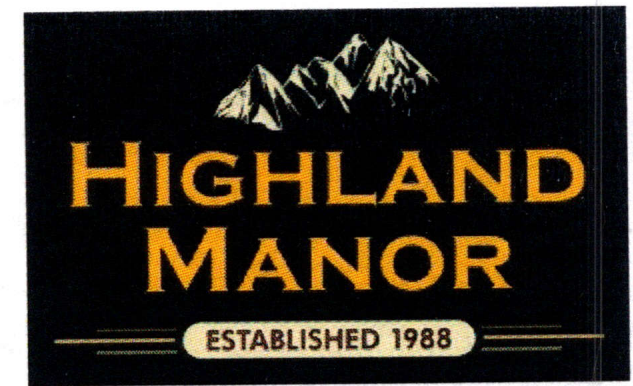


Highland Manor Community Assoc., Inc.

Meeting Agenda

July 21, 2025

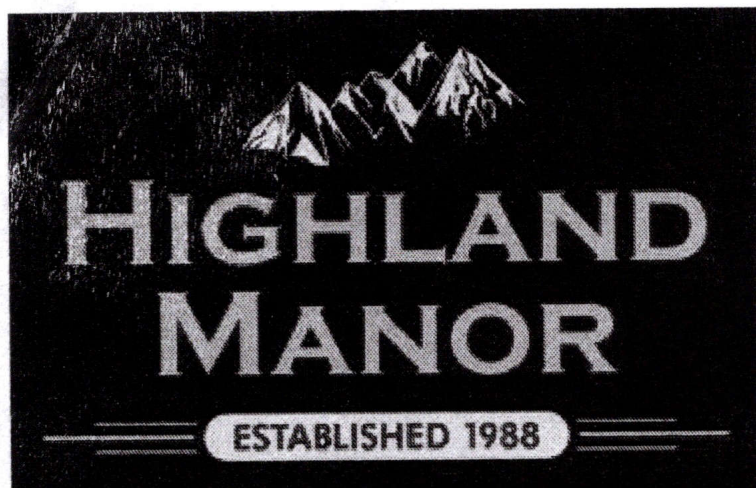
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

- I. Call to Order
- II. Homeowner Concerns
- III. Approval of minutes
 - a) June 16, 2025 minutes
- IV. Maintenance Report
- V. Treasures Report
 - a) Bank Reconciliations - June 2025
 - b) Financial Overview
 - c) Past Due
 - d) Proposed 2026 Budget and Letter
- VI. Old Business
 - a) Tree Work Outfront
 - b) Violations Update
 - c) Lawyer
 - d) Board of Directors
- VII. New Business
 - 1. Send out ballots
 - 2. Annual Meeting Agenda
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – August 18, 2025



Approved
7-21-25
LGO

6/16/2025 at 6:00 pm – called to order at 6:01 pm

Highland Manor HOA

In Attendance

Leroy Neville, Teresa Sirbaugh, Al Shay, Mitcha Shay, Alan Griffith, John Lynch, Carolyn Griffith, Elmer Armentrout, Sherry Kline, and Kathy Cheek

Homeowner's Concerns

- Elmer asked if he could cut down the branch that was obstructing the view. Kathy said yes.
- Al mentioned putting ads in the mailboxes, and it was made clear that this is not allowed.
- Dirt bikes and mopeds are still an issue. Leroy wrote a summary of the activity taken by the association to resolve the issue.
- The house down the street has fires and loud music late at night. We told them to call the police. Leroy has the flyer from the county ordinance showing that you can't have a fire after a specific time.
- Miss Becky needs another trash can. Leroy asked that anyone with issues with trashcans let him know so he can compile a list. Teresa has two trash cans and doesn't need them. Elmer will come and get my larger one and give it to Miss Becky.
- Sherry – enquired about the porch – 6' x 8' is the size that she is looking at. She said the county said she needs a permit.
- Elmer did a walk before he came here – the shed is not done.
- Moses (16214 McGregor Drive) put a fence up in the front composed of ladders.
- Leroy said there is a lot of common-sense stuff that needs to be cleaned up in the community.

Approval of Minutes

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

Maintenance Report

- We need a cushion on the corner for the air conditioning unit outside the office door. Elmer will take care of that.

Treasurer's Report

- Bank Reconciliation – May 2025 – was passed around and signed
- Financial Overview – Mitcha read off the balances according to the attached sheet. The other financial information and differences in the balances were discussed.
- Past Due – were mentioned but not reviewed individually.
- Proposed 2026 Budget – Leroy reviewed the attached document and made clarifications where needed. He doesn't see a need to raise the dues for this coming year. We will review it again next month.

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

Old Business

- Tree Work – out front/storm damage – they came today to clean up but left earlier
 - Violations – see the attached listing of updates. We have a significant number of unlicensed vehicles in the community that require attention.
 - Lawyer – Leroy reached back out to the guy, but there was no response. If he doesn't respond, we will move to the other one.
 - Board of Director Nominations – We have no other individuals interested in changing any of the seats.
 - Summer Fun Bash - Jess agrees August is a good time, we can do some reusable water balloons, balloon toss, put together backpacks of school supplies was discussed but shot down unless we find a donor, August 23, 2025 from 5-7 pm, hamburgers and hot dogs will be provided, pot luck, we will provide water, lower playground, snow cones, food truck idea, etc., Kona Ice was suggested, popcorn, regular balloons, and have a contest on how many kids can pick up, gift cards for \$25 each as prizes. Water cannons for grand prizes. Face painting
-

New Business

- Nothing
-

Board/Officer Comments

- Elmer suggested creating a thank-you card for Linda and Donnie Kline for cleaning up the community.
 - Leroy asked to start thinking about any other capital improvements that might be needed in the community.
 - John suggested putting in some horseshoe pits and cornhole. Also maybe getting a port-a-john up top.
-

Closing

Leroy adjourned the meeting at 7:50 pm and the next meeting will be Monday, July 21, 2025, at 6 pm.

July Financial Notes

Bank Account Name	July	June 2025
Checking	\$ 28,724.99	\$ 44,075.16
Savings	\$ 8,749.72	\$ 7,700.92
Capital Improvement Savings	\$ 10,531.32	\$ 10,320.76
Reserve Fund Savings	\$ 25,362.96	\$ 22,582.56
Community Donations	\$ 819.00	\$ 818.16

Important Notes:

1. The checking account balance dropped by **\$25,930.00 (approved by the Board)**, plus an additional **\$540.00**. I approved the \$540.00 to trim the two remaining pine trees on the right side of Heather's first entrance. That completed the pruning for all the front trees. I've asked Evan to return, since I wasn't satisfied with how little he pruned those trees—they still need more attention.

Other Important Information:

- 2 Transfer Fee @ 250.00 went into savings
- \$ 537.84 earned for the sale of Documents – went into savings
- 2 properties we collect Capital Contributions (100.00 each)– went into the Capital Account

Other Properties

12023 Heather Dr. 05/21/2025 – **Postponed to the end of July**

Number of Past Due Owners Last June	10	\$ 5,198.41
Number of Past Due Owners This July	9	\$ 4,870.41

Note: Last Month (June) gave you the wrong past due – it should have been **\$5,198.41**, not **\$ 11,592.41**

1. This amount does not reflect violations and the 2025 or 2026 Reserve Fees.
2. We will be sending out late fee notices for the 2025 Reserve Fees, which were due on June 30, 2025. With a 16-day grace period by law, we gave them until 07/16/2025.

Reserve Fund Update

2024	99 %	206	2025	85 %	177	2026	10.57%	22
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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 July, so fines are currently on hold.

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. I drafted a fourth letter reminding him of the fine and offering suggestions to rectify the issue.

UPDATE: I met with Mr. Chavez, and he explained his point about what was taking so long. He needed the titles for the boats, and he now has them. So, he paid some fines. I agreed that if we removed the boats within two weeks, I would waive the other penalties, which were \$3,100. I stressed to him that if they are not gone in two weeks, all the fines would be reinstated. **The boats are gone. We also agreed to work on removing the truck full of junk and without tags, as well as addressing other debris around his property.**

Also, I stressed to him that in the future, he should not ignore the letters, as communication is the key to the letters. The HOA Board is willing to work with anyone as long as we have communication.

He is selling his property to his brother.

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: \$ 3850.

Another situation, no communication. Suitable property for a new attorney to send letter.

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. Tessa drafted the second letter. We need to update the ticket to reflect the second letter.

Update: Has paid fines and cleaned up most of the mess. Needs to find a better way to store ladders. We have stopped issuing fines and are now communicating.

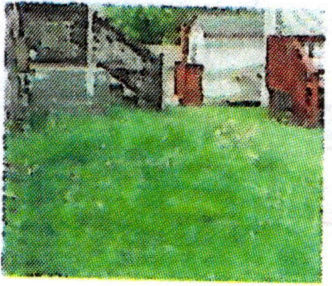
5. **Chapman (16310 Ayrshire Court) Shed rebuild** - Teresa drafted a second outline of the changes the Board wanted. Replace the T-11 and the roof, and apply a new coat of paint. On May 9, 2025, she wrote asking for more time.

Update: They are working on it and have added siding. They have made progress; checked before meeting and they still need to put on a roof, what is there is not acceptable. No fines have been added since there is progress and communication.



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.

Update: The Car is gone.



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: Hawn or someone still mowing.

General Information Updates

12111 Heather Drive – I reached out to the property manager regarding storage totes and a storm door that have been left on-site for several weeks or more. Shandi from Hagerstown Management responded via email on July 16, 2025, assuring that the issue would be addressed. **Checked before meeting and totes are still there. May need to draft a violation letter.**

16204 McGregor Dr – After evicting the tenants, the property owners began clearing out debris and cleaning up the site. They've also hired an exterminator to address roaches and rodents. Several neighbors have voiced complaints, and I've been actively communicating with them about the steps the owners are taking to resolve the situation. **Checked before meeting and still needs cleaned up better.**

July 21, 2026

Dear Fellow Homeowners,

On the reverse, you'll find the proposed 2026 Operating Budget, which maintains the current annual dues of **\$416.00**. This budget reflects the Board's commitment to responsible financial stewardship while continuing to support essential community services and long-term neighborhood stability.

The Board and homeowners will review and vote on the proposed budget during the annual meeting on September 13, 2025. We encourage everyone to attend and take part in the discussion. Your involvement ensures transparent decision-making, strengthens our financial foundation, and reinforces the collaborative spirit that defines our community.

Financial Highlights

- **Smart Budgeting:** Maximizing efficiency and financial stability.
- **Locked-In Software Savings:** Negotiated reduced costs for the next four years.
- **Internet Savings:** Lowered monthly bill from **\$140.88** to **\$116.50** for this year and next.
- **Lawn & Snow Care:** Secured manageable rates through contract negotiations.
- **Trash Service Contract:** Our current three-year agreement limits annual increases to no more than 4%, helping to control costs while ensuring dependable service.
- **Operating Expenses:** Controlled spending while enhancing the community.
- **Insurance Costs:** Maintained affordable coverage without service reduction.
- **Delinquent Dues Collection:** Strengthened financial stability and fairness.
- **Home Sales Revenue:** Generated revenue through the sale of homes, required documents, and transfer fees

Looking Ahead

By 2027, the Board may need to adjust dues to address the following priorities:

- **Reserve Study:** Conduct a comprehensive review to ensure long-term financial health.
- **Contract Renewals:** Renegotiate agreements for trash, lawn, and snow services to secure favorable rates and terms.
- **Service Quality:** Continue delivering high standards while managing rising costs.
- **Management Transition:** Consider transitioning daily HOA operations to a management company or entity for enhanced efficiency and effectiveness.

The Board remains committed to thoughtful financial planning, striking a balance between affordability and the services our community relies on. We welcome your questions and appreciate your continued support. Together, we're shaping a stable and thriving neighborhood for years to come.

Sincerely,

Board of Directors



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
Total Income		\$ 82,352.00	\$ 88,057.96
Expenses			
Capital Improvement Funding		-	1,000.00
Community Events/Annual Meeting		300.00	300.00
Contract: Mowing		12,325.00	12,325.00
Contract: Snow Removal		3,500.00	4,550.00
Contract: Salting		600.00	600.00
Contract: Weed Spraying/Brush Removal		3,000.00	2,500.00
Contract: Tree Removal		5,000.00 *	3,500.00
HOA Board/Officer Insurance		1,900.00	1,825.00
Legal and professional Fees		3,300.00 **	1,100.00
Process Server - Legal Cases		400.00	280.00
Court Cost		500.00	250.00
HOA Tax Preparation		1,820.00	1,700.00
1099 Tax Form Prep		200.00	200.00
Postage		832.00	100.00
Cleaning and Maintenance		1,000.00	1,000.00
Porta John Cleaning		240.00	240.00
HOA Software		1,513.00	1,620.00
PDF Software		160.00	150.00
OneDrive Cloud Storage		95.00	-
Office Supplies		400.00	400.00
Utilities: Upper Playground Electric		140.00	130.00
Utilities: Office Electric		709.50	645.00
Utilities: Street Lights		209.00	190.00
Utilities: Grubage/Trash		32,936.56	31,669.76
Utilities: Phone		278.25	265.00
Utilities: Internet - Upper Playground		699.00	735.00
Utilities: Internet - Office		699.00	735.00
General Improvement/Repairs		699.00	735.00
Prepaid Dues		1,250.00	1,250.00
Credits and Discounts (Officer Dues Waiver)		832.00	400.00
Computer and Office Equipment		2,912.00	2,912.00
Gas/Fuel		1,000.00	1,000.00
Fuel Surcharge		100.00	75.00
Budget Reserve Funding		1,000.00	580.00
Bad Debt (write off dues)		1,251.00	1,000.00
Total Expenses		\$ 81,166.31	\$ 79,386.76
Net Income		\$ 1,185.69	\$ 8,671.20

* Tree work we have estimate for by Aberdeen and Heather

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

**On July 21st, the
HOA mailed the
following two pages to
homeowners, along
with the 2026 Reserve
Fee Invoice and
election ballots.**



Investing in Our Neighborhood: 2026 Budget & Events

Empowering homeowner involvement through transparency and celebration

Dear Fellow Homeowners,

On the reverse, you'll find the proposed 2026 Operating Budget, which maintains the current annual dues of \$416.00. A modest operating surplus has been projected based on this year's estimates. We invite you to attend the annual meeting on September 13, 2025, to review the budget and vote. Your engagement promotes transparency and strengthens our shared community.

Financial Highlights:

- Locked-in software pricing through 2029
- Reduced internet rate: lowered from \$140.88 to \$116.50/month
- Secured contracts for lawn and snow care
- Trash service capped at 4% annual increase
- Controlled operating expenses with no service reductions
- Maintained affordable insurance coverage
- Strengthened delinquent dues collection
- Revenue from property transfers and required HOA documents during home sales

Looking Ahead: By 2027, dues may need to be adjusted to support:

- A reserve study to guide long-term planning
- Renewals for trash, lawn, and snow contracts
- Continued high service standards despite rising costs
- Potential transition to professional HOA management

Community Support Opportunity:

To help fund upcoming neighborhood activities and events, the HOA is kindly seeking **voluntary monetary donations**. If you're interested in supporting our efforts to enhance community engagement, please contact the Board or consider contributing to our annual meeting.



Join Us for Our Big Summer Event!

We're excited to host a potluck-style community gathering on Saturday, August 23, 2025, at the lower playground from 5:00 to 7:00 PM. Please bring a dish to share. Check the bulletin boards and community Facebook page for more details.

Thank you for your continued support, generosity, and spirit of togetherness. We look forward to seeing you at the summer event and annual meeting!

Board of Directors



Proposed 2026 Operating Budget

Income	<u>2026</u>
Income (197 Paying) 11 non paying	\$ 81,952.00
HOA Late Fee	400.00
Transfer Fees	-
Collection Letters	-
Demand Letters	-
Total Income	<u>\$ 82,352.00</u>
Expenses	
Capital Improvement Funding	\$ -
Community Events/Annual Meeting	300.00
Contract: Mowing	12,325.00
Contract: Snow Removal	3,500.00
Contract: Salting	600.00
Contract: Weed Spraying/Brush Removal	3,000.00
Contract: Tree Removal	5,000.00
HOA Board/Officer Insurance	1,900.00
Legal and professional Fees	3,300.00
Process Server - Legal Cases	400.00
Court Cost	500.00
HOA Tax Preparation	1,820.00
1099 Tax Form Prep	200.00
Postage	832.00
Cleaning and Maintenance	1,000.00
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OneDrive Cloud Storage	65.00
Office Supplies	400.00
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Budget Reserve Funding	1,000.00
Bad Debt (write off dues)	<u>1,251.00</u>
Total Expenses	<u>\$ 81,166.31</u>
Net Income	\$ 1,185.69 **

**** As you can see we are operating on a slim operating margin.**