

Highland Manor Community Assoc., Inc.
Meeting Agenda
August 18, 2025
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

- I. Call to Order
- II. Homeowner Concerns
 - a. Convenience Store, HOA Covenants and Zoning
- III. Approval of minutes
 - a) June 21, 2025 minutes
- IV. Maintenance Report
 - a. Matt Tree trimmed trees at the lower playground
 - b. Elmer and Mr. Griffith hauled it and other debris to the landfill.
 - c. Elmer picked up lots of trash out front..
- V. Treasures Report
 - a) Bank Reconciliations - July 2025 (Reserve completed; put report in system, not right.) Software is working on the correction.
 - b) Financial Overview
- VI. Old Business
 - a) Violations Update
 - b) Lawyer Update
 - c) Annual Meeting Agenda
 - d) Summer Event – This weekend.
- VII. New Business
 - a. Tree Brush work
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – Our Annual General Homeowners – September 13, 2025

**The next Board meeting
is Monday, September 15
at 6pm.**

Carolyn,

Please share this with Alan since he doesn't use text messaging.

Heads-Up on Commercial Activity & Zoning Enforcement

I've been actively working on a zoning and covenant enforcement issue that requires Board attention:

- **Homeowner Request – Dundee Court:** A homeowner requested permission to enclose her screened-in porch to operate a convenience store. I explained that, based on my understanding of our governing documents, retail operations of this nature are not permitted within residential properties.
- **Reference to McGregor Drive:** The homeowner pointed to the Mardens' property on McGregor Drive, which sells rocks and crystals, and questioned why that use appears to be allowed. Visible signage and other indicators suggest walk-up customer activity, raising concerns about retail operations.
- **County Review & Cease and Desist:** I contacted Washington County Zoning for clarification. While they initially noted that some home-based businesses may be allowed, they emphasized that enforcement depends on our HOA documents. After several exchanges, the zoning official consulted the County Attorney, who confirmed that enforcement is our responsibility. I asked them to re-examine the McGregor property, emphasizing that it appears to be operating as a walk-up business, which likely requires zoning restrictions in a residential community like ours. I also offered to join a phone call to discuss further. Separately, I reached out to Zach Keifer, who was previously slated to be our HOA attorney before his promotion. After re-reviewing the situation, the County confirmed that the McGregor property is indeed operating as a walk-up business and is issuing a formal Cease and Desist letter. I have asked for a copy of the letter. The zoner is asking his supervisor if he can provide us with a copy.
- **Legal Follow-Up Recommended:** This situation highlights the need to align our governing documents with zoning enforcement and prohibit retail activity. We should discuss this further at our next meeting. If we allow one, we'll have to allow all.

Any questions?

I hope you're comfortable with how I've handled things so far—please let me know if we need to take a different approach. One next step I'd like to take is drafting a follow-up letter to the homeowner who requested the convenience store, to provide a formal update.

Also, the new attorney and I have been working on several other issues. I'll provide a full update at the meeting.

Leroy



The Board approved it with a 5-0 vote and a few changes

7/21/2025 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, Matt Crotzer, Walker White, Yesenia White, Kathy Cheek, and Jessica Lane.

Homeowner's Concerns

- Walker said that they just moved in and if there is anything that there is an issue, give us some leniency. Leroy explained the violation policies.

Approval of Minutes

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

Maintenance Report

- Elmer put a piece of foam on the air conditioner unit by the door at the office.
- Leroy mentioned that we are still having issues with trash at the playground. He will review the camera footage to identify the guilty parties, and we will send out a letter. John suggested getting a sign about littering, or there would be a fine. Elmer said the other part of the gate was unlocked because Jeremy didn't lock it back up. Elmer also mentioned that there is an issue with the back trash can, and a resolution was discussed.

Treasurer's Report

- Bank Reconciliation – June 2025 – everything balanced out.
- Financial Overview – Mitcha reviewed the document that was in the packet and attached to the website.
- Past Due – were discussed from the sheet.
- Proposed 2026 Budget – Mitcha read the proposed letter that will be mailed out in a few weeks, along with the budget for next year and the election forms.
- John made a motion to accept them as read, seconded by Al G, and approved 5-0 with the changes noted.

Old Business

- Tree Work Out Front – Done and looks nice.
- Maintenance – Leroy asked if you could trim the tree that's hanging down a little too low outside the lower office. Take the limb to the dump that's been lying behind the office. Our goal next year is to start on the trees in the common area between McGregor and Aberdeen and Skye Ct.
- Violations Update – Leroy reviewed the list and gave updates where needed. We see a lot of unlicensed vehicles in the community. Once it gets cooler, we will send some letters.

- Lawyer – We met with a gentleman and are satisfied with him so we will start to use him to send out some violations/foreclosures. \$250/month retainer for an hour of service. The board has approved to start using him. The MD judges have not allowed more than 15% of legal fees to be paid sometimes. The trash cans – he would need to review our documentation to see what we have written about them to cover us.
- Board of Directors – the election form will be going out. The date to stuff and fold is Sunday, July 27, 2025, at 10:00 am. John requested if anyone wants to donate anything towards the expenses of our community events, call the office.
- Annual Meeting – keep the agenda short and sweet. The meeting will be on September 13, 2025, at 11 am. At the August meeting, we will review the proposed agenda.
- End of Summer Fun – Jess was talking about water pong as an activity. Mitcha suggested an over-the-head water pass. Some other ideas were tossed around. Potluck, a water game or two, two tickets per kid, and they play games for fun, rock or shell painting, popcorn. Saturday, August 23, 2025, from 5-7 pm.

New Business

- Nothing

Board/Officer Comments

- Elmer asked if the mopeds and other vehicles have been running the streets like they have. There was a discussion about it.

Closing

Leroy adjourned the meeting at 7:52 pm and the next meeting will be Monday, August 18, 2025, at 6 pm.

Chapman – set up a task for a reminder. I drove by the other week, and I couldn't see the shed in question.

Socks – 12120 Heather Drive – I was in the middle of writing this letter but never finished it.

Hahn – 12009 Heather Drive – tall grass

Bonnie Carpenter – 16301 McGregor Drive – grass – done

Beside Linda – car with no tag – taken care of

Beside Donna – grass on bank

Signs – Cautious of children, motorcycles, wheelchairs, people walking, hidden cameras in our area

Kids at play

John to invite Jeff Cline to the next meeting

Change website

Suggestions to beautify our community/capital improvements



August Financial Notes and Violations Update

Bank Account Name	August	July
Checking	\$ 33,164.10	\$ 28,531.32
Savings	\$ 8,749.72	\$ 8,749.72
Capital Improvement Savings	\$ 10,642.55	\$ 10,531.32
Reserve Fund Savings	\$ 29,736.84	\$ 25,208.96
Community Donations	\$ 704.35	\$ 819.00

Important Notes:

- Community Donations Accounts – Paid for some of the Summer Stuff

Properties Closed on:

16204 McGregor Dr. – Should get \$420.79 in document sales this week.

Note: On every property sold, we typically receive (**except for foreclosures- four months or dues only**) any monies owed to the HOA for dues and other fees, along with a transfer fee, a capital contribution, and sale of documents fees.

Properties Waiting on Closing

- 12023 Heather Dr. - Closing Postponed to the end of August
- 12009 Heather Dr. – Waiting on payoff, we will get our past dues, and the house will get a major remodel
- 11925 Heather Dr – Just recently posted for sale at \$162,000

Number of Past Due Owners Last July	9	\$ 4,870.41
Number of Past Due Owners This August	43	\$ 19,029.21

Please refer to the on-screen list, which includes violation fines, late fees (HOA and Reserve), Reserve contributions for 2024–2025, HOA dues, and applicable collection fees. A late fee will be added to accounts with unpaid July HOA charges as of August 17, 2025.

Accounts with one missed biannual payment will receive a demand letter from Russ. Those with two or more will proceed to further collection actions, pending the Board's approval.

As one example, the Board approved further action at last month's meeting for 12001 S. Scottish Ct. The account is now with the new attorney, who has promised to send a letter this week.

Reserve Fund Update

2024	99 %	206	2025	87.98 %	183	2026	32.21%	67
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Projected Expenses for Remaining of 2025

<u>Expense</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>Total</u>
Trash		\$ 2,604.42	\$ 2,709.00	\$ 2,709.00	\$ 2,709.00	\$ 10,731.42
Phone		\$ 21.31	\$ 21.31	\$ 21.31	\$ 21.31	\$ 85.24
Internet		\$ 116.50	\$ 116.50	\$ 116.50	\$ 116.50	\$ 466.00
Lawn Care	\$ 725.00	\$ 1,450.00	\$ 1,450.00	\$ 725.00		\$ 4,350.00
Snow Removal					\$ 1,200.00	\$ 1,200.00
Lawyer	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00		\$ 1,000.00
General Repair		\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 200.00
Legal and Court	\$ 1,200.00	\$ 750.00	\$ 250.00	\$ 250.00		\$ 2,450.00
Office Electric		\$ 45.00	\$ 45.00	\$ 65.00	\$ 65.00	\$ 220.00
Upper Electric		\$ 14.00	\$ 14.00	\$ 14.00	\$ 14.00	\$ 56.00
Street Lights		\$ 15.50	\$ 15.50	\$ 16.00	\$ 16.00	\$ 63.00
Port a John Cleaning			\$ 60.00			
Total:	\$ 2,175.00	\$ 5,316.73	\$ 4,981.31	\$ 4,216.81	\$ 4,191.81	\$ 20,881.66

Checking Balance: \$ 32,739.26

Surplus: \$ (11,857.60)



August Financial Notes and Violations Update

Violations Updates

1. **Speaker (12023 Heather Dr.)** – **The roof needs to be replaced.** We have not heard back since responding to their letter, which indicates 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 August, so fines are currently on hold. Spoke with the Buyer, and as soon as they close (waiting on lien release), they will begin the remodel.

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. Another letter was drafted, reminding him of the fine and offering suggestions to rectify the issue.

UPDATE: No update since the last meeting. Will follow up on the junk in the truck, the truck itself, and other debris in the shed, which looks awful.

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: Our new lawyer sent a letter with expectations.

4. **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: Not satisfied with the shed's roof appearance. Can others take a look?

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. 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
- b. Solicit interest in Officer positions
- c. Hired a new HOA attorney
- d. Possible management company in 2027

**The Board
recommend we
switch under new
business a and d.**

VII. Adjournment

Note:

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

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 1054
 DATE 08/15/2025
 EXPIRATION DATE 10/15/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
08/15/2025	Tree Removal	Tree and Brush Removal Clearing of hillside to marked locations. Marked locations were created with board members present. This will be clearing back 15-20 ft from edge. Good established trees will be kept (oak, maple, cherry, hickory, locust).	80	70.00	5,600.00
08/15/2025	Chipper Rental	Chipper Rental	2	235.00	470.00
08/15/2025	Disposal Fee		3	75.00	225.00
08/15/2025	Spraying	Spraying of poison ivy and treating stumps with Tourdon RTU to limit grow back	2	100.00	200.00
08/15/2025	Fuel		1	100.00	100.00
SUBTOTAL					6,595.00
TAX					0.00
TOTAL					\$6,595.00

Accepted By

The Board voted 5-0 to get work done and to get an estimate for how much to trim back up the hill to behind 16102 and 16104 Mcgregor to keep our growth from entering their property and manage the brush and over growth.

Accepted Date

There will be a 1.5% per month (18% APR) added to invoices that are past due 30 days from invoice date.



QUOTATION

Quote Number: 59470
 Quote Date: Jun 28, 2024
 Page: 4

5007 Philadelphia Avenue
 Chambersburg, PA 17202
 USA

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

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

**www.cvtslandscape.com
 PA 004399**

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

Customer ID	Good Thru	Payment Terms	Sales Rep
c-highlandmanor	7/28/24	Net 10 Days	253

Description	Amount
COST: \$ 10,200.00 -	10,200.00
WORKSITE: Mailboxes 6. All trees along the stream bank overhanging the lawn areas bordering the house behind the mailboxes * Select pruning of specific limbs to provide a "ground to sky" clearance over the lawn areas from the street to the rear chain-link fence * Remove resultant wood, brush and debris COST: \$ 2,500.00 -	2,500.00
7. All trees along the road-front behind the mailboxes extending to the left side up the hill at the Blue Spruce trees * Cut down all trees, weeds and brush within 20 feet of the previously cleared lawn areas * Remove resultant wood, brush and debris COST: \$ 2,500.00 -	2,500.00
WORKSITE: Retention pond area along the right side of Aberdeen Drive 8. All trees within the overgrown pond area	

The Board felt the 2850.00 only covered maybe 1/3 of what House's Outdoor was going and rejected this quote. And he did an excellent job on hill behind office.

See next page price is now 2860.00

If you would like to schedule the service(s) outlined above, please sign one copy of this proposal and retain the other 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 # _____
Please note there is a 2% processing fee on all credit/debit transactions.	

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued



LEVEL DESIGNER

To: Highland Manor

Each price would be \$2,860.00 instead of \$2,500.00 for the current schedule or next spring.

One option would be to schedule this work for the January - February timeframe and I could offer a 10% discount.

Thanks!