

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**January 19, 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) November 24, 2025, minutes
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations - December
  - b) Financial Overview
- VI. Old Business
  - a) Violations Update
  - b) Lawyer Update
  - c) Brush work – Aberdeen Drive retention pond
- VII. New Business
  - a) Need to work on new contracts for Trash, Lawn Care, and Snow Removal.
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – February 16 at 6 pm (weather permitting)



# Highland Manor Meeting Minutes

**Date:** January 16, 2026  
**Call to Order:** 5:53 PM

Approved by Board  
4-0 on 02/16/2026

## Board Members Present

Leroy Neville, Al Shay, Mitcha Shay, Alan Griffith, Carolyn Griffith, Elmer Armentrout

## Homeowners Present

Sherrie Kline

## Homeowner Concerns

### 1. Sherrie Kline

- Reported that the Carrs’ animals are roaming unleashed and urinating on shrubs.
- Noted that the vehicle in their driveway (silver Sonata) does not have a visible license plate.
- Stated that the homeowners do not seem concerned about their trash cans being lost or displaced.
- Andy offered—and she agreed—to allow him to step onto her property to take a photo of the neighbor’s vehicle to determine whether it may have out-of-state plates (where only one plate is required).
- She was advised that the HOA cannot take action regarding animals.
- She was informed that a car cover is permissible for an unlicensed vehicle.

### 2. Police Activity – South Scottish Court

A large police raid occurred today, with a significant law enforcement presence. It appeared to involve the house at the end on the left. Reports suggested they may have been searching for an individual wanted as a felon in possession of a firearm.

### 3. Police Activity – Heather Drive

There was recent police activity on Heather. It was learned that Helen passed away, although no obituary was published. Her son, who lived next door to her, died a few months after her passing.

## Minutes

Approval of the minutes was not completed because none were available. Teresa and Kathleen were absent.

## Maintenance Update

- **Trash Pickup:** Elmer and Alan G. collected a significant amount of trash, but more accumulated within an hour.
- **Pine Cones:** Jeremy expressed frustration with the excess pine cones. Al S. noted that Rosemary’s Florist is willing to take them and will follow up.
- **Roadside Deer:** A deceased deer was moved by the County into the ditch and has nearly decomposed.



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- **Upper Shed:** The board discussed the need to paint the upper shed soon.
- **Wooded Area Cleanup:** Matt will clean the wooded area behind the mailbox cluster at Aberdden and Heather Drives.
- **Large Grill in Storage:** The board agreed to attempt to sell the oversized grill on the marketplace and consider purchasing a smaller replacement.
- **Storage Shelving:** Elmer will install additional shelving for required document storage. More lumber is needed, and the board will obtain the materials.

## Treasurer's Report

See attached handout.

## Financial Report (Presented by Mitcha and Leroy)

1. **December Reconciliation:**  
Bank accounts were reconciled to a zero difference. All reconciliation reports were signed by the board.
2. **Income Update:**  
Approximately \$12,000 was collected, with about half coming from forms and rush fees. Collection efforts continue to show strong results.
3. **Reserve Study Allocation:**
  - Leroy requested a motion to transfer \$1,000 for both 2025 and 2026 to meet Reserve Study requirements.
  - Motion made by Alan G., seconded by Al S., and approved 5-0.
  - The next Reserve Study is scheduled for 2027, as required by state law every five years.
  - After the 2027 study, the \$1,000 annual contribution may be removed.
4. **January Savings Update:**  
Savings balance updated to **\$13,046.78**.

**Motion to approve the financials** was made by Alan G., seconded by Al S., and approved 5-0.

## Old Business

## Violations Update

All violation letters will now be sent via certified mail to ensure confirmed receipt.

- **Speaker:** Property is in foreclosure; no purchase has been made.
- **Chavez:** Boats and trucks have been removed. New violations (e.g., a bed on the porch) require restarting the process.
- **Gorsuch:** Original violation corrected. Any new issues require a new violation letter.
- **Chapman:** Violation remains unresolved. Send a violation letter.



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## Lawyer Update

Leroy provided an update on the attorney's recommendations. The process for pursuing garnishments is being initiated.

## Brush Work – Aberdeen Retention Pond

A discussion was held regarding ongoing issues at the retention pond. A meeting will be arranged with the County, Jeremy, and the board to ensure consistent information and avoid unnecessary back-and-forth.

- Jeremy reports that trees are blocking the flow.
- The County has provided a different assessment.
- A blocked pipe has been identified.
- Concerns include erosion, a sinkhole, and significant trash accumulation.
- Reserve funds may be used if the project is necessary to correct water-flow issues.

## New Business

1. A homeowner's rear-end of their vehicle is their front yard. Andy will obtain photos.
2. Board members should take photos of any violations and send them to Leroy; violation letters should be initiated in ManageCasa.
3. Additional officer participation is needed. Leroy cannot manage all responsibilities alone; without more support, this may be his final year.
4. Need to confirm with Teresa whether the HOA has a phone or whether MagicJack can be used for calls.
5. Kathleen is stepping up to assist.
6. Leroy will deliver documents to SEK (an accounting firm) tomorrow and complete the 1099s for vendors.

## Board/Officer Comments

None.

## Next Meeting

**Monday, February 16, 2026, at 6:00 PM**

## Adjournment

Motion to adjourn made by Alan G., seconded by Al S., and approved 5–0.

**Adjourned at 6:52 PM**

**Minutes recorded by:** *Mitcha Shay*



# January 2026 Financial Notes and Violations Update

Bank Account Name	January	November
Checking	\$ 37,176.14	\$ 20,047.55
Savings	\$ 12,453.22	\$ 13,046.78.22
Capital Improvement Savings	\$ 13,046.78	\$ 11,269.94
Reserve Fund Savings	\$ 32,676.07	\$ 31,943.30
Community Donations	\$ 622.71	\$ 663.67

**Important:** To comply with the Fair Debt Collection Practices Act, and as advised by our new attorney, the HOA cannot share the names or addresses of specific past-due homeowners. However, we can provide:

- The total delinquency amount
- The number of accounts currently past due

To comply with this new information from our attorney, I (Leroy) will be going back and removing any specific homeowner information from the meeting minutes.

Number of Past Due Owners Last November	20	\$ 12,701.25
Number of Past Due Owners This January	14	\$ 8,231.03
Violation fines	2	\$3,900.00

- One homeowner we are trying to garnish a checking account
- The association has initiated legal action and is currently awaiting formal service of the complaint.
- Another one we filed an estate claim
- Also, we are tracking down where she is, and the owner is responsible for paying.

## Reserve Fund Update

2024	99 %	206	2025	96.63 %	201	2026	45.19%	94
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In reviewing our Actual Budget Spending versus 2025 Budget and the Reserve Study, I (Leroy) forgot to move \$1,000.00 to the Reserve Funds bank account. It requires us to fund \$1,000.00 per year. See below:

Highland Manor Community Association Inc. reports a Starting Balance of \$2,500 and Annual Funding totaling \$1,000, which is inadequate to fund projected replacements starting in 2026. See Page A.3 for a more detailed evaluation.

So, I (Leroy) am requesting a motion to fund the Reserve Account for \$1,000.00 for 2025 and 2026. Please note that the HOA will conduct the next study in 2027 (need to confirm with the vendor) and will have it removed from our annual operating budget.



# January 2026 Financial Notes and Violations Update

## Violations Updates

1. **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.

**UPDATE:** No Change – Fines still accumulating. House heading into foreclosure. As soon as we receive a letter regarding the foreclosure, we will reach out to the bank to seek a remedy. Remember, if it goes to foreclosure, we only receive 4 months of dues – NOTHING else.

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:** The truck is finally gone. There are other issues seen there that will need to be addressed in a separate violation letter.

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:** I had him remove the box with the pump or whatever that was out front. He still wants to find someone to fix his skirting (not in the original violation). There may be other issues we need to address, but for this specific violation its corrected.

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 a letter indicating we are still not satisfied and the reason.