

Highland Manor Community Assoc., Inc.
Meeting Agenda
February 16th, 2026
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) January 19, 2026
- IV. Maintenance Report
- V. Treasures Report
 - 1) Bank Reconciliations - Jan
 - 2) Financial Overview – See handout
- VI. Old Business
 - a) Violations Update
 - b) Lawyer Update
 - c) Brush work
 - d) Grill
 - e) Easter Event – April 4?
- VII. New Business
 - a) New contracts for Trash, Lawn Care, and Snow Removal.
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – March 16 at 6 pm (weather permitting)



11/24/2025 at 6:00 pm – called to order at 5:59

Approved at
January 2026
meeting 4-0

Highland Manor HOA

In Attendance

Leroy Neville, Teresa Sirbaugh, Kathy Cheek, Al Shay, Alan Griffith, Carolyn Griffith, Jessica Lane

Homeowner's Concerns

No concerns were reported.

Approval of Minutes

The October minutes were read by Mitcha, a motion to accept them as read by John and seconded by Al G., and approved 5-0 with the changes noted.

Maintenance Report

- a. Elmer has been doing trash.
- b. Al G – Elmer requested we put in the newsletter that if someone leaves toys around for over two weeks, they will be disposed of/remove at our discretion. Al S. suggested putting up a sign at the playgrounds about the left/broken toys.
- c. Elmer suggested Matt can pick up trash along the road while he's gone.
- d. Keep an eye on the railroad ties because they seem to lift.

Treasurer's Report

- a. Bank Reconciliation – October was passed out and signed by the board.
- b. Financial Overview – Leroy reviewed the document that he drew up in the different categories. See attached sheet.
- c. Budget – The budget was reviewed, and the discrepancies were discussed.
- d. The financial report was read by Leroy, a motion to accept them as read by John and seconded by Al G., and approved 5-0 with the changes noted.

Old Business

- a. Violations Update – the violations that are still outstanding were reviewed.
- b. Lawyer Update –
 - o Working on the two collections that were already discussed
 - o Shelby is moving, so we don't see any need for a letter to the lawyer currently.
- c. Christmas Event – Saturday, December 20, 2025, from 12 – 2 pm. Flyers are up and posted on the software and social media. Set up for Friday, December 12, 2025, at 10:00 am.
- d. Continue brush work – Leroy is to have Gereme give us updated quotes and some new areas. Leroy and Al G. will set up a meeting with him.
- e. Leroy checked the prices of the picnic tables at Lowe's, and they are still not discounted. Al G. said someone is starting to deface our picnic tables in the upper

playground with magic markers. John says we can try to get it off with orange goof-off or something that won't damage the stain.

New Business

- a. Homeowner privacy – Sherry Kline has been harassing Al G. and Linda, as well as Al and Carolyn G. She went to Griffith's house, and Al and Carolyn had to tell her to leave their house several times after making several phone calls. She failed to tell the lawyer that we met with her twice. We have discussed these topics several times, and she has been told this will not be discussed again.
 - b. Christmas dinner – Friday, December 12, 2025, at 6:30 pm at the Hagerstown Diner / IHOP is our second choice.
 - c. Christmas Event - Carolyn is requesting small snack packs to put in the boxes. Leroy will get some. Carolyn is asking for some " guess what's in the box" with sign-up for adults. Can we put the flagpole back up so we can hang the "Open" flag out?
 - d. Look for software to report violations in communities
 - e. Newsletter
 - Control your speed
 - Abandoned toys/broken toys
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Board/Officer Comments

- No comments.
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Closing

The meeting was adjourned by Leroy at 7:45 pm. The next meeting is on Monday, January 19, 2025, at 6 pm.

Chapman – set up a task for a reminder. I drove by the other week, and I couldn't see the shed in question.

Socks – 12120 Heather Drive – I was in the middle of writing this letter but never finished it.

Hahn – 12009 Heather Drive – tall grass

Bonnie Carpenter – 16301 McGregor Drive – grass – done

Beside Linda – car with no tag – taken care of

Beside Donna – grass on bank

Signs – Cautious of children, motorcycles, wheelchairs, people walking, hidden cameras in our area

Kids at play

John to invite Jeff Cline to the next meeting

Change website

Suggestions to beautify our community/capital improvements



Highland Manor Community Association, Inc. February 16, 2026 - Meeting Minutes

Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville, Jr.

**Minutes Read and changes
made and passed 5-0 on
March 16, 2026 5-0**

I. Call to Order: 6:04 pm

Board Members Present

Leroy Neville Jr., John Lynch, Elmer Armentrout, Al Griffith, Carolyn Griffith,
Mitcha Shay, Teresa Sirbaugh, Kathleen Cheek, Matt Crotzer, Jessica Lane

II. Homeowner Concerns

A homeowner complained that some vehicles do not have up-to-date, visible tags or that the vehicle covers were made specifically for that type of vehicle, with tags visible.

III. Approval of Minutes January 16, 2026

November 19, 2025, Minutes still not approved, not available. January 16, 2026, minutes were read by Kathy C, and a motion to approve was made by John, seconded, and approved as read 5-0.

IV. Maintenance Report

Due to increasing trash along roads, Matt will expand the area he maintains. Matt will monitor the area behind mailboxes on Aberdeen and Heather Drive.

Matt said the two picnic tables at the lower playground are damaged beyond repair. Matt did what he could to make them safer until we can get two new ones. For safety, we are replacing them with two new ones as soon as possible.

V. Treasurer's Report

- Bank Reconciliations for January and February were reviewed and signed by Board members and officers.
- Leroy and Mitcha presented the Financial Overview. Leroy made a mistake in the handout, which stated the HOA had \$13,046.78 in Capital Improvements. It should have been \$11,484.13. The bank statement attached to the bank reconciliation reflects the correct amount. Please see the February 2025 handout.
- Motion to approve the Treasurer's Report was made by John and seconded by Al Shay, and

VI. Old Business

- a) Violations Update - Teresa will send out violation letters, one letter per violation; she will use Managecasa for this.
 - 1) The 12001 S Scottish Court violation was corrected by them placing the right car cover according to our rules and regulations.



Highland Manor Community Association, Inc. February 16, 2026 - Meeting Minutes

- 2) 12102 Heather was sent a violation letter concerning an untagged vehicle. The landlord spoke with the tenant, and they will get a car cover and/or the sale vehicle. As of 02/14, the vehicle has been removed from the property. **Violation closed.**
 - 3) 16201 McGregor Drive was sent a violation letter concerning a vehicle part in their yard. As of 02/15/2026, this violation is still there. They have until 02/20/2026 to correct before receiving 2nd letter with possible fines.
 - 4) 11913 Heather Drive was sent a violation concerning a tanning bed on the property that has been there for months. As of 02/14/2026, the issue has been resolved.
 - 5) 16310 Ayrshire Court - Makeshift shed....no progress, need to take new pictures and draft a letter.
 - 6) 12023 Heather Drive - roof needs to be repaired. House in foreclosure.
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- a) **Lawyer Update** - Carr/Jones garnishment of bank accounts. The bank was sent a form to complete, and they indicated no assets there. I sent him a letter that the Carr's sent us along with 2 money orders for 150.00 indicating they will pay 150.00 a month until the account is paid in full. The lawyer said to accept and let him know if they miss payments.
 - b) **Water Management (SWM)** - On hold due to snow storm, will schedule another meeting with the County to review what is needed to repair.
 - c) **Large Grill** will be donated to John Lynch's son to make room for more storage in the office shed for required document storage. Elmer will be shelving.
 - d) **Easter event** - Set for April 4, from 12 noon to 2:00 pm. The dates for the other events were set, and a flyer will be created by Teresa.

VII New Business

- a) New contracts for Trash, Lawn Care, and Snow Removal are coming up. Need to update every 3 months.
- b) If SWM work needs to be completed and the estimates come back too expensive, we may need to look at our Reserve Fund Study to see when and how much money is allocated for repairs and use that money. We have a procedure in place to pull funds from that account.
- c) Al G mentioned purchasing a camera to watch the front mailbox cluster on McGregor to catch whoever is placing advertisements and to monitor kids riding dirt bikes and four-wheelers in SWM. The estimated was around 80.00.

VIII. Board/Officer Comments

Adjourned — Next Meeting: 03/16/2026



February 2026 Financial Notes

Bank Account Name	February	January
Checking	\$ 43,055.41	\$ 37,176.14
Savings	\$ 13,055.09	\$ 13,046.78
Capital Improvement Savings	\$ 11,491.45	\$ 11,484.13
Reserve Fund Savings	\$ 35,859.16	\$ 32,676.07
Community Donations	\$ 623.11	\$ 622.71

- Last month, I (Leroy) had a mistake on the handout, which stated the HOA had \$13,046.78 in Capital Improvements. It should have been **\$11,484.13** - the bank statement attached to the bank reconciliations reflects the correct amount.
- Have as of today \$ 1873.00 to deposit in Checking later this week
- Have as of today \$77.00 to deposit in the reserve later this week.

Number of Past Due Owners Last January	14	\$ 8,231.03
Number of Past Due Owners This February	45	\$ 15,816.83
Violation fines	2	\$4,100.00

- The increase in Past Dues is because HOA Dues for the 1st half of 2026 are past due. **Will be adding a late fee and sending out letters by week's end. Will use software to send letters.**
- One homeowner we are trying to garnish a checking account; the bank submitted to the court an affidavit saying they have no assets. Then, the homeowner submitted in writing that they will pay \$150.00 a month and gave us 2 \$150.00 money orders.
- The association has initiated legal action and is currently awaiting formal service of the complaint. – Homeowner was served, we talked, and they paid 640.00 of their will pay the other 450.00 later this month, but the court case amount is settled.
- Another one we filed an estate claim – Claim paid.
- Also, we are tracking down where she is, and the owner is responsible for paying. The house is up for sale- has an offer – waiting for the closing company to give the amount owed to the HOA. Been in contact with a Realtor. They ordered a set of documents.

Reserve Fund Update

2024	99.51%	207	2025	98.55%	205	2026	52.88%	110
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