



## Highland Manor Community Association

### Board of Directors and Officer Nominations – 2025

#### Call for Nominations

To be placed on the ballot for election to the Board of Directors, complete the Nomination Form below and return it no later than July 19, 2025.

A total of **three (3)** Board positions are open for election.

The election will take place during the **Annual Meeting** on:

**Date:** September 13, 2025

**Time:** 12:00 PM (Noon)

**Location:** Lower Playground

Completed forms may be:

- Submitted to the **secure dropbox located at the Lower Playground Office**, or
- **Mailed to:**  
Highland Manor Community Association  
12030 Heather Drive  
Hagerstown, MD 21740

#### Board of Directors Nomination Form

*(One-Year Term)*

I hereby request to have my name placed on the election ballot for a position on the **Highland Manor Community Association Board of Directors**.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Note:** To be considered for an officer position (President, Vice President, Treasurer, Secretary, Maintenance Officer, or Homeowner Liaison), complete the Officer Interest and Qualification Form.



## Officer Interest and Qualification Form

The newly elected Board of Directors will review the following information at their first meeting and make their selections. Officers must be **current on dues** and **not in violation of any community rules**.

### President

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ Leadership Skills
- ☐ Computer Skills
- ☐ Public Speaking Ability
- ☐ Organizational Skills
- ☐ Familiarity with Roberts Rules of Order

**Additional Experience/Information:**

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### Vice President

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ Leadership Skills
- ☐ Computer Skills
- ☐ Public Speaking Ability
- ☐ Organizational Skills
- ☐ Familiarity with Roberts Rules of Order

**Additional Experience/Information:**

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### Treasurer

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ Accounting and Bookkeeping Skills
- ☐ Knowledge of Bookkeeping Software

- ☐ Ability to Compile and Present Complex Financial Reports
- ☐ Organizational Skills

**Additional Experience/Information:**

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**Secretary**

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ Note and Dictation-Taking Ability
- ☐ Administrative Skills
- ☐ Good Phone Skills
- ☐ Familiarity with Automated Message Retrieval Systems

**Additional Experience/Information:**

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**Maintenance Officer(s)**

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ General Repairs
- ☐ Painting
- ☐ Minor Tree Trimming
- ☐ Trash Retrieval and Hauling to Dump

**Additional Experience/Information:**

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**Homeowner Liaison(s)**

**Print Name and Address:**

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**Qualifications** *(Check all that apply):*

- ☐ Event Planning Skills
  - ☐ Communication Skills
  - ☐ Computer Skills
- Important:**