

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**September 16, 2024**  
**6:00 pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. Call Meeting to Order
- II. Homeowner Concerns
  - a) New homeowners asking about fences and sheds
- III. Approval of minutes
  - a) August 19th Meeting
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations are all current.
  - b) Past Due balances and updates
  - c) 2024 Reserve Fee Update
  - d) 2024 Budget vs. Actual
- VI. Old Business
  - a) Tree Trimming
  - b) Violations Update
  - c) Buying a new camera system
  - d) Planning fall event
- VII. New Business
  - a) Playground Mulch
- VIII. Board/Officer Comments
- IX. Adjourn –Next Board Meeting on October 21



8/19/2024 at 6:00 pm – called to order at 6:03 pm

## Highland Manor HOA

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### In Attendance

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

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### Homeowner's Concerns

- Cindy Staley was complaining about Mr. Connelly parking his vehicles off his spot. Leroy took care of it by sending a message through ManageCasa. He agreed not to park there anymore.
- Vonnie Carpenter put a note in our box that she would like to volunteer in her community wherever might be needed. No action was taken.
- Elmer said every time the Ekpe's mow, they throw grass where the mailbox is at the corner of McGregor and Heather Drives. Leroy will say something to the homeowner about it.
- Mitcha said the gentlemen that walks has stopped her several times about putting streetlights up in the community because he almost got hit a couple times. There was no action taken. We have investigated this a few years ago.
- Sherry Kline has a groundhog around her house. We advised her to call the SPCA and get a trap.
- There was a discussion about the feral cats that was tabled.

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### 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.

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### 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.

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### Treasurer's Report

- Bank Reconciliation are all current. The balances are:
  - o Main Checking - \$44,512.16
  - o Savings - \$6,498.07

- Capital Improvements - \$8,107.52
- Reserve Fund Savings - \$17,772.75
- Community Donations - \$337.56
- Past Due Balances and Updates – see notes on attached documents as listed.
- 2024 Reserve Fee – 11 are past due at this point
- 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.

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## Old Business

- Election Ballots and e-Voting – we have received some on the software and a few paper ballots at this point.
- Movie Night – Do we need to buy anything to make it work? – Jess will do DVDs until the end of the season. We will do "If" for the next movie. The license has come in to be renewed. Jess won't be here for September movie night. So, it will be September 21, 2024 – movie to be announced. The October movie will be October 19 2024.
- Tree Trimming – looks nice. Did a great job and cleaned up after themselves. There is more to come.
- Violations Update – Leroy has a list of updates

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## New Business

- Annual Meeting Agenda – Leroy will send out a copy of the agenda.
- Port-A-John Vandalism (Trash in the toilet) – The port-a-john was vandalized with a bunch of trash and junk. Leroy couldn't tell who did it on the cameras.
- Buying a new camera system – Andy and Leroy are looking for some. We will be getting some better cameras down here. Leroy said he will be looking into purchasing some other cameras and get Darren's help to put them up. It was approved to purchase and install them. John made a motion to purchase the cameras up to \$1,000. Al S. seconded it. It was approved – 5-0.
- Planning a Fall event – Date: November 2, 2024 Noon – 2, Lower playground, John to cook hot dogs and hamburgers, pulled pork, covered dish, Fall Harvest Block Party, Halloween costume judging, Games: maybe bingo, egg toss, pumpkin race, pumpkin painting, plank races, tick tack toe frisbee toss, witches hat toss, Large prizes with tickets, , Teresa to make jalapeno popper mummies. Prizes \$5-10 amounts, electronics, gift cards.
- Leroy is working on getting a credit card for the maintenance purchases.

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## Board/Officer Comments

- Elmer would like to have some kind of organization – Matt will take care of the lower playground and Elmer will take care of the upper playground maintenance.
  - Mitcha – Thanks to the maintenance guys for leveling up outside the office.
  - Leroy hasn't heard any rumblings about the dues going up. It might be because they see the improvements being made and maintenance being done because of both of the guys, Matt and Elmer.
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## **Closing**

The meeting was adjourned by Leroy at 7:54 pm and the next meeting will be Monday, September 16, 2024, at 6 pm.

# Financial Notes and Other Information

As of 09/15/2024

Bank Account Name	This Month	Last Month
Checking	29,780.04	44,512.16
Savings	7,698.48	6,498.07
Capital Improvement Savings	8,419.54	8,107.52
Reserve Fund Savings	17,963.02	17,772.75
Community Donations	538.06	337.56

## Sale of Documents when homeowners buy/sell their house

- We have received \$690.84 for the purchase of documents
- Expect another \$ 600.84
- Transfer Fee from the sale of Homes - \$ 500.00

Moved and will  
move funds to  
Savings for future

Number of Past Due Owners	This Month
15	\$ 5,538.09
34	\$ 10,524.77

- Homeowner balances vary
- Trying to garnish the wages on one homeowner and will file a lien
- Six might go to our lawyer this week for further collection action
- Waiting on the Estate to close for the homeowner

## Reserve Fund Update

2024	95.67%	199	2025	3.85	8
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- Will be mailing out the 2025 Reserve Fee Invoice with an explanation letter in about next week

## Financial Status as I know it now:

- We have **\$ 29,780.04** in the bank.
- Expenses we must pay or expect through 12/31/2024 are **\$14,349.76**
- Expected after Cash in Checking bills **\$ 15,430.28**
- We are expecting income from the sale of documents. We charge a fee to get the REQUIRED documents when you buy/sell your home. We move this money to savings.

## Other Important Information:

- The approved **Phase 1** tree work has been completed.
- **Phase II** Tree Work between McGregor and Heather - \$18,950.00
- **We had the County and utilities do their part.** This tree work has not been done for years. We are trying to stay on top of the Trees, brush, and other greenery in various community areas.
- **Phase III**—The tree lines behind mailboxes off Aberdeen and down front by the water retention pond must be cut/trimmed back. They are impeding other property. \$

## Violations and other issues:

- Actively working 9 Rule Infraction/violations
- Have issued several fines collecting \$ 500.00
- Draft letter for Homeowner concern from the annual meeting

# Highland Manor Community Association

## Budget Report 2024 Annual Budget

Accounting Basis: cash • End Date: 09/16/2024 • Monthly or Summary: summary • Period: custom •  
Start Date: 01/01/2024

Account	Actual	Budget	Over Budget	% of Budget
<b>Income</b>				
Capital Improvement Contribution	\$1,200.00	\$0.00	\$1,200.00	
Collection Letters:Collections	\$13.40	\$375.00		3.57%
Demand Letters Preparations:Legal and professional Fees	\$150.00	\$0.00	\$150.00	
Disclosure / Closing Statement Fees	\$418.00	\$0.00	\$418.00	
HOA Dues	\$64,078.00	\$58,500.00	\$5,578.00	109.54%
HOA Late Fee	\$560.00	\$400.00	\$160.00	140.00%
Interest	\$269.27	\$0.00	\$269.27	
Legal and Professional	\$278.50	\$0.00	\$278.50	
Md Required Disclosure and Inspection Fees	\$3,448.40	\$0.00	\$3,448.40	
Office Supplies	\$4.24	\$0.00	\$4.24	
Other Income	\$100.98	\$0.00	\$100.98	
Refund of Credit Card and Bank Fees	\$221.36	\$0.00	\$221.36	
Reserve Late Fee	\$75.00	\$0.00	\$75.00	
Returned Office Supplies	\$17.61	\$0.00	\$17.61	
Rules Violations Fines/Charges	\$500.00	\$0.00	\$500.00	
Rush Fee - Documents	\$1,010.00	\$0.00	\$1,010.00	

Account	Actual	Budget	Over Budget	% of Budget
Transfer and Disclosure Fees (Sell of Houses)	\$3,000.00	\$750.00	\$2,250.00	400.00%
<b>Total from Income</b>	<b>\$75,344.76</b>	<b>\$60,025.00</b>	<b>\$15,319.76</b>	<b>125.52%</b>
<b>Expense</b>				
Advertising	\$0.00	\$50.00		0.00%
Bank Fees: Credit Card Fees	\$559.72	\$0.00	\$559.72	
Budget Reserve Funding	\$0.00	\$749.97		0.00%
Capital Improvement Funding	\$0.00	\$1,000.00		0.00%
Cleaning and Maintenance	\$515.22	\$1,125.00		45.80%
Cleaning and Maintenance: Porta John	\$102.00	\$110.00		92.73%
Communality Events	\$0.00	\$150.03		0.00%
Community Events: Board / Annual Meeting	\$33.26	\$37.53		88.62%
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	\$8,145.00	\$8,805.00		92.50%
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	\$55.89	\$0.00	\$55.89	
Demand Letters Preparations:Legal and professional Fees	\$25.00	\$0.00	\$25.00	
Fuel Surcharge	\$0.00	\$513.72		0.00%
Gas/Fuel	\$30.00	\$0.00	\$30.00	
General Improvement	\$769.10	\$562.50	\$206.60	136.73%
HOA Software	\$0.00	\$1,215.00		0.00%
Insurance	\$1,708.00	\$1,308.78	\$399.22	130.50%

Account	Actual	Budget	Over Budget	% of Budget
Legal and Professional Fees	\$1,437.20	\$725.00	\$712.20	198.23%
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	\$60.00	\$280.00		21.43%
Legal and Professional: Tax Preparation	\$1,255.00	\$1,275.02		98.43%
Office Supplies	\$232.80	\$180.00	\$52.80	129.33%
Other Expenses	\$20.43	\$0.00	\$20.43	
Park Improvements:Improvements	\$0.00	\$0.00		
PNC Loan Payment	\$0.00	\$3,600.00		0.00%
Postage	\$427.62	\$462.00		92.56%
Prepaid Dues	\$0.00	\$1,586.43		0.00%
Professional Fee - State Document Fees	\$25.00	\$0.00	\$25.00	
Repairs	\$179.53	\$187.47		95.76%
Software - Microsoft Office	\$105.99	\$112.50		94.21%
Utilities:Garbage / Trash	\$22,538.25	\$22,644.42		99.53%
Utilities: Office Electric	\$285.55	\$465.02		61.41%
Utilities: Office Internet	\$551.25	\$551.25		100.00%
Utilities: Office Phone	\$184.50	\$191.25		96.47%
Utilities: Street Lights	\$116.84	\$135.00		86.55%
Utilities: Upper Playground Internet	\$551.25	\$551.25		100.00%
Utilities: Upper Playground Electric	\$90.59	\$180.00		50.33%
<b>Total from Expense</b>	<b>\$61,162.13</b>	<b>\$57,129.14</b>	<b>\$4,032.99</b>	<b>107.06%</b>
<b>Net Income</b>	<b>\$75,344.76</b>	<b>\$60,025.00</b>	<b>\$15,319.76</b>	<b>125.52%</b>