

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**June 16, 2025**  
**6:00 pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. Call to Order
- II. Homeowner Concerns
- III. Approval of minutes
  - a) May 19, 2025 minutes
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations - May 2025
  - b) Financial Overview
  - c) Past Due
  - d) Proposed 2026 Budget
- VI. Old Business
  - a) Tree Work Outfront/storm damage
  - b) Violations Update
  - c) Lawyer
  - d) Board Of Director Nominations
- VII. New Business
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – July 19, 2025



5/19/2025 at 6:00 pm – called to order at 6:03 pm

Minutes approved  
at June 16, 2025  
Board meeting

## Highland Manor HOA

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### In Attendance

Leroy Neville, Teresa Sirbaugh, Al Shay, Mitcha Shay, Alan Griffith, John Lynch

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### Homeowner's Concerns

- Nothing to report

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### Approval of Minutes

Teresa read the minutes. A motion to accept them was made by Al S and seconded by Al G. The minutes were approved 5-0, with the changes noted.

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### Maintenance Report

- Swing sets were painted on Saturday. Thank you to all who helped.
- We replaced the swings while they were down.
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### Treasurer's Report

- Bank Reconciliation
- The Reserve Fund Transfer Policy was reviewed.
- Board Resolution - John seconded the motion to adopt the policy written up by the President and presented to the board. Al S. seconded the motion. Approved 5-0
- Board Motion – John seconded the motion to transfer \$7,800 from the reserve fund to the Operating fund to pay for the tree removal. Al G. seconded the motion. Approved 5-0
- Reserve Fund Transfer Log was reviewed with the board and will be kept up of any transactions.
- Overall Financial Review – Mitcha reviewed the attached report.
- Past Dues were discussed and will be addressed in the next billing cycle.
- John made a motion to approve the treasurer's report, Al G. seconded the motion, all approved 5-0

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### Old Business

- Tree work – We agreed to complete all the tree work that has been quoted so far.
- Violations update – Teresa requested that pictures and the address be sent to her so she can create a violation letter. Alternatively, send it to Leroy, and he will put the violation in the program. The current violations were reviewed. The software was reviewed in the meeting, so everyone has knowledge of it.
- Camera system – We need to run additional wires to install a couple more units.
- Spring event went well. Jess did a great job. Thank you, everyone, for coming and helping with the event.

- Back-to-school event – early August, late evening – 5-7, 6-8, water activity, badminton, squirt gun battle, etc.
- Lawyer – one of our homeowners forwarded information on an attorney who might be able to help us. Leroy reviewed their coverage of services with the board. Their hourly rate is \$400. His name is Whiteford, Taylor, and Preston.
- Newsletter -

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## **New Business**

- Nothing

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## **Board/Officer Comments**

- No comments.

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## **Closing**

Leroy adjourned the meeting at 7:40 pm, and the next meeting will be Monday, June 16, 2025, at 6 pm.

## June Financial Notes

Bank Account Name	June	May 2025
Checking	\$ 44,075.16	\$ 22,495.72
Savings	\$ 7,700.92	\$ 18,007.51
Capital Improvement Savings	\$ 10,320.76	\$ 10,010.12
Reserve Fund Savings	\$ 22,582.56	\$ 28,746.25
Community Donations	\$ 818.16	\$ 817.21

### Important Notes:

1. At last month's meeting, we voted to transfer **\$6,265.00** and **\$6,480.00** (from the Insurance check) from savings to checking to pay for the approved tree work.
2. We also voted to transfer **\$7,800.00** from the Reserve account to cover the cost of the mulching project we completed earlier this year.
3. Transferring these funds increased the checking account balance by **\$ 20,545.00**. The remaining **\$ 5,385.00** from checking.
4. The total cost of the tree work is **\$25,930.00**.

### Other Important Information:

- 2 Transfer Fee @ 250.00 went into savings
- **\$ 1,421.52** earned for the sale of Documents – Expecting **\$ 344.84** this week for additional sales of documents.
- There will be more to come, as we have just received notice that another house has been sold.

### Other Properties

12016 Heather Drive      06/14/2025 – Just sold  
 12023 Heather Dr.      05/21/2025 – **Postponed to the end of June**

Number of Past Due Owners Last Month	13	\$ 8474.67
Number of Past Due Owners This Month	10	\$ 11,592.41

**NOTE:** Of the \$11,592.41 in past dues, \$6,875.00 is for violation fines, leaving \$4,717.41.

### 2024 and 2025 Reserve Fund Update

2024	99 %	206	2025 - Last Month	63.9 %	133
			This Month	74 %	154

## Violations Updates

1. **Speaker (12023 Heather Dr.)** – **The roof needs to be replaced.** We have not heard back since we responded to their letter, indicating that they have placed a down payment and signed a contract to proceed with the repairs. We gave them 90 days in that letter, up to November 1. Leroy has drafted a letter with Mitcha to mail out in November.

**UPDATE:** No Change – The property is under contract, with a scheduled closing date of May 21, 2025, so fines are currently on hold. Leroy received the update, and the notice will remain posted until the end of June.

2. **Chavez (12117 Heather Dr)** -**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 rectify the issue.

**UPDATE:** Still no movement and receiving fines. Adding \$ 75.00 weekly. Now Owes: \$ 2,345.00

3. **Gorsuch (16305 McGregor Dr.)** - **They have several untagged vehicles full of junk and debris.** They have been there for years. Last year's inspection of all properties mentioned this as an issue that needs to be corrected. We drafted their first letter on August 27, 2024, outlining the violations. Then, a second letter, dated September 25, 2024, indicated that the fines would commence if the issues were not corrected by October 14, 2024, unless a hearing is requested.

**UPDATE:** We never heard back. We began adding fines, which are now at 75.00 weekly. Now owes: \$ 1750.00

4. **Fernando (12021 N. Scottish Court)** - Sent the first letter on 03/20/202 to remove all debris, such as the ladders and items outside the shed, or make them more presentable around the property. Gave them until 04/03/25. Teresa drafted the second letter. We need to update the ticket to reflect the second letter.

**Update:** Added weekly fine – he paid it. Still not in compliance – started weekly fine on 06/16/2025.

5. **Chapman (16310 Ayrshire Court)** **Shed rebuild** - Teresa drafted a second outline of the changes the Board wanted. Replace the T-11 and the roof, and apply a new coat of paint. On May 9, 2025, she wrote asking for more time.

**Update:** They are working on it and have added siding. Will check for progress later.

## **Newest Ones**



**Socks (12120 Heather Dr. - Please draft -** A vehicle has been in the driveway for several years. We previously documented the issue and sent a letter on June 19, 2023. Leroy spoke with the homeowner last week; she requested that the HOA send another letter. Leroy had just taken an updated photo to forward to our violations officer. She mentioned that receiving another letter might be the only way to persuade her son to remove the vehicle.



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- Camera system – We need to run additional wires to install a couple more units.
- Spring event went well. Jess did a great job. Thank you, everyone, for coming and helping with the event.

**Update:** A letter was sent on June 7, 2025, with a due date of June 19, 2025.



**Hawn (12009 Heather Dr.) - Please draft** and send a violation letter. Leroy has already contacted the county, and they have sent a citation to correct the issue.

**Update:** The county was going to mow, but Olen Hawn reached out and said he would mow; he did.

**Contacted two other properties by email, and the landlords had the tenants handle it quickly.**

**12035 N Scottish Court**

**16254 McGregor - The wrong recipient received the first email.**



## Highland Community Proposed 2026 Budget

Income	2026	2025	
Income (197 Paying) 11 non paying	\$ 81,952.00	\$ 86,528.00	
HOA Late Fee	400.00	400.00	
Transfer Fees	-	750.00	
Collection Letters	-	100.00	
Demand Letters	-	279.96	
<b>Total Income</b>	<b>\$ 82,352.00</b>	<b>\$ 88,057.96</b>	
<b>Expenses</b>			
Capital Improvement Funding	\$ -	\$ 1,000.00	-100.00%
Community Events/Annual Meeting	300.00	300.00	0.00%
Contract: Mowing	12,325.00	12,325.00	0.00%
Contract: Snow Removal	3,500.00	4,550.00	-23.08%
Contract: Salting	600.00	600.00	0.00%
Contract: Weed Spraying/Brush Removal	3,000.00	2,500.00	20.00%
Contract: Tree Removal	5,000.00 *	3,500.00	42.86%
HOA Board/Officer Insurance	1,900.00	1,825.00	4.11%
Legal and professional Fees	3,300.00 **	1,100.00	200.00%
Process Server - Legal Cases	400.00	280.00	42.86%
Court Cost	500.00	250.00	100.00%
HOA Tax Preparation	1,820.00	1,700.00	7.06%
1099 Tax Form Prep	200.00	200.00	0.00%
Postage	832.00	100.00	732.00%
Cleaning and Maintenance	1,000.00	1,000.00	0.00%
Porta John Cleaning	240.00	240.00	0.00%
HOA Software	1,513.00	1,620.00	-6.60%
Microsoft Office Software	160.00	150.00	6.67%
PDF Software	95.00	-	
OneDrive Cloud Storage	65.00	-	
Office Supplies	400.00	400.00	0.00%
Utilities: Upper Playground Electric	140.00	130.00	7.69%
Utilities: Office Electric	709.50	645.00	10.00%
Utilities: Street Lights	209.00	190.00	10.00%
Utilities: Grabage/Trash	32,936.56	31,669.76	4.00%
Utilities: Phone	278.25	265.00	5.00%
Utilities: Internet - Upper Playground	699.00	735.00	-4.90%
Utilities: Internet - Office	699.00	735.00	-4.90%
General Improvement/Repairs	1,250.00	1,250.00	0.00%
Prepaid Dues	832.00	400.00	108.00%
Credits and Discounts (Officer Dues Waiver)	2,912.00	2,912.00	0.00%
Computer and Office Equipment	1,000.00	1,000.00	0.00%
Gas/Fuel	100.00	75.00	33.33%
Fuel Surcharge	-	580.00	-100.00%
Budget Reserve Funding	1,000.00	1,000.00	0.00%
Bad Debt (write off dues)	1,251.00	4,160.00	-69.93%
<b>Total Expenses</b>	<b>\$ 81,166.31</b>	<b>\$ 79,386.76</b>	
<b>Net Income</b>	<b>\$ 1,185.69</b>	<b>\$ 8,671.20</b>	

\* Tree work we have estimate for by Aberdeen and Heather

\*\* Our Mission to hire Attorney to assist with foreclosure/collections, violations and documents