

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**October 20, 2025**  
**6:00 pm**



**Type of Meeting:** Board and Officer

**Meeting Facilitator:** Leroy Neville Jr

- I. Call to Order
- II. Homeowner Concerns
  - a. Sherrie Kline
- III. Approval of minutes
  - a) August 18, 2025 minutes
- IV. Maintenance Report
- V. Treasures Report
  - a) Bank Reconciliations - July 2025 -Reserve and August and September all accounts.
  - b) Financial Overview
- VI. Old Business
  - a) Violations Update
  - b) Lawyer Update
  - c) Halloween – Friday, October 31.
  - d) Christmas Event
- VII. New Business
  - a. Continue Brush work?
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – November 17, 2025



**Board Approved at  
October 20 meeting  
4-0 with changes  
noted**

*8/18/2025 at 6:00 pm – called to order at 6:03 pm*

Highland Manor HOA

---

## **In Attendance**

Leroy Neville, Teresa Sirbaugh, Al Shay, Mitcha Shay, Alan Griffith, John Lynch, Carolyn Griffith, Matt Crotzer, Jeff Patterson and Jessica Lane.

---

## **Homeowner's Concerns**

- 12012 S. Scottish Ct. – Jeff Patterson
  - o He understands association dues, but he is complaining about the trash collection being so high.
  - o Tree in common area that has destroyed his chain link fence.
  - o Neighbors behind him look like Sanford and Son. He had to pay out of his own pocket, so he does not have to look at it.
  - o Dave's house is in shambles and needs some attention.
  - o He was told the area behind his house is the HOA responsibility and there would be no rental properties.
  - o He feels he is not getting any help from the association about his issues.
  - o Leroy proposes we write a letter using the attorney's template letter about the issues regarding the tree. He said that Dave's property is in process.
  - o We have our new attorney look at all our issues.
  - o Leroy has reached out to Kristin with the county to confirm what HOA property is and what the homeowner's responsibility is.
  - o Mr. Wrightson's tenants ripped their fence down and expanded their yard. Jeff cannot do anything about his fence without their dogs having access to the their yard.

Leroy reached out to the zoning about the question of opening a convenience store, referring to our documents. We do not allow businesses to walk up. Shelby has been notified. Leroy is still waiting on the zoning director for final answers.

---

## **Approval of Minutes**

Teresa read the minutes, a motion to accept them as read by John and seconded by Al S. and approved of 5-0 with the changes noted.

---

## **Maintenance Report**

- Matt trimmed trees at the lower playground– they looked nice.
- Elmer and the Griffiths hauled it and other debris to the landfill.
- Elmer picked up lots of trash out front.

---

## **Treasurer's Report**

- Bank Reconciliation – July 2025 – everything balanced out.
- Financial Overview – Leroy reviewed the document that was in the packet and attached on the website.
- Past Dues were reviewed and discussed.

- John made a motion to accept them as read and seconded by Al S and approved of 5-0 with the changes noted.
- 

### **Old Business**

- Violations Update – the list was reviewed and discussed.
    - o Chapman – please have someone drive by and request some changes be made.
  - Lawyer – the templates were reviewed and the letter to Gorsuch was read by Mitcha.
  - Annual Meeting Agenda -
  - Summer Event – Leroy has been sending out posts. Jessica liked the idea of all the prizes and will figure out what to do that day. Volunteers to show up by 4pm. John has a few popups. Leroy to go Saturday morning to get the food. Jess suggested getting the Italian ices at Sam's Club. Elmer is bringing a cake and Mitcha agreed to make mac and cheese. Jess asked for a large container to put the water balloons in. She also asked if we get a gift card for balloon clean up.
- 

### **New Business**

- Tree Brush Work – Leroy, Al G and Elmer met with Gereme about cleaning up the hillside. The proposed budget was amended for this quote. The quote from House and Cumberland Valley and was agreed to award it to House. Al G made the motion to accept Gereme's quote for tree removal from the mailboxes up to 20' \$6,595. John seconded the motion and there was a 5-0, all approved.
- 

### **Board/Officer Comments**

- No comments.
- 

### **Closing**

The meeting was adjourned by Leroy at 8:18 pm. The next meeting is on Monday, September 15, 2025. The Annual Meeting is September 13, 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



## October Financial Notes and Violations Update

Bank Account Name	October	August
Checking	\$ 23,293.71	\$ 33,164.10
Savings	\$ 11,438.68	\$ 8,749.72
Capital Improvement Savings	\$ 11,162.83	\$ 10,642.55
Reserve Fund Savings	\$ 31,473.53	\$ 29,736.84
Community Donations	\$ 663.25	\$ 704.35

The HOA had two significant expenses since our last meeting in August:

- Brush Clearing – Aberdeen Area - \$7,710.00.
- Legal Review and Drafting – Carr and Gorsuch Matter - \$2,848.52.

### Breakdown of Legal Expenses:

- Carr: The majority of legal costs have been charged directly to her account. A portion of the work was deemed a general inquiry and not billed individually.
- Gorsuch: Most legal expenses will be covered by violation fines, as they stem from enforcement actions.

Properties Closed	Closing	Under Contract
11925 Heather Drive	12009 S. Scottish Court	12036 N. Scottish Court
11927 Heather Drive	<i>Closing Date: 10/28/2025</i>	

**Note:** On every property sold, we typically receive (except for foreclosures — four months' dues only) any monies owed to the HOA for dues and other fees, along with a transfer fee, a capital contribution, and sale-of-documents fees.

We are receiving **\$640.84** from the Sale of Documents on 10/22/2025. – Include in checking balance above.

<b>Number of Past Due Owners Last August</b>	<b>43</b>	<b>\$ 19,029.21</b>
<b>Number of Past Due Owners This August</b>	<b>19</b>	<b>12,751.75</b>
		<b>Without violations \$ 9,978.75</b>

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. Another 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	92.78 %	193	2026	41.82%	87
------	------	-----	------	---------	-----	------	--------	----

### Financial Information

**Known Expenses through 12/31/25: \$ 8535.00**

**Potential EOY: \$ 14,758.71 \***

- **One reason dues are not going up.**



# October 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. 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:** We met with Mr. Gorsuch and finalized an agreement, which he has since honored. He's made steady progress and has checked in with me multiple times. During our most recent conversation on October 17, 2025, he informed me that the buyer for the red truck backed out, but he has identified another potential buyer and expects to provide an update early next week. He remains current on his monthly fine payments and plans to make another HOA dues payment on October 24, 2025. He's still working to get the skirt repaired and now has Mr. Duval's contact information to assist with that. Additionally, he purchased a car cover for the Buick. Once the red truck is removed, one of the vehicles will be moved into the driveway to comply with parking guidelines..

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.

5. **Fernando (12021 N Scottish Ct.)** - The property has several maintenance issues that need attention. Old landscaping timbers and rocks are piled behind the shed, along with construction materials—including white items—and miscellaneous debris such as a black rack or shelf. The tree and surrounding greenery require pruning, and the grass exceeds six inches in height. Weeds around the house also need to be trimmed. Please refer to the attached letter for full details and compliance expectations.



## October Financial Notes and Violations Update

**UPDATE:** Last checked 10/16 and still not corrected. Fines will start if not corrected on 10/21/2025.

6. **Lynch (12023 N Scottish Ct.)** - The property requires immediate attention due to visible overgrowth in and around the yard, including along the fence lines. Debris is scattered throughout the premises, contributing to a lack of overall upkeep. Additionally, all buildings and structures—such as roofs, gutters, skirting, shutters, and decorative trim—must be maintained in good condition and repaired as necessary to comply with community standards.

**UPDATE:** The Board conducted an inspection on October 16 and observed that John has made steady progress on property improvements. He replaced both porches, removed much of the debris, and trimmed vegetation along the fenceline and around the house. Most of the previously identified issues have been addressed and are currently in compliance. No fines will be issued at this time. The Board will follow up with John for a progress update and plans to conduct another check within the next week. Based on that review, we will determine whether the matter can be closed.