

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

**Meeting Agenda**

**February 17, 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. Chickens - 16202 McGregor Dr – Also, ask him to tear down the outhouse
- III. Approval of minutes
  - a) January Minutes
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations - January 2025
  - b) Overall Financial Review
  - c) Working with an Accountant on taxes
- VI. Old Business
  - a) Violations Update
  - b) Upper Playground work – Jeremy notified.
  - c) Camera system
- VII. New Business
  1. Movie License
  2. Easter/Spring Event (Easter April 20)
  3. Bottom Playground
    - a. Safety mats under swings and slides
    - b. Fix asphalt along the walkway
    - c. Work on handicap table
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting - March 17, 2025





These minutes were approved 4-0 with changes noted and fixed at March 17, 2025 Board Meeting

2/17/2025 at 6:00 pm – called to order at 6:03 pm

## Highland Manor HOA

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### In Attendance

Leroy Neville, Teresa Sirbaugh, Al Shay, Mitcha Shay, Carolyn Griffith, Alan Griffith, Matt Crotzer, Elmer Armentrout, John Lynch, Jessica Lane

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### Homeowner's Concerns

- 16202 McGregor Drive – Chickens asked him to tear down the coop. The homeowner said he doesn't have chickens. Leroy asked him to tear it down, and he did that.
- Cindy Cross – complained about the snow blocking her driveway. Someone suggested placing snow in the yard to prevent accumulation elsewhere.

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### Approval of Minutes

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

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### Maintenance Report

- Elmer noticed many branches that have fallen and asked if he should pick them up again and Leroy suggested waiting until the next snow.
- He asked about getting another tarp to protect his truck. John will check to see if he has one Elmer could use.
- Elmer asked where the two concrete slabs came from between Heather and McGregor. Al G, Matt, and Elmer to figure out when and how to remove them.
- Elmer will wait until it gets warmer to do the swings.
- Elmer will use reflector tape to mark where the little feet are so they don't keep getting damaged.
- We need to make sure the paint we have is good to use.

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### Treasurer's Report

- Leroy passed around Bank Reconciliation for signature.
- Overall Financial Review – Mitcha presented the balances, prompting a discussion on the increases and decreases outlined in the attached summary sheet. Working with an accountant on taxes.
- John made the motion to approve the financial reports as given. Al S. seconded the motion, and it was approved 5-0.

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### Old Business

- Cameras – Darren is supposed to come and help install them. We have everything to put them up.
- Violations Update – Nothing has changed with the three on the list.
- Leroy updated the Upper Playground Work.



- School bus/new stop – Teresa will reach out again to see if there is an update on our request.
- HOA attorneys are still looking for one that specializes in HOA foreclosures. Leroy found one in Frederick, but their fees are enormous.

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## New Business

- Movie License – The cost remains \$603 per year, with no further reductions. We are grandfathered in for this year.
- Easter/Spring Event – Spring Fling – Saturday, April 26, 2025, from 1-3 pm  
Food and games to be determined, make up a save-the-date flyer
- Movie Night – Saturday, April 26, 2025 – we need to figure out how to get the movies now that there is no Redbox.
- Bottom Playground
  - o Safety mats under swings and slides – Elmer and Matt will coordinate that
  - o Fix asphalt along the walkway – wait until warmer weather; Elmer said under 40 degrees is not good
  - o Work on the handicapped table – Elmer and Matt to work on that

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## Board/Officer Comments

- Leroy stated that lawmakers are working to pass a law requiring officers and board members to complete training before serving on the HOA association.

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## Closing

Leroy adjourned the meeting at 7:27 pm, and the next meeting will be Monday, March 17, 2025, at 6 pm.



## Financial Notes and Other Information

Febuary Meeting - 02/17/2025

Bank Account Name	This Month	Jan 2025
Checking	\$ 38,597.05	\$ 40,120.36
Savings	\$ 11,070.88	\$ 11,059.13
Capital Improvement Savings	\$ 9,979.66	\$ 8,943.03
Reserve Fund Savings	\$ 27,269.60	\$ 25,804.40
Community Donations	\$ 1,054.82	\$ 1050.53
Petty Cash	0.00	\$ 21.33

Number of Past Due Owners Last Month	12	6214.35
Number of Past Due Owners This Month	40	15,180.41

Note: is it ok to wait until Friday to add late fees to give a few extra days for all the storms and holiday,

### 2024 and 2025 Reserve Fund Update

2024	97.59%	203	2025	54.32 %	113
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- ✓ PNC Line of Credit Account Closed to avoid the \$175.00 fee

### Violations Summarized

- 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:** I sent a new letter asking for proof from VA and if they have a copy of the contract?
- 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:** I sent new letter - still no movement and receiving fines.
- 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:** I sent a new letter, and no progress.



# Highland Manor Community Association

## Budget Report 2025 HOA Annual Budget

Accounting Basis: cash \* End Date: 02/17/2025 \* Monthly or Summary: summary \* Period: custom \*  
Start Date: 01/01/2025

Account	Actual	Budget	Over Budget	% of Budget
Income				
Collection Letters:Collections	\$28.80	\$16.66	\$12.14	172.87%
Demand Letters Preparations:Legal and professional Fees	\$75.00	\$46.66	\$28.34	160.74%
Disclosure / Closing Statement Fees	\$0.00	\$0.00	\$0.00	
HOA Dues	\$15,060.20	\$14,421.34	\$638.86	104.43%
HOA Late Fee	\$120.00	\$0.00	\$120.00	
Interest	\$49.70	\$0.00	\$49.70	
Legal and Professional	\$440.32	\$0.00	\$440.32	
Md Required Disclosure and Inspection Fees	\$0.00	\$0.00	\$0.00	
Other Income	\$0.00	\$0.00	\$0.00	
Rush Fee - Documents	\$0.00	\$0.00	\$0.00	
Transfer and Disclosure Fees (Sell of Houses)	\$0.00	\$0.00	\$0.00	
Total from Income	\$15,774.02	\$14,484.66	\$1,289.36	108.90%
Expense				
Bad Debt	\$0.00	\$693.34	-\$693.34	0.00%
Budget Reserve Funding	\$0.00	\$166.66	-\$166.66	0.00%
Capital Improvement Funding	\$0.00	\$166.66	-\$166.66	0.00%



Account	Actual	Budget	Over Budget	% of Budget
Cleaning and Maintenance	\$10.56	\$166.66	-\$156.10	6.34%
Cleaning and Maintenance: Porta John	\$0.00	\$0.00	\$0.00	
Communality Events	\$0.00	\$41.66	-\$41.66	0.00%
Community Events: Board / Annual Meeting	\$0.00	\$8.34	-\$8.34	0.00%
Computer and Office Equipment	\$0.00	\$33.34	-\$33.34	0.00%
Contract: Weed Spraying/Brush Removal	\$0.00	\$416.66	-\$416.66	0.00%
Contract: Mowing	\$0.00	\$0.00	\$0.00	
Contract: Mulching	\$0.00	\$583.34	-\$583.34	0.00%
Contract: Salting Property	\$550.00	\$100.00	\$450.00	550.00%
Contract: Snow Removal	\$900.00	\$925.00	-\$25.00	97.30%
Contract: Tree Removal	\$0.00	\$916.66	-\$916.66	0.00%
Court Cost and Fees	\$0.00	\$41.66	-\$41.66	0.00%
Credits and Discounts	\$0.00	\$485.34	-\$485.34	0.00%
Fuel Surcharge	\$0.00	\$96.66	-\$96.66	0.00%
Gas/Fuel	\$0.00	\$12.50	-\$12.50	0.00%
General Improvement	\$0.00	\$125.00	-\$125.00	0.00%
HOA Software	\$0.00	\$270.00	-\$270.00	0.00%
Insurance	\$1,821.00	\$304.16	\$1,516.84	598.70%
Legal and Professional Fees	\$0.00	\$183.34	-\$183.34	0.00%
Legal and Professional: 1099 Preparations	\$0.00	\$33.34	-\$33.34	0.00%
Legal and Professional: Process Service Fees	\$0.00	\$0.00	\$0.00	
Legal and Professional: Tax Preparation	\$0.00	\$283.34	-\$283.34	0.00%
Office Supplies	\$9.51	\$66.66	-\$57.15	14.27%
Postage	\$0.00	\$16.66	-\$16.66	0.00%



Account	Actual	Budget	Over Budget	% of Budget
Prepaid Dues	\$0.00	\$301.84	-\$301.84	0.00%
Repairs	\$0.00	\$83.34	-\$83.34	0.00%
Software - Microsoft Office	\$0.00	\$25.00	-\$25.00	0.00%
Utilities:Garbage / Trash	\$5,008.50	\$5,208.84	-\$200.34	96.15%
Utilities: Office Electric	\$101.55	\$107.50	-\$5.95	94.47%
Utilities: Office Internet	\$128.19	\$122.50	\$5.69	104.64%
Utilities: Office Phone	\$42.56	\$44.16	-\$1.60	96.38%
Utilities: Street Lights	\$14.91	\$31.66	-\$16.75	47.09%
Utilities: Upper Playgroud Internet	\$128.19	\$122.50	\$5.69	104.64%
Utilities: Upper Playground Electric	\$21.97	\$21.66	\$0.31	101.43%
Total from Expense	\$8,736.94	\$12,205.98	-\$3,469.04	71.58%
Net Income	\$7,037.08	\$2,278.68	\$4,758.40	308.82%