

**Highland Manor Community Assoc., Inc.**

**Meeting Agenda**

**April 21, 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) March 17 Minutes
- IV. Maintenance Report
  - a) Fixed Rule Signs
  - b) Hauled Brush
  - c) Picked up trash
  - d) Fixed lower playground picnic tables
- V. Treasures Report
  - a) Bank Reconciliations - March 2025
  - b) Overall Financial Review
  - c) Past Dues Taxes complete - Paid the 120.00
  - d) Software Renewal - was able to secure the next 4 years at the current price.
- VI. Old Business
  - a) Violations Update
  - b) Upper Playground work – completed
  - c) Park benches - completed
  - d) Camera system – work in progress
  - e) Spring Event
  - f) Lawyer – sent lawyer set of questions, waiting on follow-up
- VII. New Business
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – April 21, 2025





These minutes were approved  
5-0 with changes noted and  
fixed at April 21, 2025 Board  
Meeting.

3/17/2025 at 6:00 pm – called to order at 6:01 pm

## Highland Manor HOA

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### In Attendance

Leroy Neville, Teresa Sirbaugh, Al Shay, Mitcha Shay, Carolyn Griffith, Alan Griffith, Elmer Armentrout, Jessica Lane

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### Homeowner's Concerns

- Mrs. Howell – complained about trash and other debris sitting at three houses, two on N. Scottish Court and at 12115 Heather Dr. Leroy, to send pictures. Teresa will send letters of complaint to the offenders.
- More complaints about the kids and the dirt bikes. Leroy reached out to the Sheriff's Dept for a meeting and hadn't heard anything back.
- Dead tree out front and pine needles – Leroy will have Andy, Elmer, and Alan look at the tree.

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### Approval of Minutes

- Teresa read the minutes. Al moved to accept them as read with the noted changes, Al S. seconded the motion, and the team approved it with a 5-0 vote..

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### Maintenance Report

- Two picnic table benches at the lower playground have sustained damage and other issues affecting the tables.
- There was a discussion about getting the metal tables to replace the bottom playground tables. We would have to lay down a concrete pad under it. Make it ADA-compliant. Leroy asks if we can get through this season and check the budget. Also talked about buying a new table from Lowe's for \$139 this year. We do have a 1-gallon exterior wood stain to put on it.
- Put the blacktop patch down along the walkway at the lower playground to make it safe from tripping hazards – and Leroy from being thrown from the wheelchair!
- Elmer dug out the mulch around park benches to make them useable, but now they are more of a safety hazard, and when it rains, it's like a mud puddle.
- Leroy has spoken with Jeremy, too, and he will give a price to raise the benches to make them safe and useable.
- Elmer to clean up the branches with Carolyn and Al G.
- We will be painting the swings in May.
- Al G suggested giving Elmer a \$200 gift card for all his hard work. Motion approved 4-0.

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### Treasurer's Report

- Leroy passed around the Bank Reconciliation for signatures.



- **Overall Financial Review** – Mitcha reviewed the bank account totals using the provided Financial Notes and Information Handout. Leroy contributed to the discussion on the changes. Past dues have decreased this month. Leroy will continue debt collection efforts to keep payments current. The 2024 reserve is 98% funded, and homeowners have paid 61% of the 2025 Reserve Fund.
- **Taxes** – The filing is complete; we owe \$120.00 due to the interest we earned.
- **Software Renewal** – Managecasa will issue the invoice soon, maintaining the current price for two more years.
- **Financial Report Approval** – Al S. moved to approve the financial reports as presented. Al G. seconded the motion, and the team approved it with a 4-0 vote.

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## Old Business

### Violations Update

- **Speaker** – not doing well, but we haven't received a letter about anything
- **Chavez** – never reached out with a plan of action or anything.
- **Gorsuch** – no response to our letters.
- **Upper Playground work** – we're on schedule for the end of this month.
- Leroy will talk to Matt about doing the safety mats under the swing and slides and work on handicapped tables.
- **Camera System** – still waiting for Darin to come help
- **Movie Night/License** – we have decided not to continue with this. Teresa will make a flyer announcing that.
- **Spring Event** – Teresa created the "Save the Date" flyer, and Mitcha will hang them on the bulletin boards. The team planned various games, including egg toss, ring toss, planks, and three large prizes. Leroy will pick up a set of four prizes at Sam's. Discussions also covered crafts for kids, food options such as hot dogs, rolls, chips, mac and cheese (Mitcha), popcorn, small bottles of water (Sam's), and candy for the plastic eggs. There will be Face painting as well. The event will run from 12 to 2. Need to talk with John about using his tables.
- **Bus Stop** – We were denied because of measurement. Teresa will file an appeal.
- We have been trying to find an attorney to look at our bylaws, foreclosures, documents, number of rentals, and more.

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## New Business

- Nothing new to add

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## Board/Officer Comments

- No comments.

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## Meeting Adjournment

Leroy adjourned the meeting at 7:58 pm, and the next meeting will be Monday, April 21, 2025, at 6 pm.



## Financial Notes and Violations Update

April Meeting – 04/21/2025

Bank Account Name	This Month	March 2025
Checking	\$ 24,044.97	\$ 38,696.51
Savings	\$ 11,093.27	\$ 11,081.50
Capital Improvement Savings	\$ 9,999.84	\$ 9,989.23
Reserve Fund Savings	\$ 28,103.74	\$ 27,269.60
Community Donations	\$ 1,056.95	\$ 1050.53

Number of Past Due Owners Last Month	28	11,982.21
Number of Past Due Owners This Month	18	10,806.21

**NOTE:** Of the \$10,806.21 in past dues, \$ 4627.00 is violation fines, leaving \$6,179.21. Four homeowners comprise \$3,942.86 of the Past Dues.

✓ We have 3,970.33 in prepaid dues.

### 2024 and 2025 Reserve Fund Update

2024	98.1 %	204	2025	62.0 %	129
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### Review Of Approved & Budgeted Non-Routine Expenses

- Upper Playground Inspection Items corrected - \$ 8,770.00
  - Note: This resolves all significant findings from the playground inspection, with the remaining work focused primarily on cosmetic enhancements, including rust treatment and equipment painting.
  - We will install new upper swings when we paint the frame next month.
  - Still, I have been pondering the need for playground mats after adding all that mulch. If so, a 4' x 6'  $\frac{3}{4}$  thickness is 49.99 each. We might need 14—about 750.00 with tax.
- Fixed (Raised) Park Benches - \$ 1,100.00
- Payment (Taxes) IRS interest Earned - \$ 120.00
- **ManageCasa Software (2-Year Plan) – \$3,026.00 (\$1,013.00 per year)**  
We opt for prepayment of the second year to secure a 15% discount, saving \$534.00 over two years. This payment strategy ensures that next year, we will budget, collect, and allocate funds into savings, helping to cover the following two years. We have consistently used this method for managing similar contracts in the past.



## Violations Summarized

1. **Speaker**—The roof needs replacing. We have not heard back since we responded to their letter indicating they placed a down payment and contract to get it fixed. We gave them 90 days in that letter, up on November 1. I have drafted a letter with Mitcha to mail out in November.  
**UPDATE:** No Change – Still add \$ 75.00 a week fine. Now Owes - \$500.00
2. **Chavez**—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 four<sup>th</sup> letter reminding him of the fine and offering suggestions to remedy it.  
**UPDATE:** Still no movement and receiving fines. Adding \$ 75.00 weekly. Now Owes: \$ 2,345.00
3. **Gorsuch**—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
4. **Fernando**—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. Need to draft a second notice.
5. **Chapman** — Draft the first letter on 04/15/2025 to remove this building. You may purchase a store-bought shed to replace it or build a shed like the one at the upper playground.



# ManageCasa 2 Year Agreement for Highland Manor HOA 2025

**Highland Manor HOA**

12030 Heather Drive  
Hagerstown, MD  
United States

**Leroy Neville**

highlandmanorhoa@outlook.com  
1-3018003096

Reference: 20250318-001407100

Quote created: March 17, 2025

Quote expires: March 31, 2025

Quote created by: Noah Gereboff

ngereboff@managecasa.com

+16502298318

**Comments from Noah Gereboff****Multi-Year Discount**

- 15% discount on a 2 year agreement
- Based on a March commitment in 2023, we are locking in the current pricing structure for your renewal in 2025.

**Products & Services**

Item & Description	Quantity	Unit Price	Total
Base HOA Base Association (HOA/COA) Manager Subscription with 51+ units, yearly. Enter Unit Quantity to reflect amounts of unit under management.	412	\$5.00 / year	\$2,060.00 / year for 2 years
Custom Website-Domain and Hosting This is the subscription for the Domain and Hosting Fee Paid Upfront in Full. Will be re-calculated annually.	2	\$250.00 / year	\$500.00 / year for 2 years



Item & Description	Quantity	Unit Price	Total
E-Payments	2	\$500.00	\$1,000.00 / year
Merchant Account Subscription Fee for the Payment capability to be activated, yearly		/ year	for 2 years
Annual subtotal			\$3,560.00
Multi-Year Discount			(\$534.00)
			15% discount
<b>Total</b>			<b>\$3,026.00</b>



#### Purchase terms

The pricing and payment terms set forth in this Order Form are valid until the expiration date set forth on the first page of this Order Form (the "Expiration Date"). If the customer specified on the first page of this Order Form (hereinafter, the "Customer") does not execute this Order Form on or before the Expiration Date, ManageCasa reserves the right to retract this Order Form, and issue a new Order Form at its then-prevailing fees and/or payment terms.

This Order Form shall be effective on the date this Order Form is executed by all parties (the "Order Effective Date"). Upon execution of this Order Form by both parties, this Order Form shall be deemed a binding "Order" entered into by the parties pursuant to, and incorporated into and made a part of, the [ManageCasa Terms of Service](#).

Subscription Term: 12 Months

#### Additional Fees:

**Transaction Fees.** In addition to the fees set forth in this Order Form, Customer shall be responsible for the following Transaction Fees: \$1.00 for each ACH transaction. 2.95% + \$0.50 per transaction for every credit / debit card transaction.

If Customer fails to complete set up of Customer's account and migration of Customer's data within thirty (30) days from the Order Effective Date, or if Customer requires additional professional services after thirty (30) days from the Order Effective Date, ManageCasa reserves the right to charge Customer additional fees for set-up, data migration, and/or implementation or professional services provided by ManageCasa after such date at ManageCasa's then-current rate for professional services.

For details on Data Migration Packages, see additional information [here](#).

#### Payment Schedule & Terms:

The Set-Up Fees, Data Migration Fees, and the Subscription Fees for the initial Subscription Term (which, for the avoidance of doubt, include any CMW custom domain fees), specified in this Order Form shall be due and payable by Customer, and ManageCasa is hereby authorized to charge Customer for all such fees, upon the Order Effective Date.

All fees due and payable under this Order Form are non-refundable and non-cancellable, and, except as otherwise expressly set forth in this Order Form, shall be due and payable in accordance with the [ManageCasa Terms of Service](#).

#### Acceptance of the Agreement:

By executing this Order Form, you: (1) acknowledge and agree that you have read, understand, and agree to the [ManageCasa Terms of Service](#); (2) represent that you have the authority to enter into this Order Form and the ManageCasa Terms of Service (together, the "Agreement") on behalf of the Customer, and to bind Customer to the Agreement; and (3) agree that Customer is entering into the Agreement with ManageCasa, Inc., a Delaware corporation ("ManageCasa").

MANAGECASA'S ACCEPTANCE OF THIS ORDER FORM IS EXPRESSLY LIMITED TO THE [MANAGECASA](#)

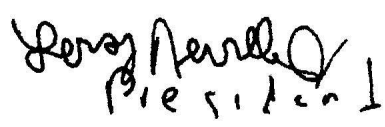


both parties, the ManageCasa Terms of Service supersedes all other written or verbal agreements regarding the subject matter hereof, including, but not limited to, any previous proposal, letters of intent, memorandum of understanding or similar documents, and/or any preprinted terms on Customer's purchase orders, order acknowledgment, or similar ordering or other document. Any such preprinted terms on Customer's documents are hereby rejected


Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

**Leroy Neville**  
highlandmanorhoa@outlook.com

  
President

**Peter Koch**  
peter@managecasa.com



Questions? Contact me

Noah Gereboff  
ngereboff@managecasa.com  
+16502298318

ManageCasa Inc.  
44 Tehama St  
San Francisco, CA 94105  
US



Title	ManageCasa 2 Year Agreement for Highland Manor HOA 2025
File name	redir
Document ID	d41cb2f2b22b486fc03a7c612f6ad54f07163979
Audit trail date format	MM / DD / YYYY
Status	<div></div> Signed

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**TERMS OF SERVICE STATED HEREIN. Unless subsequently authorized in writing by authorized representatives of both parties, the [ManageCasa Terms of Service](#) supersedes all other written or verbal agreements regarding the subject matter hereof, including, but not limited to, any previous proposal, letters of intent, memorandum of understanding or similar documents, and/or any preprinted terms on Customer's purchase orders, order acknowledgment, or similar ordering or other document. Any such preprinted terms on Customer's documents are hereby rejected.**

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Subscription Term: 24 Months

**Additional Fees:**

Transaction Fees. In addition to the fees set forth in this Order Form, Customer shall be responsible for the following Transaction Fees: \$1.00 for each ACH transaction. 2.95% + \$0.50 per transaction for every credit / debit card transaction.

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