

Highland Manor Community Assoc., Inc.
Meeting Agenda
May 19, 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) April 21, 2025 Minutes
- IV. Maintenance Report
- V. Treasures Report
 - a) Bank Reconciliations - April 2025
 - b) Reserve Fund Transfer Policy
 - c) Board Resolution – Reserve Fund Transfer Policy
 - d) Board Motion - Reserve Fund Transfer for Playground(s) Mulching Project
 - e) Reserve Fund Transfer Log
 - f) Overall Financial Review
 - g) Past Dues
 - h) Bi-annul billing
- VI. Old Business
 - a) Tree Work Outfront/storm damage
 - b) Violations Update
 - c) Camera system – work in progress
 - d) Spring Event – after-action report
 - e) Back-to-school event?
 - f) Lawyer
 - g) Newsletter
- VII. New Business
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – April 21, 2025



**Board Approved at
May 19, 2025 with
corrections. 5-0**

4/21/2025 at 6:00 pm – called to order at 6:03 pm

Highland Manor HOA

In Attendance

Leroy Neville, Teresa Sirbaugh, John Lynch, Al Shay, Mitcha Shay, Carolyn Griffith, Alan Griffith, Elmer Armentrout, Jessica Lane, David Moran, Matt Crotzer

Homeowner's Concerns

- The ongoing concern is the motorbikes running up and down the road in our community.
- David Moran – 12020 Heather Drive, he asked about the rules on replacing the siding and skirting. He asked about doing the maintenance himself. The board discussed his options with him.

Approval of Minutes

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

Maintenance Report

- Fixed Rule Signs
- Porch pieces have been fixed
- Blacktop has been laid
- Hauled Brush
- Picked up trash
- Matt fixed the lower playground picnic tables.
- Leroy has reached out to the state to see if they will clean up what they can from the storm damage to the line of trees.
- Al and Carolyn Griffith help Elmer and it is much appreciated.

Treasurer's Report

- Bank Reconciliation – Mitcha reviewed the attached “Financial Notes and Violations Update” sheet.
- It was discussed not to get the mats under the swings right now, since we put so much into the mulch.
- Overall Financial Review
- Past Dues Taxes Complete – paid \$120
- Software Renewal – was able to secure the next 4 years at the current price.
- John made a motion to approve the treasurer's report, Al S. seconded the motion, all approved 5-0

Old Business

- Violations Update – were reviewed by Teresa. Teresa to work on a second letter to Fernando and a revised letter to Chapman.
- Upper Playground work – completed

- Park benches – done and looks nice.
 - Camera System – most are installed and working well.
 - Spring Event – This Saturday from 12-2 pm, rain date the following Saturday. Jess got most of the prizes, candy. Jess will be stuffing eggs this Friday at 10 am. Using the tickets again for prizes. Egg toss is going to be played. Jess bought an inflatable set of ears. Hot Dogs, Macaroni and Cheese, chips, rolls, cookies, popcorn.
 - Lawyer – sent a letter of ten questions, waiting for an answer.
-

New Business

- Volunteer work waiver – Teresa to work on it.
 - Tree damage out front - We need to revisit the quote from Cumberland Valley since the storm took out a lot of limbs.
 - Newsletter – pay your reserve fee, next year fee, do not feed stray cats,
-

Board/Officer Comments

- No comments.
-

Closing

The meeting concluded at 7:40 pm, and the next meeting is scheduled for Monday, April 21, 2025, at 6 pm.



Board Motion – Reserve Fund Transfer

Highland Manor Community Association, Inc.

Date: May 19, 2025

Subject: Transfer of Reserve Funds – Playground(s) Mulching Project

Motion:

I move that the Board transfer \$7,800.00 from the Reserve Fund bank account to the Operating Fund checking account to pay for the playground(s) mulching project completed this spring on both the Lower and Upper playgrounds.

Although the Reserve Study scheduled this project for 2027, the Board reviewed current conditions and determined the work was necessary in 2025. The Reserve Study provider, Miller-Dodson, confirmed that early replacement is appropriate and consistent with Reserve planning guidelines.

The Board directs the Treasurer, President, or Managing Agent to execute the transfer immediately and record the transaction in the Reserve Transfer Log. The Board will report this change in the next Reserve Study update to keep funding projections accurate.

Motion by: John Lynch

Seconded by: AL Griffin

Vote: 5-0

(e.g., “Approved unanimously” or “4 in favor, 0 opposed”)

Signed:

President, Board of Directors

Teroy Perry

Secretary, Board of Directors

Janessa Juhl



Reserve Fund Transfer Policy

Highland Manor Community Association, Inc.

Effective Date: May 19, 2025

Approved by: Board of Directors

Review Schedule: This policy was reviewed and adopted in 2025, establishing a structured approach for Reserve Fund transfers. It will continue to be reviewed annually following Board elections to ensure its ongoing effectiveness.

1. Purpose

The Board actively manages transfers from the Reserve Fund to the Operating Funds, using them when reserve expenses arise and the Reserve account cannot make direct payments.

2. Scope

The policy applies to all Board-approved transfers from the Reserve Fund to the Operating Fund.

3. Policy

a. Board Approval

The Board must approve each transfer with a motion during an official meeting. Each motion must:

- Specify the amount
- Identify the reserve project or component
- Confirm that the expense qualifies under the Reserve Study

b. Transfer Procedure

Because the Reserve account cannot issue checks:

- The Treasurer, President, or Managing Agent transfers the approved amount to the Operating Fund.
- The Operating Fund disburses payments to vendors or reimburses approved reserve expenses.

c. Documentation

The Treasurer, President, or Managing Agent must record all transfers in:

- Meeting minutes

- Monthly financial reports
- A Reserve Transfer Log that includes the date, amount, project, and related Documentation.

d. Reserve Study Updates

The Board tracks every reserve-funded project and updates the Reserve Study each year, or immediately after any major project finishes. At least every five (5) years, the Board commissions a complete, professional Reserve Study to reassess component lifespans, costs, and funding targets. These timely updates keep our reserve funding accurate and our long-term financial plan on course.

4. Annual Review

The Board adopted this policy on **May 19, 2025**. At the first regular meeting after each election, the newly elected Board must review and update the policy as needed.



Board Resolution – Reserve Fund Transfer Policy

Highland Manor Community Association, Inc.

Board of Directors Resolution

Date: May 19, 2025

Subject: Adoption of Reserve Fund Transfer Policy

The Board of Directors of Highland Manor Community Association, Inc., recognizes the need for a clear and consistent process for transferring reserve funds into the operating account when reserve expenses occur. The Reserve Fund account does not currently support direct disbursements. To ensure proper oversight and financial transparency, the Board approves the following:

Resolution

The Board adopts the Reserve Fund Transfer Policy effective May 19, 2025. The policy establishes the procedure for transferring funds from the Reserve Fund bank account to the Operating Fund (checking) when paying for approved reserve expenditures.

The Board will review and reaffirm this policy at the first regular meeting following each annual election.

Motion by: John Lynch

Seconded by: Al Shay

Vote: Approved Unanimously
(e.g., "Approved unanimously" or vote count)

Signed:

President, Board of Directors

Seroy Neville

Secretary, Board of Directors

Jessica Little



Reserve Fund Transfer Log

Date	Amount Transferred	Transferred To	Purpose of Transfer	Approved By	Notes
May 19, 2025	\$7,800.00	Operating Fund Checking Account	Playground Mulching Project (Lower & Upper Playgrounds)	Board of Directors	Early replacement was approved; the Reserve Study provider (Miller-Dodson) confirmed appropriateness. Scheduled in 2027. Will update the Reserve Study accordingly.

Financial Notes and Violations Update

May Meeting – 05/19/2025

Bank Account Name	This Month	March 2025
Checking	\$ 22,495.72	\$ 24,044.97
Savings	\$ 18,007.51	\$ 11,093.27
Capital Improvement Savings	\$ 10,010.12	\$ 9,999.84
Reserve Fund Savings	\$ 28,746.25	\$ 28,103.74
Community Donations	\$ 817.21	\$ 1056.95

Number of Past Due Owners Last Month	18	10,806.21
Number of Past Due Owners This Month	13	8,474.67

NOTE: Of the \$8,474.67 in past dues, \$ 5,975 is violation fines, leaving \$ 2,499.67. Four homeowners comprise \$2,499.67 of the Past Dues.

2024 and 2025 Reserve Fund Update

2024	98.1 %	204	2025 - Last Month	62.0 %	129
			This Month	63.9%	133

We have/had five houses for sale in the last 30 days, all five are in closing.

So far, we have received JUST in document sales: \$ 422.84

Furthermore, got an email that we have \$998.68 coming this Thursday. These funds will be moved to savings when we get them.

Note: If the closing company collects the right amount of funds, we should earn another 1,250 transfer fees and violation fines of \$ 650.00. We will also collect \$ 500.00 in Capital Improvement Fees.

Over the weekend, the HOA was contacted by the realtor representing the property at 16107 McGregor (asking 225,00) and directed them to order the forms required.

Properties Closing:

16301 McGregor Dr. – 05/12/2025 – Closed late last week.

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

12126 Heather Dr. 05/20/2025

12107 Heather Dr. 05/19/2025

Violations Summarized and Updates

1. **Speaker (12023 Heather Dr.)** – **The roof needs replacing.** We have not heard back since we responded to their letter, indicating they placed a down payment and contract to fix it. We gave them 90 days in that letter, up to November 1. Leroy have drafted a letter with Mitcha to mail out in November.

2. **UPDATE: No Change** – The property is under contract, set to close on 05/21/2025, so fines are on hold. Leroy received the update, and the notice will remain posted until the end of June.
3. **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 in fines and owes \$325.00 more, with penalties continuing. I drafted a fourth letter reminding him of the fine and offering suggestions to remedy it.
4. **UPDATE:** Still no movement and receiving fines. Adding \$ 75.00 weekly. Now Owes: \$ **2,345.00**
5. **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 08/27/2024, outlining the violations. Then, a second letter on 09/25/2024 indicated that the fines would start if the issues were not corrected by 10/14/2024 and no hearing was requested.
UPDATE: We never heard back. We began adding fines, which are now at 75.00 weekly. Now owes: \$ 1750.00
6. **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. Tera drafted the second letter. We need to update the ticket to reflect the second letter.
7. **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 05/09/2025, she wrote asking for more time. Leroy has not responded yet. I was thinking of, at the end of the month, 05/31/2025.

New Violations that need Letters:



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 we send another letter. Leroy had just taken an updated photo to forward to our violations officer. She mentioned receiving another letter might be the only way to persuade her son to remove the vehicle.



Hawn (12009 Heather Dr.) - Please draft and send a violation letter. Leroy already contacted the county, and they sent a citation to correct it, or they will do it and place a lien.



Projected Expenses For Remaing Of 2025

How To Pay For Tree Work

Expense	May	June	July	August	September	October	November	December	Total
Trash		\$ 2,604.42	\$ 2,604.42	\$ 2,604.42	\$ 2,604.42	\$ 2,709.00	\$ 2,709.00	\$ 2,709.00	\$ 18,544.68
Phone		\$ 21.31	\$ 21.31	\$ 21.31	\$ 21.31	\$ 21.31	\$ 21.31	\$ 21.31	\$ 149.17
Internet		\$ 111.50	\$ 111.50	\$ 111.50	\$ 111.50	\$ 111.50	\$ 111.50	\$ 111.50	\$ 780.50
Lawn Care	\$ 1,370.00	\$ 2,055.00	\$ 1,370.00	\$ 1,370.00	\$ 2,055.00	\$ 1,370.00	\$ 685.00		\$ 10,275.00
Snow Removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
Spraying	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ -	\$ -	\$ -	\$ 1,750.00
Process Server	\$ -	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00		\$ 480.00
General Repair	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 400.00
Legal and Court	\$ -	\$ 175.00	\$ 425.00	\$ 350.00	\$ 175.00	\$ 175.00	\$ 175.00	\$ -	\$ 1,475.00
Office Electric	\$ -	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 45.00	\$ 315.00
Upper Electric	\$ -	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 98.00
Street Lights	\$ 15.70	\$ 15.50	\$ 15.50	\$ 15.50	\$ 15.50	\$ 15.50	\$ 16.00	\$ 16.00	\$ 125.20
	\$ 1,785.70	\$ 5,521.73	\$ 5,086.73	\$ 5,011.73	\$ 5,521.73	\$ 4,591.31	\$ 3,906.81	\$ 4,166.81	\$ 35,592.55

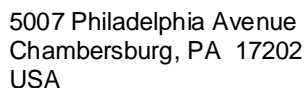
Total Expenses for May, June and July: \$ 12,394.16

Checking Account	
Current Balance	\$ 21,491.61
Minus For Trees	\$ 5,385.00
Balance	\$ 16,106.61

Savings Account	
Current Balance	\$ 19,006.19
Minus Insurance Check	\$ 6,480.00
Balance	\$ 12,526.19
Minus 50% for Trees	\$ 6,265.00
New Balance	\$ 6,261.19

Expect Income from next billig.	183*208.00	\$ 38,064.00
Minus Officers, Prepaid Homeowners and Homeowners past due.		
	Projected Income	\$ 38,064.00
	Total Potential Checking Balance	\$ 21,491.61
	Total Potential Checking Balance	\$ 59,555.61
	Minus Total Expenses	\$ 35,592.55
	Potential Checking Balance End of Year	\$ 23,963.06
	Minus Tree Work	\$ 5,385.00
	Project Checking Account Balance End of Year	\$ 18,578.06

Tree Work Along Route 63	
Total Estimate For Work	\$ 25,930.00
Where Funds are Coming from	
Insurance Claim (Moved from Savings)	\$ 6,480.00
50% from Savings	\$ 6,265.00
Transfer from Reserve Fund	\$ 7,800.00
Transfer from Checking	\$ 5,385.00
Balance	\$ -
	\$ 25,930.00



Quote Number: 65729

Quote Date: May 9, 2025

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Voice: (717) 263-8657
Fax: (717) 263-6613

Highland Manor Community Association
ATTN: Highland Manor
12030 Heather Drive
Hagerstown, MD 21740
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
c-highlandmanor	6/8/25	Net 10 Days	253

If you would like to schedule the service(s) outlined above, please sign one copy of this proposal and retain the other copy for your records. All work will be billed after the completion of the service(s).

If you are prepaying or making a security deposit (per our staff's request) please note the check number at the bottom, when returning the signed proposal.

Do you require a text? # _____ or call? # _____ prior to our visit?

Signature of acceptance

Date	Check #
------	---------

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

QUOTATION

Quote Number: 65729

Quote Date: May 9, 2025

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**THIS IS NOT A BILL. IT IS A PROPOSAL.
SIGN AND RETURN IF YOU WISH TO SCHEDULE
THE SERVICE(S).**

Voice: (717) 263-8657

Fax: (717) 263-6613

Quoted To:

Highland Manor Community Association
ATTN: Highland Manor
12030 Heather Drive
Hagerstown, MD 21740
USA

**www.cvtslandscape.com
PA 004399**

Customer ID	Good Thru	Payment Terms	Sales Rep
c-highlandmanor	6/8/25	Net 10 Days	253

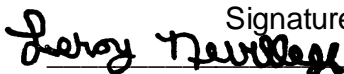
Description	Amount
* Cut the stumps low with a saw. - 3. Remaining Eastern White Pine trees near the item# 1 trees: * Crown clean to remove storm breaks and hanging limbs 2 inches in diameter and larger. - 4. Finish cutting down the small uprooted tree behind the mailboxes: * Remove resultant debris laying under the trees. - COST: \$ 6,980.00 - All work will conform with the ANSI A300 Tree Care Standards and the ANSI Z133.1 Safety Standards. ESTIMATOR: Evan Brumfield ISA Board Cert Master Arborist PD-2605B and MD Licensed Tree Expert #2157.	6,980.00

If you would like to schedule the service(s) outlined above, please sign one copy of this proposal and retain the other copy for your records. All work will be billed after the completion of the service(s).

If you are prepaying or making a security deposit (per our staff's request)
please note the check number at the bottom, when returning the signed proposal.

Do you require a text? # _____ or call? # _____ prior to our visit?

Signature of acceptance



Date 05/19/2025 Check # _____

The Board approved by a vote of 5-0 to get
work completed on 05/19/2025

Subtotal	25,930.00
Sales Tax	
TOTAL	25,930.00