

Highland Manor Community Association

Budget Planned Report 2025 HOA Annual Budget

Account	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	FY2025
Income													
HOA Dues	\$7,210.63	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$7,210.67	\$86,528.00
HOA Late Fee	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$400.00
Transfer and Disclosure Fees (Sell of Houses)	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$750.00
Collection Letters: Collections	\$8.35	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.35	\$100.00
Rush Fee - Documents	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Disclosure / Closing Statement Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Md Required Disclosure and Inspection Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Demand Letters Preparations: Legal and professional Fees	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$23.33	\$279.96
Legal and Professional	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total for Income	\$7,242.31	\$7,242.33	\$7,242.33	\$7,692.33	\$7,242.33	\$7,492.33	\$7,242.33	\$7,242.33	\$7,692.33	\$7,242.33	\$7,242.33	\$7,242.35	\$88,057.96
Expense													
Capital Improvement Funding	\$83.35	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.35	\$1,000.00
Community Events: Board / Annual Meeting	\$4.15	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.17	\$4.15	\$50.00
Contract: Mowing	\$0.00	\$0.00	\$0.00	\$0.00	\$1,450.00	\$1,450.00	\$2,175.00	\$1,450.00	\$1,450.00	\$2,175.00	\$1,450.00	\$725.00	\$12,325.00

Account	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	FY2025
Contract: Snow Removal	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$462.50	\$5,550.00
Contract: Weed Spraying/Brush Removal	\$208.37	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$2,500.00
Insurance	\$152.12	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$152.08	\$1,825.00
Legal and Professional: 1099 Preparations	\$16.65	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.65	\$200.00
Legal and Professional Fees	\$91.63	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$91.67	\$1,100.00
Legal and Professional: Process Service Fees	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$280.00
Legal and Professional: Tax Preparation	\$141.66	\$141.67	\$141.67	\$141.67	\$141.67	\$141.67	\$141.67	\$141.67	\$141.67	\$141.66	\$141.66	\$141.66	\$1,700.00
Postage	\$8.37	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$8.33	\$100.00
Cleaning and Maintenance	\$83.37	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$1,000.00
HOA Software	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$135.00	\$1,620.00
Software - Microsoft Office	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$12.50	\$150.00
Office Supplies	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.33	\$33.35	\$33.35	\$33.33	\$33.33	\$400.00
Cleaning and Maintenance: Porta John	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	\$0.00	\$60.00	\$240.00
Utilities: Upper Playground Electric	\$10.87	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$10.83	\$130.00
Utilities: Office Electric	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$53.75	\$645.00
Utilities: Street Lights	\$15.87	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$15.83	\$190.00
Utilities: Garbage / Trash	\$2,708.60	\$2,604.42	\$2,604.42	\$2,604.42	\$2,604.42	\$2,604.42	\$2,604.42	\$2,604.42	\$2,604.42	\$2,708.60	\$2,708.60	\$2,708.60	\$31,669.76
Utilities: Office Phone	\$22.12	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$22.08	\$265.00
Utilities: Office Internet	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$735.00
Utilities: Upper Playground Internet	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$61.25	\$735.00
General Improvement	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$62.50	\$750.00
Prepaid Dues	\$150.90	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.92	\$150.90	\$1,811.00

Account	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	FY2025	
Communality Events	\$20.85	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.85	\$250.00	
Repairs	\$41.63	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$500.00	
Computer and Office Equipment	\$16.65	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.67	\$16.65	\$200.00	
Gas/Fuel	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$6.25	\$75.00	
Fuel Surcharge	\$48.37	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$48.33	\$580.00	
Budget Reserve Funding	\$83.35	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.35	\$1,000.00	
Credits and Discounts	\$242.63	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$242.67	\$2,912.00	
Bad Debt	\$346.63	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$346.67	\$4,160.00	
Contract: Mulching	\$291.63	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$291.67	\$3,500.00	
Contract: Tree Removal	\$458.37	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$458.33	\$5,500.00	
Court Cost and Fees	\$20.87	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$20.83	\$250.00	
Contract: Salting Property	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$600.00	
Total for Expense	\$6,207.34	\$6,102.99	\$6,102.99	\$6,442.99	\$7,552.99	\$7,552.99	\$8,337.99	\$7,552.99	\$7,613.01	\$8,382.18	\$7,657.16	\$6,992.14	\$86,497.76	
Totals														
Income	\$7,242.31	\$7,242.33	\$7,242.33	\$7,692.33	\$7,242.33	\$7,492.33	\$7,242.33	\$7,242.33	\$7,692.33	\$7,242.33	\$7,242.33	\$7,242.35	\$88,057.96	
Expense	\$6,207.34	\$6,102.99	\$6,102.99	\$6,442.99	\$7,552.99	\$7,552.99	\$8,337.99	\$7,552.99	\$7,613.01	\$8,382.18	\$7,657.16	\$6,992.14	\$86,497.76	
Net	\$1,034.97	\$1,139.34	\$1,139.34	\$1,249.34	-\$310.66	-\$60.66	-	\$1,095.66	-\$310.66	\$79.32	-	-\$414.83	\$250.21	\$1,560.20