

Highland Manor Community Association, Inc.
Annual Meeting Homeowners
Agenda



Date: Saturday, September 13, 2025

Time: 11:00 AM

Location: Lower Playground

Facilitator: Leroy Neville Jr. - President

I. Call to Order

- a) Introductions

II. Homeowner Concerns

- a) Any goals for the Board and Officers in 2026

III. Approval of Minutes

- a. Review and approval of minutes from the September 16, 2024, meeting

IV. Financial Report

- a. Overview of Finances
- b. 2026 Budget Overview and Adoption
- c. Vote on Dues Amount

V. Old Business

- a. Dirt bikes, 4-wheelers, etc., on the street and common grounds

VI. New Business

- a. Hired a new HOA attorney
- b. Possible management company in 2027
- c. Solicit interest in Officer positions
- d. Election of New Board of Directors for 2025–2026
 - 1. Nominations from the floor
 - 2. Collect any ballots
 - 3. Count ballots (including eVotes)
 - 4. Announce new Directors

VII. Adjournment

Note:

The newly elected Board of Directors will vote on Officer appointments at its next scheduled meeting on **September 15, 2025.**



9/16/2023 at 11:00 am Date | time | Meeting called to order by Leroy at 11:23 am

Highland Manor HOA Annual Meeting

I Call to order - In Attendance

Leroy Neville, Teresa Hawbaker, Mitcha Shay, Al Shay, Carolyn Griffith, Alan Griffith and Elmer Armentrout, Jessica Lane, John Lynch

II Introductions

No homeowners showed up.

III Financial Overview

- a. Leroy reviewed the assets listed the current balance of each account:
 1. Accounts Receivables - \$16,549.14
 2. Bulldog Federal Credit Union Checking - \$24,177.55
 3. Required Reserve Funds - \$-13,938.00 – it's a negative because some homeowners still need to pay.
 4. Reserve Funds-Savings - \$3,520.49
 5. Community Donations and Sponsorships-Savings - \$657.02
 6. Capital Improvements-Fixed Assets - \$3,819.03
 7. Petty Cash - \$21.33
 8. Equipment-Fixed Assets - \$1,150.00
 9. PNC Bank Line of Credit - \$5,210.49
 10. Prepaid HOA dues - \$9,830.06
- b. The budget for next year was discussed.
- c. Currently, 90 people are using ManageCasa, which is more than we had before.
- d. Al S motioned to accept the financial reports as read, and John seconded it. It was voted in favor, no nays.

IV Board of Directors Election

- a. Ballots were handed out.
- b. There was a call for nominations from the floor – no one.
- c. There were 11 votes for all nominated. John Lynch, Alan Griffith, Allen Shay / 6 election ballots and 5 proxy ballots

V Board Officers/Homeowner Concerns

- a. Mr. John Dyer on Heather Drive complained that some of the message boxes are not labeled. This developed into another discussion about the Homeowner's boxes not being labeled. When a new homeowner comes in, sometimes it's difficult to tell which mailbox is theirs. Also, some of the homeowners have had issues with bees coming out of the doors at them. A letter will be drafted to address these concerns.
- b. Leroy thanked Elmer for putting up the shelves and organizing the upper shed. It looks very nice.

Closing

The meeting was adjourned by Leroy at 12:01 pm.

Annual Meeting 2024/2025 Financial Notes

Bank Account Name	As of 09/13/2025
Checking	\$ 26,094.47
Savings	\$ 10,798.77
Capital Improvement Savings	\$ 10,842.55
Reserve Fund Savings	\$ 30,400.84
Community Donations	\$ 819.00

Number of Past Due Owners as of 09/13/2025	35	\$ 11,190.47
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- One is with our new attorney advising on a possible foreclosure action
- One is making payments
- Others will receive demand letters, which will result in additional charges for attorney costs.

Reserve Fund Update

2024	99 %	206	2025	91.8 %	191	2026	35.57 %	74
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Financial Update and Dues Decision

- We anticipate approximately \$16,200 in expenses for the remainder of the year.
- An estimated \$9,900 surplus, not including our existing savings.
- Given this financial outlook, the Board felt confident in maintaining current HOA dues for 2026. Our reserves and projected surplus allow us to meet community needs without placing additional burden on homeowners.

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 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
Porta John Cleaning	240.00
HOA Software	1,513.00
Microsoft Office Software	160.00
PDF Software	95.00
OneDrive Cloud Storage	65.00
Office Supplies	400.00
Utlities: Upper Playground Electric	140.00
Utlities: Office Electric	709.50
Utlities: Street Lights	209.00
Utlities: Grabage/Trash	32,936.56
Utlities: Phone	278.25
Utlities: Internet - Upper Playground	699.00
Utlities: Internet - Office	699.00
General Improvement/Repairs	1,250.00
Prepaid Dues	832.00
Credits and Discounts (Officer Dues Waiver)	2,912.00
Computer and Office Equipment	1,000.00
Gas/Fuel	100.00
Fuel Surcharge	-
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	<u>\$ 1,185.69 **</u>

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



Highland Manor Manor Homeowners Association

Annual Meeting of Homeowners

Motion Sheet

Date: September 13, 2025

Location: HOA Bottom Playground

Prepared By: Teresa Sirbaugh, Board Secretary

Motion:

To approve the 2026 Annual Budget as presented and maintain the annual HOA dues at **\$416.00** per household for the 2026 year.

Motion Made By:

John Lynch

Seconded By:

Alan Griffith

Motion Outcome:

x Approved - Number of for: **7** Against **0**

☐ Denied

Yours Truly,

Teresa Sirbaugh
HOA Secretary

**** Please attach to the 2026 Budget handout and Letter**

NOTE: These minutes need to be approved at next year's Annual Meeting

**Highland Manor Homeowners Association
Annual Meeting Minutes (Rough Draft)**

Date: Saturday, September 13, 2025

Time: 11:00 AM – 12:20 PM

Location: Lower Playground/Office

Presiding Officer: Leroy Neville Jr., HOA Board President

I. Call to Order

The meeting was called to order at 11:00 AM by President Leroy Neville Jr. This meeting served as the official Annual Meeting of the Highland Manor Homeowners Association for calendar year 2025.

II. Attendance

The following individuals were present:

- Leroy Neville Jr.
- John Lynch
- Elmer Armentrout
- Alan Griffith
- Carolyn Griffith
- Teresa Sirbaugh
- Mitcha Shay
- Allen Shay
- Cathy Cheek

A quorum was established.

III. Homeowner Concerns and Property Maintenance

The Board reviewed and discussed the following homeowner concerns:

- **Elmer Armentrout:** Requested assistance with skirting repairs. The Board declined due to prior noncompliance and unresolved payment concerns. Additional discussion was held regarding ongoing property issues.
- **Utility Poles:** Wires protruding from poles were cut by the utility company.
- **Road Conditions:** Increase in roadside trash reported; concerns raised about speeding and racing vehicles.
- **12023 N. Scottish Ct.:** Trash and debris accumulation noted. Photos will be taken, and a letter will be sent.
- **12025 N. Scottish Ct.:** Lawn maintenance needed. The homeowner is in a nursing home; a new attorney will send a letter.

- **Angela Silvers:** Disposed of old deck over fence. A letter will be sent regarding improper disposal.
- **General Reminder:** President Neville emphasized the importance of maintaining properties to set a positive example for the community.
- **Mr. Chavez:** Directed to remove the truck from the property within 30 days.
- **Shelby's Business Activity:** The county will not enforce closure. The Board recommended removing the "Open" sign and avoiding walk-up advertising.

IV. Approval of Previous Meeting Minutes

Meeting notes from the prior session were reviewed.

- Motion to approve was made by Alan Griffith and seconded by John Lynch.
- Motion carried unanimously.

V. Financial Review

Treasurer Mitcha Shay presented the budget and financial report.

- Motion to approve the financial report was made by John Lynch and seconded by Alan Griffith.
- Motion carried unanimously.
- Motion to accept the budget and maintain current dues was introduced by John Lynch and seconded by Alan Griffith.
- Motion carried unanimously.
- Bank reconciliation is pending; Treasurer will provide an update at the next board meeting.

VI. Board of Directors

Teresa Sirbaugh reviewed the returned paper ballots and online voting submissions. A total of nine votes were cast in favor of retaining all current board members. The following individuals will continue to serve on the Board of Directors:

- John Lynch
- Alan Griffith
- Allen Shay

VII. Officer Elections

President Neville reviewed homeowners interested in officer positions. One new candidate, Kathleen Cheek, was presented.

- Motion to elect officers was made by John Lynch and seconded by Alan Griffith.
- Motion carried unanimously.
- The Board voted to elect the following officers:
- President: Leroy Neville Jr. (incumbent)

- Vice President: Teresa Sirbaugh (incumbent)
- Treasurer: Mitcha Shay (incumbent)
- Secretary: Kathleen Cheek (newly elected)
- Maintenance Coordinators: Matt Crotzer (incumbent), Elmer Armentrout (incumbent)

VIII. New Business

The Board discussed the following items:

- **Legal Representation:** HOA has retained a new attorney who is actively working on behalf of the association.
- **Future Management Planning:** Discussion held regarding potential transition to a management company in 2027.
- **Community Improvements:** The Bases of several picnic tables are deteriorating. President Neville will obtain quotes for:
 - New picnic tables
 - Concrete slabs
 - Awnings
- **Playground and Asphalt Planning:** Long-term improvement plans for 2026 and beyond were discussed.

IX. Community Events

- Fall/Halloween event canceled due to resource constraints.
- Candy distribution will proceed on October 31, 2025.

X. Adjournment

The meeting was adjourned at 12:20 PM.

XI. Next Monthly Board Meeting

- The September board meeting was canceled.
- The next monthly board meeting is scheduled for Monday, October 20, 2025, at 6:00 PM.

Minutes Prepared By:

Teresa Sirbaugh, HOA Secretary

Date: September 13, 2025