

Highland Manor Community Assoc., Inc.
Meeting Agenda
May 18th, 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) March 16, 2026
- IV. Maintenance Report
 - a) Trash and branch pickup
 - b) Playground Inspections
 - c) Rules Poster/Signs replaced – on order
- V. Treasures Report
 - a) Bank Reconciliations – March and April
 - b) Financial Overview – See handouts for April and May
- VI. Old Business
 - a) Violations Update
 - b) Aberdeen Retention Pond – Phase One Contract (Tree Removal)
 - c) Election Procedures
- VII. New Business
 - a) Board and Officer Nomination Interest Forms
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – June 15 at 6 pm

Highland Manor Community Assoc., Inc.
Meeting Minutes
May 18, 2026 (no April /2026 mtg)
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

MEETING FOR 4/20/26 MOVED TO 5/18/26

**Passed with changes at
the June 15, 2026,
meeting 5-0**

I. Call to Order

Leroy Neville, Jr., Al Shay, Mitcha Shay, Al Griffith, Carolyn Griffith, John Lynch, Elmer Armentrout, Teresa Sirbaugh, Kathy Cheek, Jessica Lane

II. Homeowner Concerns

- (a) There was concern by Sherrie Kline about a telephone message to the HOA that was not returned. Leroy checked the HOA phone message system and was able to find and correct the glitch.
- (b) There was concern about rules regarding yard sales, for example, on a deceased homeowner's property. There is currently no permit required.
- (c) Regarding neighbors who share fences, the usual understanding is to mow your own side of the fence. However, if you are able, it would be an act of kindness to mow the grass along the inside of the neighbor's fence if the owner is absent or unable. They can spray the fencelines.
- (d) Sherrie Kline also brought up the HOA not mowing the common area behind the property. Leroy mentioned that without having a proper survey, we do not know the exact property lines. However, the lawn care guys mow where they have been instructed too according to the maps given to them over 20 years ago. Leroy mentioned he was looking at plats and seeing if they are abiding by them.
- (e) Sherrie Kline inquired about past HOA dues and wanted specific details on homeowners. Leroy and others mentioned, as we have before, that we could not disclose that much detail. She stated the HOA was not doing anything to address past dues. Leroy detailed actions taken by the HOA that are public records.
- (f) There was a report of chickens and goats. We did a check and could not determine any existence. A general message was sent through the HOA software they type of animals is not allowed.

III. Approval of minutes

- a) Minutes for March 16, 2026, were not read. April meeting canceled – no minutes for April. Minutes for March and May will be read in June.

IV. Maintenance Report

- (a) Trash and branch pickup continue to be an issue. Elmer and Al G continue to pick these items up along 63. People going to the dump on Route 63 need to cover and tie down their trash securely. As for cardboard box recycling, please cut your boxes down to fit inside the bin. Other than that, Republic Trash does not want the recycling put in plastic bags. Please make sure your trash and recycling fit inside the bins, not beside or in front of trash totes.
- (b) Maintenance Officer Matt inspected the upper and lower playgrounds. Leroy presented findings.

Upper Playground

There is some cracking on the rubber coating, not urgent yet, but it needs to be completed. Rust is an issue going up to the platforms. The rust needs to be taken care of before we get them painted. The upper support bar was loose, and Matt was going to tighten it, and Leroy was going to follow-up.

Lower Playground

There is some cracking on the rubber coat, not urgent yet, but it needs to be completed. Rust is an issue going up to the platforms. The rust needs to be taken care of before we get them painted. There was one support pole needs with some rust.

- (c) New laminate signs laying out HOA rules have been ordered and have arrived. These will be installed behind the mailboxes.
- (d) Elmer discussed taking care of cluster mailboxes. There is some rust starting to appear since our last paint job.
- (e) Build shelving in the office shed for better storage of the HOA documents we are required to keep.
- (f) Elmer is going to buy the supplies needed to complete these projects
- (g) Playground Inspections reports are attached with official record.

V. Treasure's Report

- (a) Bank Reconciliations – March and April, signed by Board and Treasurer
- (b) Financial Overview – Leroy and Mitcha reviewed the Financial Highlights for April and May.
- (c) John makes a motion to approve as presented, and Alan G. seconds, bringing all in favor to 5-0

VI. Old Business

- a) Violations Update: No action taken on violations. Al G, Andy, and Leroy plan to start inspections.
- b) Aberdeen Retention Pond — Phase One Contract (Tree removal): Jeremy has obtained an estimate of the job. His quote came in over 10,000 for Phase One. However, some areas need clarification. There was an understanding that was for the entire job, but Leroy said it was only for Phase One. The Board wanted Leroy to clarify with Jeremy and to get a second from our tree guy, Cumberland Valley Tree Service.
- c) New Election Procedures – Leroy will get with the attorney to get some clarification.
- d) Discuss some of the upcoming summer event July 25. Jess is putting together activities and asked for a budget. Leroy estimated about 300.00. John then donated 200.00 for activities. This event might be a potluck.

VII. New Business

- a) Board and Officer Nomination Interest Forms: Leroy cleared the date and time for the Board and Officers. The forms could be mailed out with the next billing.

VIII. Board/Officer Comments

The crashing sounds at the end of McGregor Drive are from the construction of two warehouses and a new truck stop. There was some discussion as to the likelihood of this benefiting Highland Manor.

IX. Adjourn at 7:20 pm – Next Meeting – June 15 at 6:00 pm



May 2026 Financial Notes

As of 05/18/2026

Bank Account Name	May	April
Checking	\$ 42,041.16	\$ 43,156.43
Savings	\$ 13,694.06	\$ 13,685.62
Capital Improvement Savings	\$ 11,612.61	\$ 11,605.45
Reserve Fund Savings	\$ 37,272.48	\$ 37,095.81
Community Donations	\$ 580.58	\$ 580.28

Number of Past Due Owners April 2026	22	\$ 10,821.37
Number of Past Due Owners May 2026	19	\$ 9,306.83
Violation fines	2	\$4,967.00

- Filed 2 court cases – 1 paid other still outstanding
- 2nd half HOA dues going out this weekend, with a reminder for the 2026 Reserve Fee.
- We have several estate claims filed.

Reserve Fund Update

2024	100%	208	2025	98.55 %	206	2026	60.57%	126
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HOA Expenses (04/21/2026 – 05/18/2026)

Highland Manor Community Association

Utilities	\$2,756.00
Contract: Mowing	\$1,450.00
Anything Printed: Rule Signs	\$137.80
MD Taxes	\$123.00
Community Events: Easter	\$58.90
Utilities: Office Internet	\$58.25
Utilities: Upper Playground Internet	\$58.25
Bank Fees: Credit Card Fees	\$50.41
Legal and Professional	\$43.00
Fuel Surcharge	\$36.25
Utilities: Office Phone	\$21.88
Utilities: Street Lights	\$15.28
Utilities: Upper Playground Electric	\$14.34
Utilities: Office Electric	\$13.26
Estate Claim Filing	\$3.00

Total Expenses: \$4,839.62

House's Outdoor Services

26 West Sixth Street
Waynesboro, PA 17268
+13019910230
housesoutdoorservices@gmail.com



estimate

ADDRESS
Highland Manor Community Association, Inc
Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

ESTIMATE 1060
DATE 12/16/2025
EXPIRATION DATE 02/14/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
12/16/2025	Tree Removal	Tree and Bush Removal Removal of all trees, brush, and debris in the retention pond area.	102	70.00	7,140.00
12/16/2025	Chipper Rental	Chipper Rental	2	450.00	900.00
12/16/2025	Disposal Fee		4	75.00	300.00
12/16/2025	stump grinding	Stump grinding where possible. We can not grind in rock.	2	350.00	700.00
12/16/2025	DR Fee	Debris Removal. Price per ton.	5	85.00	425.00
12/16/2025	Tractor	Tractor Daily Rental	3	150.00	450.00
12/16/2025	Fuel		2	100.00	200.00
12/16/2025	Spraying	Spraying/treating of stumps that can't be ground out with Tourdon to limit/stop grow back.	1	100.00	100.00T
SUBTOTAL					10,215.00
TAX					0.00
TOTAL					\$10,215.00

Accepted By

Accepted Date



2026 Board of Directors & Officer Nominations Packet

To be placed on the ballot for election to the Board of Directors, complete the Nomination Form and return it no later than July 20, 2026. A total of three (3) Board positions are open for election.

Annual Meeting & Election

Date: September 19, 2026

Time: 12:00 PM (Noon)

Location: Lower Playground

Submission Instructions

Completed forms may be placed in the secure dropbox at the Lower Playground Office or mailed to:

Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

A fillable PDF version of this packet will be available at:

https://highlandmanorhoa.com/homeowner_specific_documents.html

BOARD OF DIRECTORS NOMINATION FORM

Candidate Name _____

Property Address _____

Phone _____ **Email** _____

Eligibility Confirmation I certify that I am a homeowner in good standing with the Highland Manor Community Association. ☐ Yes ☐ No

Statement of Interest (Briefly explain why you wish to serve on the Board of Directors.)

Experience or Qualifications (List any experience that would support your service on the Board.)

OFFICER NOMINATION FORM

Officer Position Sought

- ☐ President
- ☐ Vice President
- ☐ Treasurer
- ☐ Secretary
- ☐ Maintenance Officer
- ☐ Community Liaison

Candidate Name

Property Address

Phone _____**Email** _____**Eligibility Confirmation**

I certify that I am a homeowner in good standing with the Highland Manor Community Association.

☐ Yes ☐ No

Statement of Interest

(Briefly explain why you wish to serve in this officer role.)

Experience or Qualifications

(List any experience that would support your service in this position.)

Conflict of Interest Disclosure

Do you have any potential conflicts of interest that the Association should be aware of?

☐ No ☐ Yes — If yes, please explain:

Signature _____ **Date** _____