

**FINAL 09-14**

**MINUTES  
Highland Hills Maintenance Commission  
Board of Trustees Regular Meeting  
Wednesday September 10, 2025**

**CALL TO ORDER:** The meeting was called to order at 4:00 P.M.

**PRELIMINARIES:** The “Rules of Order” for conduct of the HHMC Board Meeting are as specified in Board Policy 1-3.

**ATTENDANCE:**

The Board of Trustees conducted this meeting in an “in person” attendance capacity to render their opinions and vote on the various matters that required action for the September 10, 2025 Board Meeting.

Participants in this exchange were:

Trustees:

President: Carole Pedersen

Randy Brown

Vice President: Russell Stepp

Doug Earp

Secretary: Duane Chamlee

Fritz Langenbacher - Excused

Treasurer: Kitty Boozari

Jeff Gurnee

Russ Napier

Committee Chairs: Claire Savage, Jean Gurnee

Guests: Habib Boozari, Bonnie Payton, Scott Alair, Barbara Boerigter, Bob Savage

**AUDIENCE COMMENTS ON CURRENT LISTED AGENDA ITEMS:**

No comments from the audience

**ADDITIONS OR CHANGES TO THE AGENDA:**

**Under OTHER:** Doug Earp added discussion concerning the ACC Chair position

**APPROVAL OF THE MINUTES OF THE AUGUST 13, 2025 MEETING:** Motion to approve:

**M/S/C: R. Stepp / D. Earp / All Aye**

**AUDIENCE PARTICIPATION:**

No comments from the audience

**COMMITTEE REPORTS:**

**ARCHITECTURAL CONTROL: Randy Brown**

Receive and file August 2025 ACC report from Chairman Brown: **All Aye**

ACC Report for August 2025

Tree removal:

**Pedersen at 360 Fox Hollow**

Construction:

**Jeff and Terri Baucum.** They want to build a two story home at 432 Quails Roost. The first floor will be 2193 sq. ft., the second 781 sq. ft. It will have Hardie Board and Stone Masonry siding. The roof will either be Davinci Slate or Decra (owner has not yet decided). Project approved by ACC. Environmental Deposit received. (August 2024) Excavation in progress. (September 2024) Site prep completed. Foundation work underway. (October 2024) Foundation work continuing. (November 2024) Foundation work completed. Basement concrete slab prep completed, including under slab plumbing. Basement slab poured. Basement wall install begun. (December 2024) Framing continuing. (January 2025) Basement wall and floor framing completed. Backfill completed. Main floor wall framing underway. (February 2025) Main level flooring complete. Main level framing completed. Exterior wall underlayment complete. (March 2025) Main floor wall framing complete (did not complete last month as earlier reported). Roof framing begun. (April 2025) Roof framing completed. Deck framing underway. Some cabinet work begun. (May 2025) Plumbing and HVAC rough-in underway. Electrical walk through completed. (June 2025) Roofing install underway. Drywall and siding install underway. Deck framing completed. Garage slab poured. (July 2025) Drywall installation continuing. Siding install completed. Roofing install completed. Exterior painting underway. *(August 2025) Drywall install completed. Siding install completed. Flooring install and interior painting underway. Cabinets delivered.*

**Nevers and Bialis.** Erin Nevers and Ray Bailis want to build a home on Parcel 75, Lot 2 on Fox Hollow. It will have an 1823 sq. f. main floor and 489 sq. ft. secondary floor. It will have a mix of Hardi siding and stone exterior with a Decra Shake XD roof. Project approved by ACC, Environmental Protection Deposit received. (September 2024) Site prep underway. (October 2024) Completed gravel driveway for site access. Excavation for foundation completed. (November 2024) Foundation complete, backfill in progress. Windows ordered. Have not made decision on type of metal roof to install. (December

2024) Foundation waterproofing completed. Basement slab preparation completed and ready to pour. Roofing material decision not yet made. (January 2025) Basement slab pour completed. Water and power brought to the house. Backfill completed. Still no decision on roofing material. (February 2025) Vertical framing complete. Waiting on roof trusses. Have ordered roofing sample from Taylor Metals, 24 gauge, matte black. (March 2025) Framing 90% complete. Roofing material selected and approved. Taylor Metal Products, standing seam metal, 24 gauge, 16 in. width, LRV = 9. (April 2025) Framing complete on house and deck. Installation of roof in progress. (May 2025) Rough-in inspections for plumbing, electrical, and HVAC completed. Roof install completed. (June 2025) Exterior siding complete. Drywall install completed, interior painting completed. (July 2025) Sewer connection completed, Exterior painting and gutter install completed. Interior finishes for floors, tile, countertops underway. *(August 2025) Exterior painting and driveway completed. Scheduled to move in on the 22<sup>nd</sup> of September.*

**Castro at 622 Ravens Ridge.** Ted and Susan Castro want to build a home at 622 Ravens Ridge. It will be a single story, with 2343 sq. ft. of floor space, 23ft. 8 in. in height. It will have Hardie siding. Roof will be metal standing seam, Skyline Roofing HP-24 gauge, Matte Black, 16 inches wide, LRV = 5. Project was reviewed and approved by the ACC, pending receipt of Environmental Protection Deposit. (May 2024) Environmental Deposit received, site prep underway. (June 2025) Site prep continues. (July 2025) Site prep complete. Footings formed and poured and formed. *(August 2025) Foundation walls formed and braced. Passed inspection, concrete poured.*

**Khoshnevis at 1272 Doe Run.** Ali Khoshnevis wants to install a standing metal seam roof. The color is "Weathered Copper". Manufacturer is ASC Building Products, with 16" spacing, with an LRV of 11. This material meets all of our requirements as listed in BP 3-3. Project reviewed and approved by ACC, pending receipt of Environmental Protection Deposit. (May 2025) Work not yet started. Ali was told by contractor that "Your job is scheduled for mid to late summer. We have several other jobs ahead of you". (June 2025) No change. (July 2025) No change. *(August 2025) original roofing material removed, waiting for delivery of new roofing.*

**Boozari at 1232 Doe Run** – Kitty and Habib Boozari want to build a general purpose/garden fence. It will be made of wood posts and galvanized steel mesh wire and will be 6 ft. in height. It will be two separate fences, one 13 ft. long, one 20 ft. long. Project approved by ACC, Environmental Protection Deposit received. Planned start date early September. (July 2025) No change. *(August 2025) Landscaping underway, fence to be installed after landscaping completed.*

**Julian at 62 Fawn Lane.** Jim and Chris Julian of want to build a detached garage/shop. It will be 884 sq. ft. with fiber cement siding and a Decra Shake Roof, both match the materials on the home. All setbacks are complied with. Project approved by ACC, Environmental Protection Deposit received. Foundation work has begun. *(August 2025) Shop excavation, concrete foundation pour completed. water drainage line for foundation installed, concrete floor and all the back fill are completed.*

**Breier of 322 Ravens Ridge.** David Breier wants to build a fenced in area for general use, including outdoor space for pets to play. It will be 6 ft. high, made of unfinished

cedar with black vinyl coated wire, similar to the fence that we approved for the vineyard on Quails Roost. The proposed fence meets all of our requirements. Project approved by ACC, Environmental Protection Deposit received. (August 2025) *Work not yet started, contractor delayed.*

***Lough of 272 Ravens Ridge.*** Janice wants to build a shed, 10ft. x 8ft. The roof and siding will be painted to match the home. All setback requirements are in compliance. Project approved by ACC

**ROADS: Russ Napier**

The ditch repair at Doe Run and Carriage Lands is complete.

The asphalt undermine at that location has been repaired.

**DRAINAGE: Russ Stepp**

**Motion to approve payment to Raven Engineering for annual basin inspection.**

**M/S/C: Stepp / Chamlee / All Aye**

**HHMC Drainage Report: September 2025**

*a new member, Habib Boozari. Thanks Habib appreciate the help.*

**Ditch and Basin Mowing**

The first ditch mowing is completed. *Second ditch and basin mowing is completed.*

**Ditch Restoration Projects**

**Ditch Inspection**

We will be inspecting the drainage ditches after the second mowing to determine areas that need maintenance. A budget will be developed for the next fiscal year for any areas that are identified to need maintenance.

### Culvert Maintenance

All the culverts have been visually inspected and there is more evaluation that needs to be done to determine scope and the priority. We will most likely need to hire a contractor that does culvert inspection to help with this effort.

### New Business

1. The resident at 412 Doe Run was concerned about “ponding” of water at the outlet side of the Ravens Ridge replaced culvert located at the Ravens Ridge – Doe Run intersection. The water is ponding in this location and Jamestown Construction has been contacted to address the issue. We are still waiting for Jamestown Excavating to repair Ravens Ridge Road patch and resolve the ponding issue.
2. 1232, 1272 & 1312 Doe Run. 20 Covey Lane: There is no formal drainage on the northside of Doe Run from Qualis Roost to past Covey Run. These four addresses listed have contacted us regarding drainage issues with their property that is caused by the run-off from the centerline of Doe Run Rd north. Obviously, the original developer decided it was not needed but unfortunately is causing issues along this area. We need to determine an approach to this drainage concerns. *Interestingly, we have a similar problem along Doe Run just west of Quails Roost. At this location there is an old 12-inch culvert left over from when the roads were logging roads. We plan on blocking the end of the culvert to eliminate drainage across the road. We are currently looking for a contractor to do the work. We will investigate if this is a similar issue at this location.*

### Annual Basin Inspection

*Raven Engineering, Steve Miller has been contracted to do the 2025 Annual Basin Inspection. Report is due in early October.*

The 2024 Annual basin inspection is complete, and report has been reviewed by the Drainage Committee. The report has been sent to the City of Sequim. No word from the city about receiving the Drainage Report. The Consultant, Raven Engineering has been paid.

## **SAFETY AND AWARENESS: Fritz Langenbacher**

There are still two properties needing attention for the 2025 landscaping encroachment campaign.

The board needs to determine who is responsible for the trees in front of catch basin 2A at 1153 Doe Run Road.

The PUD still hasn't followed up on their commitment to trim the trees at their property.

I will be following up on these properties this month.

## **TRAFFIC: Doug Earp**

### **HHMC Radar Sign Report: September 2025**

On August 20th we changed the direction the radar sign faces but left it at the same location, near the southern end of Doe Run Rd. So it is now monitoring traffic coming up Doe Run Rd from Happy Valley, instead of downhill. Here's a question for you: would you expect traffic to be faster going uphill or downhill at this location?



Here's the statistics for the first part of the month, while it was still recording downhill traffic (southboard, SB):

**S. Doe Run @ 1850, SB**  
**8/10/25 - 8/19/25** 10 days

Averages			
	Daily	Weekdays (7)	Weekends {3}
# Vehicles	119	132	89
Avr Speed	24	24	24
# Speeders	49	53	39
% Speeders	41%	40%	44%
Peak Speed	54	41	54

MPH	Average Vehicle Speed
0-25	58.9%
26-30	31.7%
31-40	9.2%
41-50	0.1%
50+	0.0%

The following is for the uphill traffic (northbound, NB), from the last part of the month:

**S. Doe Run @ 1850, NB**  
**8/21/25 - 9/8/25** 19 days

		Averages		
		Daily	Weekdays (13)	Weekends (6)
# Vehicles		124	138	93
Avr Speed		24	24	24
# Speeders		54	61	38
% Speeders		43%	44%	41%
Peak Speed		58	58	45
MPH	Average Vehicle Speed			
0-25	56.7%			
26-30	32.9%			
31-40	9.5%			
41-50	0.3%			
50+	0.0%			

So the answer to my question? Uphill traffic is going faster on average - Surprise. Not by much, but definitely higher. It shows up clearest I think in the section on the right, Average Vehicle Speed, which shows the traffic broken down by speed range as a percentage. There we find the percent of traffic doing 26-30 1.2% higher and 31-40 0.3% higher.

For reference, here are the statistics for the latest 91 days of downhill traffic at that location. The higher traffic volume reflects the higher early and mid summer traffic volume.

**S. Doe Run @ 1850, SB**  
**5/21/25 - 8/19/25** 91 days



	Averages		
	Daily	Weekdays (65)	Weekends (26)
# Vehicles	133	144	105
Avr Speed	23	23	23
# Speeders	52	56	41
% Speeders	39%	39%	39%
Peak Speed	55	55	54

MPH	Average Vehicle Speed
0-25	60.9%
26-30	28.8%
31-40	10.1%
41-50	0.1%
50+	0.0%

Some discussion ensued concerning the tabulation of the “Average Speed” data. Doug Earp will revisit the issue.

#### **GOVERNMENT LIAISON: Fritz Langenbacher**

No report for this meeting due to the excused absence of Chairman Langenbacher.

#### **MOWING COMMITTEE: Jeff & Jean Gurnee**

Mowing Report -  
Chen forced mow was completed on 8/26 .



**SNOW REMOVAL: Jeff Gurnee**

There was no snowfall reported during the period covered by these Minutes.

**HIGHLANDER: Ernylee Chamlee**

Continue to send articles and pictures to Ernylee at: [bellelealand@hotmail.com](mailto:bellelealand@hotmail.com)

**WELCOMING COMMITTEE: Claire Savage**

WELCOMING COMMITTEE REPORT HHMC BOARD MEETING September 10, 2025  
The Committee continues to welcome the new property owners to Highland Hills. The invitations have gone out for the Welcome Party on September 27. Six new owner couples and one single owner have been invited. Seven couples and one single owner who weren't able to join us at the last party in March, 2025, have been reinvited. We are anticipating a great turnout. Currently, there are 9 residences and 12 lots for sale.

RSVP for the Welcoming Party are due to Claire at [savageclaire47@gmail.com](mailto:savageclaire47@gmail.com)  
By September 16<sup>th</sup>.

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**PICNIC COMMITTEE: JEAN GURNEE**

## Expense Report for the Potluck/Picnic Committee

The Building Use Fee of \$250 and the Security Deposit of \$200 for the Sequim Prairie Garden Club were paid as one check on 5/30/2025 by Jean Gurnee. I was reimbursed by HHMC by check in the amount of \$450 on 6/9/2025

The flowers were donated by Gail Pederson and Nora Davis from their gardens.

The ice (\$12.00) was donated by the Neelys.

Decoupage Vases donated by Gail Pederson and Connie Tallman

Entryway Notes and spirals donated by Gail Pederson

### Outstanding Expenses:

Jean Gurnee \$ 78.97

VickeySnook \$ 53.46

Nora Davis \$ 16.71

Receipts that Total \$149.14 Submitted to Treasurer 9/9/2025 for reimbursement

Total Cost to HHMC for the 2025 Potluck/Picnic is \$399.14

### Note to Treasurer:

When I get the security deposit of \$200 back from the Garden Club (last year it took a while), I will write a check to the HOA as reimbursement. Email from The Garden Club indicates that I should have the check within 10 days.

## **OTHER:**

Doug Earp has expressed an interest in replacing Randy Brown as Chairman of the Architectural Control Committee when Randy leaves the Board.

**There will be an Executive Board Meeting at 11:00 A.M. on Monday September 15, 2025 at the HHMC Office to discuss the following two items:**

- 1. HHMC Accounting Services**
- 2. Replacement vice Randy Brown for Architectural Control Committee Chairman**

## **TREASURER'S REPORT: Kitty Boozari**

Receive and file August 2025 Treasurer's Report:

**M /S /C: R. Stepp / R. Brown / All Aye**

Assessment Update:

CD's Renewed & Additional funds transferred from 1st Security to Edward Jones to comply with FDIC

Audit-begin mid September

Timberline Accounting Proposal

No CD renewals to vote on at September meeting



# Highland Hills Maintenance Commission

## Balance Sheet As of August 31, 2025

	TOTAL			
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
108 First Security				
110 First Security Checking	104,688.79	213,839.15	-109,150.36	-51.04 %
111 1st Security 11 Month CD - 7060	55,809.04	55,612.11	196.93	0.35 %
112 First Security CD #3200 3.88% 10-24-25	57,677.50	57,488.05	189.45	0.33 %
114 1st Security business non profit savings	41,888.64	41,858.54	30.10	0.07 %
<b>Total 108 First Security</b>	<b>260,063.97</b>	<b>368,797.85</b>	<b>-108,733.88</b>	<b>-29.48 %</b>
160 Edward Jones	0.00	0.00	0.00	
161 EJ 89623961 Overlay Reserve	1,305,685.61	1,220,257.59	85,428.02	7.00 %
162 EJ Emergency Reserve 89623962	160,149.56	160,087.32	62.24	0.04 %
163 EJ Drainage Reserve 89623963	37,011.05	19,478.38	17,532.67	90.01 %
164 EJ Stripping Reserve	49,698.67	39,040.75	10,657.92	27.30 %
166 Unrealized Gain/(Loss) EJ	5,355.57	258.15	5,097.42	1,974.60 %
<b>Total 160 Edward Jones</b>	<b>1,557,900.46</b>	<b>1,439,122.19</b>	<b>118,778.27</b>	<b>8.25 %</b>
<b>Total Bank Accounts</b>	<b>\$1,817,964.43</b>	<b>\$1,807,920.04</b>	<b>\$10,044.39</b>	<b>0.56 %</b>
Other Current Assets				
130 Undeposited Funds	0.00	6,121.68	-6,121.68	-100.00 %
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$6,121.68</b>	<b>\$ -6,121.68</b>	<b>-100.00 %</b>
<b>Total Current Assets</b>	<b>\$1,817,964.43</b>	<b>\$1,814,041.72</b>	<b>\$3,922.71</b>	<b>0.22 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,817,964.43</b>	<b>\$1,814,041.72</b>	<b>\$3,922.71</b>	<b>0.22 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
216 Prepaid Fines-Late Chg-Ot	835.77	835.77	0.00	0.00 %
220 Construction Deposits Rec.	21,000.00	21,000.00	0.00	0.00 %
<b>Total Other Current Liabilities</b>	<b>\$21,835.77</b>	<b>\$21,835.77</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Liabilities</b>	<b>\$21,835.77</b>	<b>\$21,835.77</b>	<b>\$0.00</b>	<b>0.00 %</b>
Long-Term Liabilities				
250 Reserve Accounts				
250.1 Emergency Reserve Funds	210,220.35	210,158.11	62.24	0.03 %
250.2 Stripping Reserve Funds	49,698.67	39,040.75	10,657.92	27.30 %
250.3 Overlay Reserve Funds	1,305,685.61	1,220,257.59	85,428.02	7.00 %
250.4 Drainage Reserve Funds	92,857.28	75,324.61	17,532.67	23.28 %
250.9 Unrealized Gain/(Loss) EJ	5,355.57	258.15	5,097.42	1,974.60 %
<b>Total 250 Reserve Accounts</b>	<b>1,663,817.48</b>	<b>1,545,039.21</b>	<b>118,778.27</b>	<b>7.69 %</b>
<b>Total Long-Term Liabilities</b>	<b>\$1,663,817.48</b>	<b>\$1,545,039.21</b>	<b>\$118,778.27</b>	<b>7.69 %</b>
<b>Total Liabilities</b>	<b>\$1,685,653.25</b>	<b>\$1,566,874.98</b>	<b>\$118,778.27</b>	<b>7.58 %</b>
Equity				

# Highland Hills Maintenance Commission

## Balance Sheet

As of August 31, 2025

	TOTAL			
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE	% CHANGE
291 Balance - Beginning of Year	45,930.46	45,930.46	0.00	0.00 %
Net Revenue	86,380.72	201,236.28	-114,855.56	-57.07 %
<b>Total Equity</b>	<b>\$132,311.18</b>	<b>\$247,166.74</b>	<b>\$ -114,855.56</b>	<b>-46.47 %</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,817,964.43</b>	<b>\$1,814,041.72</b>	<b>\$3,922.71</b>	<b>0.22 %</b>



# Highland Hills Maintenance Commission

## Balance Sheet

As of August 31, 2025

	TOTAL			
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE	% CHANGE
<b>ASSETS</b>				
Current Assets				
Bank Accounts				
108 First Security				
110 First Security Checking	104,688.79	213,839.15	-109,150.36	-51.04 %
111 1st Security 11 Month CD - 7060	5,738.25	5,541.32	196.93	3.55 %
111.1 1st Security 11 Month CD - 7060 Emergency Reserve Fund	50,070.79	50,070.79	0.00	0.00 %
<b>Total 111 1st Security 11 Month CD - 7060</b>	<b>55,809.04</b>	<b>55,612.11</b>	<b>196.93</b>	<b>0.35 %</b>
112 First Security CD #3200 3.88% 10-24-25	1,831.27	1,641.82	189.45	11.54 %
112.4 First Security CD #3200 Drainage Reserve	55,846.23	55,846.23	0.00	0.00 %
<b>Total 112 First Security CD #3200 3.88% 10-24-25</b>	<b>57,677.50</b>	<b>57,488.05</b>	<b>189.45</b>	<b>0.33 %</b>
114 1st Security business non profit savings	-1,511.34	-1,541.44	30.10	1.95 %
114.1 1st Security Savings Non-Committed Funds	22,399.98	22,399.98	0.00	0.00 %
114.6 1st Security Savings Construction Deposits	21,000.00	21,000.00	0.00	0.00 %
<b>Total 114 1st Security business non profit savings</b>	<b>41,888.64</b>	<b>41,858.54</b>	<b>30.10</b>	<b>0.07 %</b>
<b>Total 108 First Security</b>	<b>260,063.97</b>	<b>368,797.85</b>	<b>-108,733.88</b>	<b>-29.48 %</b>
160 Edward Jones	0.00	0.00	0.00	
161 EJ 89623961 Overlay Reserve	0.00	0.00	0.00	
161.1 EJ Overlay Reserve Insured Deposit Account	85,685.61	257.59	85,428.02	33,164.34 %
161.10 EJ Overlay Reserve CD - Morgan Stanley 4.09% 05-17-2027	126,000.00	126,000.00	0.00	0.00 %
161.12 EJ Overlay CD - Buy Bank Amer 5.00% 5-18-2025	127,000.00	127,000.00	0.00	0.00 %
161.13 EJ Overlay Reserve CD - State Bk India 4.95% 06-25-26	225,000.00	225,000.00	0.00	0.00 %
161.16 EJ Overlay Reserve - Bk Hapoalim 3.80% Due 09-18-29	76,000.00	76,000.00	0.00	0.00 %
161.17 EJ Overlay Reserve CD Bank of Hapoalim BM NY 4.05% Mat 10-30-2026	144,000.00	144,000.00	0.00	0.00 %
161.2 EJ Overlay Reserve CD UBS Bank 4.01% due 04/02/2030	75,000.00	75,000.00	0.00	0.00 %
161.4 EJ Overlay Reserve CD 4.30% due 04/01/2027	13,000.00	13,000.00	0.00	0.00 %
161.5 EJ Overlay Reserve CD Morgan Stanley 4.05% 01-09-2026	203,000.00	203,000.00	0.00	0.00 %
161.6 EJ Overlay Reserve CD American Express 3.90% 10/30/2029	131,000.00	131,000.00	0.00	0.00 %
161.7 EJ Overlay Reserve CD JP Morgan Chase 4.00% 07/15/26	100,000.00	100,000.00	0.00	0.00 %
<b>Total 161 EJ 89623961 Overlay Reserve</b>	<b>1,305,685.61</b>	<b>1,220,257.59</b>	<b>85,428.02</b>	<b>7.00 %</b>
162 EJ Emergency Reserve 89623962	0.00	0.00	0.00	
162.1 EJ Emergency Reserve Insured Deposit Account	1,149.56	1,087.32	62.24	5.72 %
162.3 Washington St Bk Iowa 5.00% 10-09-25	14,000.00	14,000.00	0.00	0.00 %
162.4 Charles Schwab Bk 4.20% Mat 10-23-25	90,000.00	90,000.00	0.00	0.00 %
162.5 EJ Emergency Reserve - Ohio VY BK 4.25% Due 09052025	55,000.00	55,000.00	0.00	0.00 %
<b>Total 162 EJ Emergency Reserve 89623962</b>	<b>160,149.56</b>	<b>160,087.32</b>	<b>62.24</b>	<b>0.04 %</b>
163 EJ Drainage Reserve 89623963	0.00	0.00	0.00	



# Highland Hills Maintenance Commission

## Balance Sheet

As of August 31, 2025

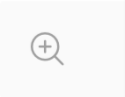
	TOTAL			
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE	% CHANGE
163.1 EJ Drainage Reserve Insured Deposit Account	18,011.05	478.38	17,532.67	3,665.01 %
163.4 EJ Drainage Reserve CD Ally Bk 3.90% due 09-20-2027	13,000.00	13,000.00	0.00	0.00 %
163.5 EJ Drainage Reserve CD UBS Bank 4.01% Due 05/02/2025	6,000.00	6,000.00	0.00	0.00 %
<b>Total 163 EJ Drainage Reserve 89623963</b>	<b>37,011.05</b>	<b>19,478.38</b>	<b>17,532.67</b>	<b>90.01 %</b>
164 EJ Stripping Reserve	0.00	0.00	0.00	
164.1 EJ Stripping Reserve Insured Deposit Account	49,698.67	40.75	49,657.92	121,859.93 %
164.2 Farmers Natl Bk Canfield OH APR 4.25 Mat 08-29-2025	0.00	39,000.00	-39,000.00	-100.00 %
<b>Total 164 EJ Stripping Reserve</b>	<b>49,698.67</b>	<b>39,040.75</b>	<b>10,657.92</b>	<b>27.30 %</b>
166 Unrealized Gain/(Loss) EJ	5,355.57	258.15	5,097.42	1,974.60 %
<b>Total 160 Edward Jones</b>	<b>1,557,900.46</b>	<b>1,439,122.19</b>	<b>118,778.27</b>	<b>8.25 %</b>
<b>Total Bank Accounts</b>	<b>\$1,817,964.43</b>	<b>\$1,807,920.04</b>	<b>\$10,044.39</b>	<b>0.56 %</b>
Other Current Assets				
130 Undeposited Funds	0.00	6,121.68	-6,121.68	-100.00 %
<b>Total Other Current Assets</b>	<b>\$0.00</b>	<b>\$6,121.68</b>	<b>\$ -6,121.68</b>	<b>-100.00 %</b>
<b>Total Current Assets</b>	<b>\$1,817,964.43</b>	<b>\$1,814,041.72</b>	<b>\$3,922.71</b>	<b>0.22 %</b>
<b>TOTAL ASSETS</b>	<b>\$1,817,964.43</b>	<b>\$1,814,041.72</b>	<b>\$3,922.71</b>	<b>0.22 %</b>
<b>LIABILITIES AND EQUITY</b>				
Liabilities				
Current Liabilities				
Other Current Liabilities				
216 Prepaid Fines-Late Chg-Ot	835.77	835.77	0.00	0.00 %
220 Construction Deposits Rec.	21,000.00	21,000.00	0.00	0.00 %
<b>Total Other Current Liabilities</b>	<b>\$21,835.77</b>	<b>\$21,835.77</b>	<b>\$0.00</b>	<b>0.00 %</b>
<b>Total Current Liabilities</b>	<b>\$21,835.77</b>	<b>\$21,835.77</b>	<b>\$0.00</b>	<b>0.00 %</b>
Long-Term Liabilities				
250 Reserve Accounts				
250.1 Emergency Reserve Funds	210,220.35	210,158.11	62.24	0.03 %
250.2 Stripping Reserve Funds	49,698.67	39,040.75	10,657.92	27.30 %
250.3 Overlay Reserve Funds	1,305,685.61	1,220,257.59	85,428.02	7.00 %
250.4 Drainage Reserve Funds	92,857.28	75,324.61	17,532.67	23.28 %
250.9 Unrealized Gain/(Loss) EJ	5,355.57	258.15	5,097.42	1,974.60 %
<b>Total 250 Reserve Accounts</b>	<b>1,663,817.48</b>	<b>1,545,039.21</b>	<b>118,778.27</b>	<b>7.69 %</b>
<b>Total Long-Term Liabilities</b>	<b>\$1,663,817.48</b>	<b>\$1,545,039.21</b>	<b>\$118,778.27</b>	<b>7.69 %</b>
<b>Total Liabilities</b>	<b>\$1,685,653.25</b>	<b>\$1,566,874.98</b>	<b>\$118,778.27</b>	<b>7.58 %</b>
Equity				
291 Balance - Beginning of Year	45,930.46	45,930.46	0.00	0.00 %
Net Revenue	86,380.72	201,236.28	-114,855.56	-57.07 %

Highland Hills Maintenance Commission

Balance Sheet

As of August 31, 2025

	TOTAL			
	AS OF AUG 31, 2025	AS OF JUL 31, 2025 (PP)	CHANGE	% CHANGE
Total Equity	\$132,311.18	\$247,166.74	\$ - 114,855.56	-46.47 %
TOTAL LIABILITIES AND EQUITY	\$1,817,964.43	\$1,814,041.72	\$3,922.71	0.22 %



# Highland Hills Maintenance Commission

## Profit and Loss

August 2025

	TOTAL	
	AUG 2025	JUL - AUG, 2025 (YTD)
Revenue		
301 Assessment Revenues		
301.1 Maintenance Assessments		202,056.04
301.2 Mowing / Roadside Vegetation Assessments	950.60	950.60
<b>Total 301 Assessment Revenues</b>	<b>950.60</b>	<b>203,006.64</b>
316 Fines-Late Chrg-Member Interst - Fees	721.14	950.65
317 Investment Income	416.48	831.62
318 Interest Earned Edward Jones	2,180.85	2,562.56
Services	11,051.07	11,142.37
Unapplied Cash Payment Income		-60.00
<b>Total Revenue</b>	<b>\$15,320.14</b>	<b>\$218,433.84</b>
<b>GROSS PROFIT</b>	<b>\$15,320.14</b>	<b>\$218,433.84</b>
Expenditures		
400 Maintenance & Replacement		
410 Ditches		
410.3 Management	9,605.34	9,605.34
<b>Total 410 Ditches</b>	<b>9,605.34</b>	<b>9,605.34</b>
420 Roads		
420.5 Striping & Reflectors	4,818.83	4,818.83
<b>Total 420 Roads</b>	<b>4,818.83</b>	<b>4,818.83</b>
<b>Total 400 Maintenance &amp; Replacement</b>	<b>14,424.17</b>	<b>14,424.17</b>
600 Overhead Costs		
601 Accounting & Legal Services		
601.1 Bookkeeping	555.00	1,110.00
<b>Total 601 Accounting &amp; Legal Services</b>	<b>555.00</b>	<b>1,110.00</b>
620 Office Administration		
620.4 Postage	10.48	370.48
620.5 Rent	520.00	1,040.00
620.6 Utilities	61.60	122.31
<b>Total 620 Office Administration</b>	<b>592.08</b>	<b>1,532.79</b>
630 Other Overhead Costs		
630.6 Unmowed Lot/Roadside Vegetation Control Costs	923.60	923.60
<b>Total 630 Other Overhead Costs</b>	<b>923.60</b>	<b>923.60</b>
<b>Total 600 Overhead Costs</b>	<b>2,070.68</b>	<b>3,566.39</b>
<b>Total Expenditures</b>	<b>\$16,494.85</b>	<b>\$17,990.56</b>
<b>NET OPERATING REVENUE</b>	<b>\$ -1,174.71</b>	<b>\$200,443.28</b>
Other Expenditures		
701 Transfer into Reserves	2,180.85	2,180.85
701.1 Overlay Transfer from interest		381.71
701.35 Road Striping Reserve Transfer	9,000.00	9,000.00
701.4 Transfer to Drainage Reserve	17,500.00	17,500.00

# Highland Hills Maintenance Commission

## Profit and Loss

August 2025

	TOTAL	
	AUG 2025	JUL - AUG, 2025 (YTD)
701.5 Transfer to Road Overlay Reserve	85,000.00	85,000.00
<b>Total 701 Transfer into Reserves</b>	<b>113,680.85</b>	<b>114,062.56</b>
<b>Total Other Expenditures</b>	<b>\$113,680.85</b>	<b>\$114,062.56</b>
NET OTHER REVENUE	<b>\$ -113,680.85</b>	<b>\$ -114,062.56</b>
NET REVENUE	<b>\$ -114,855.56</b>	<b>\$86,380.72</b>



# Highland Hills Maintenance Commission

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - August, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Revenue			
301 Assessment Revenues			
301.1 Maintenance Assessments	202,056.04	221,693.00	-19,636.96
301.4 Bell Gates Assessments		1,600.00	-1,600.00
<b>Total 301 Assessment Revenues</b>	<b>202,056.04</b>	<b>223,293.00</b>	<b>-21,236.96</b>
316 Fines-Late Charg-Member Interst - Fees	950.65	500.00	450.65
317 Investment Income	831.62	600.00	231.62
318 Interest Earned Edward Jones	2,562.56	52,500.00	-49,937.44
<b>Total Revenue</b>	<b>\$206,400.87</b>	<b>\$276,893.00</b>	<b>\$ -70,492.13</b>
GROSS PROFIT	<b>\$206,400.87</b>	<b>\$276,893.00</b>	<b>\$ -70,492.13</b>
Expenditures			
400 Maintenance & Replacement			
401 Basins			
401.1 Routine Maintenance & Tree Clear		5,000.00	-5,000.00
401.4 Annual Sequim Inspection		5,500.00	-5,500.00
401.6 Annual Basin Mowing/Clearing		9,000.00	-9,000.00
<b>Total 401 Basins</b>		<b>19,500.00</b>	<b>-19,500.00</b>
405 Culverts			
405.5 Routine Culvert Inspection		5,000.00	-5,000.00
<b>Total 405 Culverts</b>		<b>5,000.00</b>	<b>-5,000.00</b>
410 Ditches			
410.1 Routine Repairs		5,000.00	-5,000.00
410.4 Mowing		18,000.00	-18,000.00
<b>Total 410 Ditches</b>		<b>23,000.00</b>	<b>-23,000.00</b>
420 Roads			
420.1 Repairs		25,000.00	-25,000.00
420.15 Crack Sealing		15,000.00	-15,000.00
420.2 Cleaning		3,000.00	-3,000.00
420.5 Striping & Reflectors	4,818.83	5,000.00	-181.17
420.6 Signage/Painting		500.00	-500.00
420.7 Snow Removal		15,000.00	-15,000.00
<b>Total 420 Roads</b>	<b>4,818.83</b>	<b>63,500.00</b>	<b>-58,681.17</b>
<b>Total 400 Maintenance &amp; Replacement</b>	<b>4,818.83</b>	<b>111,000.00</b>	<b>-106,181.17</b>
600 Overhead Costs			
601 Accounting & Legal Services			
601.1 Bookkeeping	1,110.00	6,720.00	-5,610.00
601.2 Filing & Document Fees		1,500.00	-1,500.00
601.3 Legal Services		1,000.00	-1,000.00
601.4 Audit		3,000.00	-3,000.00
<b>Total 601 Accounting &amp; Legal Services</b>	<b>1,110.00</b>	<b>12,220.00</b>	<b>-11,110.00</b>
610 Committee Expenses			
610.1 Annual Meeting		700.00	-700.00

# Highland Hills Maintenance Commission

Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July - August, 2025

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
610.3 Landscape & Beautification		200.00	-200.00
610.4 Annual Picnic		800.00	-800.00
610.5 Safety & Awareness		1,000.00	-1,000.00
610.6 Welcoming Committee		950.00	-950.00
610.7 President's Discretionary Fund		300.00	-300.00
610.8 Mowing		10.00	-10.00
<b>Total 610 Committee Expenses</b>		<b>3,960.00</b>	<b>-3,960.00</b>
620 Office Administration			
620.1 Misc Office Supplies & Copying		500.00	-500.00
620.2 Office & Computer Equip		500.00	-500.00
620.4 Postage	370.48	332.00	38.48
620.5 Rent	1,040.00	6,240.00	-5,200.00
620.6 Utilities	122.31	770.00	-647.69
<b>Total 620 Office Administration</b>	<b>1,532.79</b>	<b>8,342.00</b>	<b>-6,809.21</b>
630 Other Overhead Costs			
630.1 Bank Charges		50.00	-50.00
630.4 Insurance		11,400.00	-11,400.00
630.5 Website		100.00	-100.00
630.6 Unmowed Lot/Roadside Vegetation Control Costs	923.60	1,200.00	-276.40
<b>Total 630 Other Overhead Costs</b>	<b>923.60</b>	<b>12,750.00</b>	<b>-11,826.40</b>
<b>Total 600 Overhead Costs</b>	<b>3,566.39</b>	<b>37,272.00</b>	<b>-33,705.61</b>
<b>Total Expenditures</b>	<b>\$8,385.22</b>	<b>\$148,272.00</b>	<b>\$ -139,886.78</b>
NET OPERATING REVENUE	<b>\$198,015.65</b>	<b>\$128,621.00</b>	<b>\$69,394.65</b>
Other Revenue			
750 Transfer out of Reserves			
750.3 Road Striping Reserve Cash Withdrawal		5,000.00	-5,000.00
<b>Total 750 Transfer out of Reserves</b>		<b>5,000.00</b>	<b>-5,000.00</b>
<b>Total Other Revenue</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$ -5,000.00</b>
Other Expenditures			
701 Transfer into Reserves			
701.1 Overlay Transfer from interest	381.71	45,000.00	-44,618.29
701.25 Emergency Reserve Interest		7,875.00	-7,875.00
701.35 Road Striping Reserve Transfer	9,000.00	425.00	8,575.00
701.4 Transfer to Drainage Reserve	17,500.00	17,500.00	0.00
701.45 Drainage Reserve Interest		2,813.00	-2,813.00
701.5 Transfer to Road Overlay Reserve	85,000.00	85,000.00	0.00
<b>Total 701 Transfer into Reserves</b>	<b>111,881.71</b>	<b>158,613.00</b>	<b>-46,731.29</b>
<b>Total Other Expenditures</b>	<b>\$111,881.71</b>	<b>\$158,613.00</b>	<b>\$ -46,731.29</b>
NET OTHER REVENUE	<b>\$ -111,881.71</b>	<b>\$ -153,613.00</b>	<b>\$41,731.29</b>
NET REVENUE	<b>\$86,133.94</b>	<b>\$ -24,992.00</b>	<b>\$111,125.94</b>

## Issues and Activities

### Created 09/08/2025

#### Currently Held CD's

##### Edward Jones

##### Renewed 09/09/2025

Matures	Reserve	Term	Principal	Interest
9/09/30	Stripe	5 year	\$49,000	3.7%
9/04/29	Overlay	4 year	\$85,000	3.7%
9/04/29	Drainage	4 year	\$18,000	3.7%
9/15/26	Emergency	1 year	\$58,000	3.8%

##### Edward Jones

##### Renewed 7/1/2025

Matures	Reserve	Term	Principal	Interest
7/9/2029	Overlay	4 YR	\$203,000	4.05%
7/15/2030	Overlay	5 YR	\$100,000	4.00%

##### 1<sup>ST</sup> Security Bank

##### Renewed 05/17/2025

Matures	Reserve	Term	Principal	Interest
11/13/2025	Emergency	6 month	\$55,132.15	4.25%

##### Edward Jones

##### Renewed April 2025

Matures	Reserve	Term	Principal	Interest
4/02/30	Drainage	5 year	\$6,000	4.0%
4/02/30	Overlay	5 year	\$75,000	4.0%
10/30/25	Overlay	18mos	\$144,000	4.05%

##### Created September 2024 -EJ

Matures	Reserve	Term	Principal	Interest
9/18/29	Overlay	5 year	\$76,000	3.8%
9/20/27	Drainage	3 year	\$13,000	3.9%

##### Renewed in March 2024-EJ

Matures	Reserve	Term	Principal	Interest
04/01/27	Overlay	3 year	\$13,000	4.3%
10/09/25	emergency	18-month	\$ 14,000	5.00%

##### Renewed May 2024-EJ

Matures	Reserve	Term	Principal	Interest
5/18/2026	Overlay	2-year	\$127,000	5%
5/17/2027	Overlay	3-year	\$126,000	4.9%

## **UNFINISHED BUSINESS:**

Carried forward from the July Meeting:

Received an email from a resident concerned about mowing issues relating to fire safety. Their concerns will be addressed at a future meeting.

(Reference Board Policy 11-1)

Issue was discussed and no action taken.

Possible future item would be introduction of a Board Policy addressing "Hazard Abatement" issues.

## **NEW BUSINESS:**

Discussion about some kind of vehicle identification for Board Members when involved in Board activity; checking road issues, mowing compliance, etc.. Claire Savage will explore the possibility of some sort of small flag that can be utilized on an "as needed" basis.

Discussion concerning increasing the authorized height of fences. It was determined that the current Policy is sufficient and no action was taken.

## **OPEN FORUM**

Ernylee Chamlee will set up Zoom for the October 08, 2025 meeting

**MEETING ADJOURNED AT 1720 Hrs - 5:17 PM**

**M/S/C: R. Napier / R. Brown / All Aye**

Next meeting is scheduled for 4:00 PM on Wednesday October 08 2025

## **Respectfully Submitted:**

Duane Chamlee  
Secretary, HHMC  
September 14, 2025