

Highland Manor Community Assoc., Inc.
Meeting Agenda
November 24th, 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) November 24th 2025 minutes
- IV. Maintenance Report
- V. Treasures Report
 - a) Bank Reconciliations - October
 - b) Financial Overview
- VI. Old Business
 - a) Violations Update
 - b) Lawyer Update
 - c) Continue with Brush work
 - d) Christmas Event – Dec 20th, 12 -2 pm
- VII. New Business
 - a. Homeowner Privacy
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – January 19 at 6 pm (weather permitting)





Approved at
November meeting
5-0

10/20/2025 at 6:00 pm – called to order at 5:59

Highland Manor HOA

In Attendance

Leroy Neville, Teresa Sirbaugh, Kathy Cheek, Al Shay, Mitcha Shay, Alan Griffith, Carolyn Griffith, Elmer Armentrout, Sherrie Kline, Don and Sandy Rutter, and Jessica Lane.

Homeowner's Concerns

- a. Sherrie Kline voiced her concerns about the late payments she has received. The same information was discussed in the meeting with Sherrie that Leroy and I had a few weeks ago. The brush is being taken care of with the quote for the overall brush removal. Leroy suggests waiving one of the late fees. It was voted and approved to waive one fee. She had requested to have someone she knows come and work on the property to pay off the debt, and the lawyer said that is not a good idea, due to legal and insurance reasons. She enquired about the snow removal and how much we paid. Leroy reported that last year it was \$1,435. Sherrie asked how much she owes at this time. Leroy told her how much she owes.
- b. Don and Sandy Rutter – Sandy asked about any leaf pickup for trash. They don't have anything specific. Don asked about taking down a tree. Do we need special tools or anything? Leroy said to maintain your property if there is potential damage to fences, etc.

Approval of Minutes

The annual meeting was noted as our monthly board meeting for September of 2025. The minutes were read by Mitcha, a motion to accept them as read by Alan G. and seconded by Al S., and approved 5-0 with the changes noted.

Maintenance Report

- Leroy bought the no litter signs, and they will be displayed at each entrance and in the parks. They are picking up the railroad ties and moving them along with other things.

Treasurer's Report

- a. Bank Reconciliation – July 2025 – reserve and August and September all accounts.
 - b. Financial Overview – Mitcha reviewed the document that Leroy drew up and the different categories. See attached sheet.
 - c. The financial report was read by Mitcha, a motion to accept it as read by Alan G. and seconded by Al S., and approved 5-0 with the changes noted.
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Old Business

- a. Violations Update – Leroy reviewed the various homes that have been discussed before and gave updates.
- b. Lawyer Update – He’s working on the Carr property, can’t act until they hit \$5,000 in fines.
 - o Shelby Marsden – lawyer, asked us to send a violation letter. Leroy talked to the homeowner, and they may be moving. The convenience store lady is not pushing anything else.
- c. Halloween – Friday, October 31, 2025, 6-8 pm – We will be giving out candy that night. The association will be giving out candy at the office. Teresa will make a flyer to be posted. Leroy will pick up candy.
- d. Christmas Event – Saturday, December 20, 2025, from 12 – 2 pm. Al G. will be Santa this year. We will make an inventory of the treat boxes. Carolyn said we needed some stickers. I will make a flyer to be posted. Set up at 11 am.
- e. We received the \$100 credit that was due to us for the internet issue.

New Business

- Continue brush work – Leroy is to have Gereme give us updated quotes.
- Leroy hasn’t priced picnic tables yet. That has been tabled.

Board/Officer Comments

- No comments.

Closing

The meeting was adjourned by Leroy at 7:42 pm. The next meeting is on Monday, November 17, 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



January 2026 Financial Notes and Violations Update

Bank Account Name	January	November
Checking	\$ 20,047.55	\$ 20,047.55
Savings	\$ 12,453.22	\$ 12,453.22
Capital Improvement Savings	\$11,484.13	\$ 11,269.94
Reserve Fund Savings	\$ 31,943.30	\$ 31,943.30
Community Donations	\$ 663.67	\$ 663.67

Properties Closing	Closing	Under Contract
11905 Heather Drive		

Note: A homeowner questioned our Resale Packet Fee, saying we were overcharging. While doing some research and conferring with HOMEWISEDOCS and our attorney, we were charging for a pre-sale inspection report that we were not allowed to charge for. It was a mistake Homewisedocs made while setting up our system. I had no idea we charged for it; I thought it was included in the bundle. We are now within state law. The charge is 274.22 plus a 37.00 fee; we can only keep the 274.22 inspection fee. We used to be 344.84 before this incident.

Number of Past Due Owners Last October	19	\$ 12,751.75
Number of Past Due Owners This November	20	12,701.75
Violation fines	2	\$3,528.00

We sent 14 demand letters. Four homeowners paid in full, including dues and attorney fees. One paid dues but left out the late fee and legal costs—we followed up to clarify that those charges remain due. An other homeowner began making payments and will discuss options with the Board tonight. Eight accounts remain unpaid and under review for next steps.

Reserve Fund Update

2024	99 %	206	2025	95.67 %	199	2026	43.26%	90
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Violations Updates

- Speaker (12023 Heather Dr.)** – **The roof needs to be replaced.** We have not heard back since our response to their letter, which indicates 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.



January 2026 Financial Notes and Violations Update

UPDATE: No Change – Fines still accumulating. The lady who purchased Hawn's Property has an offer in.

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, with penalties continuing. Another letter was drafted, reminding him of the fine and offering suggestions to rectify the issue.

UPDATE: Sent him a message on 05/17/2025 and told him this truck needs to be gone. He said give him 1 to two weeks and it will be gone. If not, the fines will start again.

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: The property is cleaned up. The Red Truck is staying there he filed for lost title and is getting tags is just re-titles and tagged it

4. **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: Need to draft letter indicating we still are not satisfied and the reason.