional Fee - State Document Fees	\$25.00	\$0.00	\$25.00	
Repairs	\$179.53	\$249.96		71.82%
Returned Check:Bank Fees	\$10.00	\$0.00	\$10.00	
Security Camera Systems:Repairs	\$1,114.02	\$0.00	\$1,114.02	
Software - Microsoft Office	\$165.99	\$150.00	\$15.99	110.66%
Utilities:Garbage / Trash	\$30,051.00	\$30,457.68		98.66%
Utilities: Office Electric	\$356.30	\$620.00		57.47%
Utilities: Office Internet	\$735.00	\$735.00		100.00%
Utilities: Office Phone	\$248.22	\$255.00		97.34%
Utilities: Street Lights	\$176.44	\$180.00		98.02%
Utilities: Upper Playground Internet	\$735.00	\$735.00		100.00%
Utilities: Upper Playground Electric	\$119.29	\$240.00		49.70%
<b>Total from Expense</b>	<b>\$78,699.76</b>	<b>\$74,451.89</b>	<b>\$4,247.87</b>	<b>105.71%</b>
<b>Net Income</b>	<b>\$99,687.86</b>	<b>\$79,650.00</b>	<b>\$20,037.86</b>	<b>125.16%</b>