

Highland Manor Community Assoc., Inc.
Meeting Agenda
June 15, 2026
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

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

- I. **Call to Order** Leroy Neville, Jr., Al Shay, Mitcha Shay, Al Griffith, Carolyn Griffith, John Lynch, Elmer Armentrout, Teresa Sirbaugh, Matt Crotzer, Kathy Cheek, Jessica Lane
- II. **Homeowner Concerns**
- III. **Approval of minutes**
 - a) March 16, 2026 (no Minutes for 4/20/26 as meeting postponed until 5/18/26)
 - b) May 18, 2026
- IV. **Maintenance Report**
 - (a) Trash and branch pickup following the tree felled following the recent severe storm
 - (b) Playground Inspection
 - (c) Rules Poster/Signs replaced
 - (d) Storm-damaged tree
- V. **Treasures' Report**
 - 1) Bank Reconciliations – May
 - 2) Financial Overview – See handouts for June
- VI. **Old Business**
 - a) Violations Update
 - b) Aberdeen Retention Pond — Phase One Contract (Tree removal)
 - c) New Election Procedures
- VII. **New Business**
 - a) Board and Officer Nomination Interest Forms
 - b) Survey the HOA common ground
 - c) Transition of management structure
- VIII. **Board/Officer Comments**
- IX. **Adjourn – Next Meeting – July 20, 2026, at 6:00 pm**

Highland Manor Community Assoc., Inc.

Meeting Minutes

March 16, 2026

6:00 pm



Board passed 5-0 at
June 15 2026 meeting

Type of Meeting: Board and Officer

I. Call to Order

Present: Leroy Neville, John Lynch, Al Shay, Mitcha Shay,
Alan Griffith, Carolyn Griffith, Teresa Sirbaugh, Elmer Armentrout, Kathy Cheek

II. Homeowner Concerns:

1. A homeowner asked Elmer about parking on the street, hindering the view when exiting driveways. Leroy mentioned that from dealing with a past issue on McGregor, the County came out and checked and said, "if there is 5' clearance it is accepted".
2. A homeowner at 12036 N Scottish was inquiring about how to get a mailbox key. Leroy mentioned he spoke with the homeowner and told him he had to get to the downtown USPS, and there was a charge.
3. Sherri Kline mentioned she will be selling glass mushroom lights.

III. Approval of minutes

- a) February 19, 2026 — Kathleen read the minutes. Motion to adopt minutes as read was made by John and seconded by Al Griffith and passed 5-0 by the full Board.

IV. Maintenance Report

1. Cigarette butts in front of the property at 12021 N. Scottish Court. They are in the street; Leroy mentioned that when we do inspections, if they are still there and on their property, they will be written up.
2. There is still lots of trash on the roads after the trash has been picked up by the Republic Company.
3. The new picnic table we picked up, and the old, falling-apart ones, were removed from the lower playground.

V. Treasure's Report

- 1) Bank Reconciliations – Feb 2026
- 2) Financial Overview – See handout
- 3) Homeowner past due accounts were 45; now they are 26. See the handout for more details.
- 4) John made a motion, seconded by Al Shay, and approved 5-0 by the Board.

VI. Old Business

- a) Violations Update —cars without tags are now covered by tarps, particularly made to fit; the tanning bed has been removed.
- b) Meeting with the County at the Retention Pond – Aberdeen. Met with the County official regarding clearing and repairing the culverts. There was a discussion regarding whether the damage to the culverts was from trash or runoff debris. Although the County did not conduct an audit before, all repairs must be completed by February 2027 at a cost of \$11,000, and the audit will be in 2028.

- c) Contracts — Now is the time for contracts to be reviewed, including garbage collection and snow removal. Leroy has a good relationship with Republic and has been able to negotiate a beneficial contract with them. Leroy has received a bid for delivering trash cans at 12.50 per unit, which is worth \$2,650 and has no more than 4 % increase. Our past increase was never more than 3%. We were paying for 189, and they determined we had 200. We have 205, plus 4 cans at parks that they are not charging for. Leroy asked for a motion to approve this contract. A motion was made by John and 2nd by Alan Griffith and approved 5-0 by the Board.
- d) Microsoft Office has now been paid in full.
- e) Grill — will be used for the Easter event. At February's Board meeting, a motion was made to give John's son the grill.
- f) Sale Movie stuff? — Since holding movie nights is not feasible. The question remains whether to sell or donate it. Perhaps offer to Melissa for \$200. A motion was made to sell the equipment to Melissa for the \$200.00 by John, and 2nd by Al Griffith, and approved by the Board 5-0.
- g) Easter Event – is set for April 4, noon to 2 pm. Teresa will post fliers at our bulletin boards and in the HOA's electronic bulletin boards. John will bring pulled pork, Mitcha will bring macaroni and cheese, and Elmer will bring his chile. The HOA will provide Hot Dogs, drinks, and chips. The plastic eggs will be filled with wrapped candy. Raw eggs will be tossed and caught, among other games.
- h) Future Events, dates, and posters — Summer Event: **July 25, 2026, from 1-3 pm**; Harvest event: **October 24, 2026, from 1-3 pm**; and Christmas Event: **on December 19, noon to 2 pm**. Teresa will create and post these dates. All events will be held at the lower playground.

VII. New Business

- a) New Election Procedures went into effect 10/01/2025. From Leroy's reading of the new law, no homeowner can run for the election. Leroy will seek advice from the HOA's attorney.
- b) **Board/Officer Comments** — None stated at this time.
- c) **Adjourn – Next Meeting. April 20 at 6:00 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.

I. <u>Treasure's Report</u>
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V.

- (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



June 2026 Financial Notes

As of 06/15/2026

Bank Account Name	June	May
Checking	\$ 48,238.22	\$ 42,041.16
Savings	\$ 13,702.79	\$ 13,694.06
Capital Improvement Savings	\$ 11,620.01	\$ 11,612.61
Reserve Fund Savings	\$ 38,146.06	\$ 37,272.48
Community Donations	\$ 580.58	\$ 580.58

Number of Past Due Owners May 2026	19	\$ 9,306.83
Number of Past Due Owners June 2026	17	\$ 8,698.37
Violation fines	2	\$5,117.00

- Filed 2 court cases –1 paid and the other scheduled for hearing on 07/0/2026
- We have several estate claims filed.
- Several house waiting to close.

Reserve Fund Update

2024	100%	208	2025	98.55 %	206	2026	70.19%	146
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HOA Expenses (05/20/2026 – 06/15/2026)

Highland Manor Community Association

Utilities: Garbage / Trash	\$2,921.36
Contract: Tree Removal	\$960.00
Contract: Mowing	\$725.00
Contract: Weed Spraying / Brush Removal	\$630.00
Postage	\$312.00
Md Personal Property Tax	\$165.00
Bank Fees: Credit Card Fees	\$55.76
Cleaning & Maintenance: Porta John	\$54.06
Utilities: Office Internet	\$58.25
Utilities: Upper Playground Internt	\$58.25
General Improvement	\$46.20
Fuel Surcharge	\$36.25
Utilities: Office Phone	\$21.88
Gas/Fuel	\$20.00
Utilities: Street Lights	\$15.28
Repairs	\$13.45
Utilities: Upper Playground Electric	\$7.39
Utilities: Office Electric	\$22.03

Total Expenses: \$6,803.10



June 2026 Financial Notes

As of 06/15/2026

Trash Pickup Cost Summary (2026)

Through June, the Association has spent **\$16,549.78** on trash collection services. This total matches the contracted rates and the unit counts billed from January through June.

Two audits conducted by Republic Services increased the number of billable units during the year. The first audit raised the count from **189 to 200 units**, and a second audit increased it further to **206 units**. These higher counts were billed at the **13.78 rate** through August, which significantly increased monthly charges and contributed to the projected overage.

Based on the updated unit counts and the scheduled rate reduction beginning in September, the projected annual trash cost of **\$32,527.14** is **\$1,215.14** over the approved budget of \$31,312.00, an overage of approximately **3.9%**.

Beginning in **September 2026 through August 2027**, the Association's rate will be **12.50**, which reflects the negotiated reduction secured by the Board. For the **following two years**, the rate may increase based on the **Consumer Price Index for Water, Sewer, and Trash (CPPI)**, but **no more than 4 percent per year**, per the contract. Historical CPPI data show that annual increases have typically been **around 3 percent**, which suggests future adjustments should remain moderate.

QUOTATION

Quote Number: 73330

Quote Date: May 22, 2026

Page: 1

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).**

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	6/21/26	Net 10 Days	253

Description	Amount
REVISED 6/11/2026 WORKSITE: Storm water retaining pond along the south side of the property. --- 1. Trees and woody brush growing in the pond: * Cut the trees and woody brush down completely. * Cut the stumps low with a saw. * Grind or pull out the stumps and visible surface roots 6-8 inches below grade. * Remove all stump grindings and root balls, fill the stump holes in level with topsoil, plant grass seed, and cover with straw matting. * Remove all resultant wood, brush, and debris. COST: \$12,750.00 --- 2. Tall grass and weeds growing in the pond: * Use an industrial mower or brush hog to mow down the weeds and grasses low to grade level. * Leave resultant mulched material lay on site as is - no cleanup. COST: \$2,200.00 ---	12,750.00 2,200.00

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 _____ Check # _____

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

QUOTATION

Quote Number: 73330

Quote Date: May 22, 2026

Page: 2

Voice: (717) 263-8657

Fax: (717) 263-6613

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ATTN: Highland Manor
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**www.cvtlandscape.com
PA 004399**

Customer ID	Good Thru	Payment Terms	Sales Rep
c-highlandmanor	6/21/26	Net 10 Days	253

Description	Amount
3. Excavate the soil: * Excavate the soil around the left side drain tile to expose the end and improve water flow toward the center of the retaining pond. * Excavate a shallow drainage ditch toward the main retaining pond stream to improve water flow. * Dispose of excess soil. - 4. Eroded area above the center drain tile at the back of the pond: * Backfill soil to rebuild the area. * Cover with rip rap stone to reduce the risk of future erosion from high volumes of water. - 5. Apply herbicide to the rip rap drainage area the right rear corner of the pond to aid in suppressing regrowth: * Herbicide will NOT be applied to the lawn area around the stones. - COST for items 3-5: \$ 5,100.00 - 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	5,100.00

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 _____ Check # _____

Subtotal	Continued
Sales Tax	Continued
TOTAL	Continued

QUOTATION

Quote Number: 73330

Quote Date: May 22, 2026

Page: 3

Voice: (717) 263-8657

Fax: (717) 263-6613

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SIGN AND RETURN IF YOU WISH TO SCHEDULE
THE SERVICE(S).**

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	6/21/26	Net 10 Days	253

Description	Amount
#2157.	

If you would like to schedule the service(s) outlined above, please sign one copy of this proposal and retain the oth
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	20,050.00
Sales Tax	
TOTAL	20,050.00

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 Touredon to limit/stop grow back.	1	100.00	100.00
SUBTOTAL					10,215.00
TAX					0.00
TOTAL					\$10,215.00

Accepted By

Accepted Date

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



Outlook

Retention Pond

From House Outdoor <housesoutdoorservices@gmail.com>

Date Tue 12/16/2025 4:40 PM

To Highland Manor <highlandmanorhoa@outlook.com>

Leroy,

I sent a quote from Quickbooks for the cleanup of the pond. Upon completing the cleanup process, we will have a better grasp of what will be needed to progress forward with the regrading. We may be able to salvage and repurpose dirt that is already there, just washed out and in the wrong place. If I had to speculate, I think we would have between \$7,000.00 - \$8,500.00 in the regrading, trenching, seeding, rip-rap, stoning the spillway end of the pipe and putting stone at the basin where the Gabion Baskets are.

Jeremy House

Owner

House's Outdoor Services

301-991-0230

MEMORANDUM

To: Highland Manor Community Association Board

From: Leroy Neville, President

Subject: Boundary Survey Review, Common Area Ownership, and Stormwater Responsibilities

Date: June 2026

Background

This review began when several homeowners questioned whether the HOA is properly maintaining its common-area property and asked the Association to prove that certain areas outside their lots are not the HOA's responsibility—particularly before maintaining both sides of their fence, as required by our community rules.

At a recent meeting, when a homeowner was asked whether she knew the exact location of her rear boundary line in order to determine where she should stop mowing, she acknowledged that she did not. The same issue arose with the homeowner who raised the fence-maintenance concern; she also does not know where her exact property line is located. These situations highlight that homeowners cannot accurately determine their own boundaries, and the HOA faces the same uncertainty when determining where its maintenance responsibilities begin and end.

From dealing with these concerns over the years, and after speaking with former Board members who faced similar questions in the past, it became clear that the underlying issue has been recurring for multiple Boards.

During this process, I conducted a detailed review of the recorded plats, deeds, and County stormwater requirements to determine what land the HOA actually owns and what areas it is responsible for maintaining. Based on this review, I am proposing that the Board consider obtaining a professional boundary survey as a long-term solution to these recurring boundary questions, especially since the survey findings will also support and tie directly into the maintenance and repair work required at the Kilarney/Aberdeen stormwater pond. I am requesting the Board's thoughts, feedback, and any alternative suggestions.

1. HOA-Owned Parcels (Per Recorded Deed)

A search of the Maryland Land Records confirms that the Highland Manor Community Association owns **three parcels totaling 3.92 acres**, conveyed by deed recorded in:

Liber 1032, Folio 1048–1050 (March 24, 1992)

- **Parcel 1:** 0.37 acres
- **Parcel 2:** 2.26 acres
- **Parcel 3:** 1.29 acres

These parcels are labeled on the plats as **Common Use Area, Stormwater Management, or Landscaped Open Space**.

No other parcels were ever deeded to the HOA.

2. Areas the HOA Does *Not* Own

The 1992 deed does **not** include:

- The stormwater pond near **Kilarney Court / Aberdeen Drive**
- The large stormwater pond in Phase II
- Drainage swales
- Slope easements
- Open-space tracts behind McGregor, Heather, or other areas

The subdivision plats state that the developer **reserved fee simple title** to these areas.

3. Why the HOA Must Still Maintain These Areas

Although the HOA does not own most stormwater and open-space tracts, the recorded plats assign maintenance responsibility to the Association.

This assignment of maintenance responsibility—separate from ownership—creates a clear distinction:

- **Ownership:** Limited to the 3.92 acres in the deed
- **Maintenance:** Required for all stormwater and open-space areas shown on the plats

This type of arrangement, where an HOA maintains areas it does not own, is typical for subdivisions built in Washington County during the 1980s and 1990s.

4. County Inspection Requirements (Kilarney/Aberdeen Pond)

The County's stormwater inspector provided written guidance identifying several required maintenance items for the Kilarney/Aberdeen pond, including:

- Removal of woody vegetation and overgrown growth within 15 feet of all inflow points; however, if conditions allow, the entire area should be cleared to improve drainage, reduce future maintenance needs, and prevent sediment buildup.
- Removal of accumulated sediment to restore positive drainage
- Repair of erosion around culvert inlets
- Seeding and stabilization of disturbed areas

Additional Site Condition:

The area along Route 63 near the caged rock structure also needs to be cleared and kept cleared,

as overgrowth in this location restricts drainage flow and reduces visibility of the stormwater inflow system.

These items must be completed **before the next triennial inspection in February 2028.**

The County has confirmed that it is **not issuing a citation for these deficiencies at this time**; however, the required work must still be completed to remain compliant.

With the recent proposed work the HOA is preparing to undertake at this pond, these County requirements directly align with the maintenance tasks already being planned.

5. Request for County Clarification

Because the 1992 deed does **not** include the Kilarney/Aberdeen pond, the HOA has followed up with Washington County to request **written clarification** regarding:

- Whether the HOA is considered the legal owner of this stormwater facility
- Whether the HOA is maintaining a facility it does not own
- The exact boundaries of the stormwater area that the HOA is responsible for

This step ensures that all work performed aligns with the recorded deed, the subdivision plat, and County stormwater requirements.

The HOA will proceed with required maintenance while awaiting the County's written response.

6. Estimated Cost for Boundary Survey and Permanent Markers

A boundary survey would help the HOA clearly define the limits of the three deeded parcels and reduce future disputes.

Important:

These are **estimates only**, not quotes from Frederick Seibert & Associates or any survey company.

Boundary Survey (All 3 Parcels – ~4 Acres)

Estimated Cost: \$4,000 – \$8,000

Includes:

- Boundary retracement
- Field measurements
- Verification of existing markers
- Signed and sealed survey plat

Permanent Boundary Markers

A. Iron Rebar Pins (Standard)

- \$75 – \$150 per pin
- Estimated total (8–20 pins): \$600 – \$2,000

B. Concrete Monuments (Heavy-Duty)

- \$200 – \$400 each
- Estimated total (2–6 monuments): \$400 – \$1,200

C. Visible Posts (Optional)

- \$25 – \$75 each
- Estimated total (8–20 posts): \$200 – \$600

Combined Estimated Total

- **Basic:** \$5,000 – \$6,000
- **Standard:** \$6,000 – \$8,000
- **Full:** \$8,000 – \$10,000

7. Recommendation

For long-term clarity and protection, the Board should consider:

- A boundary retracement survey of the three deeded parcels
- Installation of permanent iron pins at all parcel corners
- Optional visible posts for easy identification during maintenance

A formal quote should be obtained to determine whether this project is feasible within the current budget. If not, the Board will need to plan for this cost in a future budget cycle. At this time, the Association does not have the available funds to proceed without budgeting for it.



Leadership Transition Summary & Homeowner FAQ

OPENING SUMMARY

Our community is at an important turning point. As many of you know, our President will be stepping down after this upcoming election. Several Board Members and Officers have also shared that they plan to step down if the President leaves. Because these combined departures may reduce the Board below the required number of directors, we need to clearly explain what Maryland law requires and what happens if the Board cannot meet the legal minimum.

Maryland law requires **at least three Board Members** for the HOA to function legally. If the Board drops below three, the HOA becomes **frozen**. A frozen HOA cannot pay bills, renew insurance, sign contracts, issue resale packages, or enforce violations. The HOA still exists, but it cannot operate until it is legally restored.

Our goal is to **avoid that outcome**.

After the election, as long as we have **at least two — preferably three — Board Members**, and enough officers to sign documents, the HOA can move forward with a transition plan. That transition plan includes hiring a professional management company to take over day-to-day operations and stabilize the HOA. This approach is the safest and most responsible path forward.

If we do not have at least three Board Members after the election, the HOA will freeze immediately. At that point, three homeowners would need to send a 30-day notice and petition the Circuit Court to appoint a receiver. A receiver is expensive and has the authority to raise dues or issue special assessments without homeowner approval.

Tonight's goal is to help everyone understand:

- What Maryland law requires
- What happens if the Board falls below three members
- What steps can we take to avoid a freeze
- How a management company fits into the transition plan
- What homeowners can do to help keep the HOA stable

The following FAQ sheet answers the most common questions homeowners have asked — and the questions we expect will come up tonight.



Leadership Transition Summary & Homeowner FAQ

HOMEOWNER FAQ / Q&A SHEET

1. Why does the HOA need at least three Board Members?

Maryland law and our governing documents require a **minimum of three directors** for the HOA to function legally. Falling below that number removes the HOA's legal authority to act.

2. What does it mean if the HOA becomes “frozen”?

A frozen HOA cannot:

- Pay bills
- Renew insurance
- Sign contracts
- Enforce violations
- Issue resale packages
- Use HOA funds or supplies

A frozen status means the HOA still exists, but it is completely paralyzed.

3. Why is this happening now?

The President is stepping down, and several Board Members and Officers have said they will also step down if he leaves. That combination could drop the Board below the required three members.

4. What is the best option to keep the HOA running?

The strongest option is for **homeowners to volunteer** to serve on the Board and fill officer roles. This action keeps the HOA fully functional and avoids legal and financial problems.

5. What if homeowners do not volunteer?

The minimum requirement is that **three current Board Members** remain in place. Having three directors:

- Meets the legal requirement
- Allows those directors to perform all officer duties temporarily
- Enables the Board to hire a management company to take over day-to-day operations



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6. What happens if the Board drops below three members?

Dropping below three directors causes the HOA to become **frozen** immediately. A frozen status means nothing can be paid, approved, or renewed.

7. How does the HOA get “unfrozen”?

Maryland Real Property §11B-111.5 requires:

- **Three homeowners**
- To send a **30-day notice** at their own expense
- Then, petition the **Circuit Court**
- To ask a judge to appoint a **receiver**

If fewer than three homeowners are willing to complete this legal process, the HOA remains frozen indefinitely.

8. What is a receiver?

A receiver is a court-appointed individual who temporarily takes over the HOA.

A receiver has the authority to:

- Raise dues
- Issue special assessments
- Charge hourly fees
- Make decisions without homeowner approval

This arrangement is costly and should be avoided.

9. Can we hire a management company instead of a receiver?

Yes - **but only if the Board still has at least three directors.**

A management company cannot legally operate without a functioning Board to supervise it.

10. What happens to home sales if the HOA freezes?

A frozen HOA cannot issue resale packages or lender questionnaires. Without these required documents, most home sales cannot close.



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11. What happens to insurance if the HOA freezes?

A frozen status prevents the HOA from renewing insurance.
Lack of insurance exposes the HOA and potentially homeowners to significant risk.

12. What happens to violations and enforcement?

A frozen HOA cannot enforce rules or issue violation notices.
This lack of enforcement can affect property values and neighborhood appearance.

13. What happens to delinquent accounts?

A frozen HOA cannot:

- Send notices
- Collect past-due dues
- Send accounts to collections

All collection activity stops until the HOA is legally restored.

14. Can we do a special assessment to fix this?

Yes - **as long as the Board still has a quorum.**

A special assessment requires:

- A **special meeting**, and
- A **2/3 vote of the members who attend**, in person or by proxy

This requirement applies only to the members who participate, not the entire community.

15. Can we do a special assessment after the budget is already set?

Yes.

Maryland law and our governing documents do not restrict when a special assessment can be approved.

16. What about the “10% rule” I have heard about?

The “10% rule” applies only when a **home is being sold**.

It does **not** apply to:

- The HOA budget
- Spending



Leadership Transition Summary & Homeowner FAQ

- Hiring a management company
- Special assessments
- Leadership transitions

17. What happens to ongoing projects if the HOA freezes?

A frozen status stops all projects, including:

- Landscaping
- Repairs
- Vendor work
- Insurance renewals
- Administrative tasks

18. What happens to the HOA's bank accounts?

The funds remain in the account, but **no one can legally spend anything** until the HOA is restored.

19. What happens if only two Board Members stay?

Two directors provide a **quorum**, but not the legal minimum of three. The HOA can still act, but it becomes extremely vulnerable — one more resignation freezes the HOA.

20. What can homeowners do right now to prevent all this?

Two options:

Option A - Best:

Volunteer to serve on the Board.

Option B - Minimum:

Encourage at least **three current Board Members** to stay long enough to stabilize the HOA and hire a management company.

CONCLUSION

Our community is at a critical moment, and the decisions we make now will determine whether the HOA remains stable or becomes legally frozen. Maryland law requires at least three Board Members for the HOA to function. Falling below that number immediately



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removes the HOA's ability to pay bills, renew insurance, issue resale packages, or manage basic operations.

The upcoming election is our opportunity to keep the HOA stable. As long as we have at least two - and ideally three - Board Members and enough officers to sign documents, the HOA can move forward with a transition plan that includes hiring a professional management company to handle day-to-day operations. This transition protects the community, ensures continuity, and reduces the burden on volunteers.

If we cannot maintain at least three Board Members, the HOA will freeze, and three homeowners will need to petition the court for a receiver. That process is costly, disruptive, and entirely avoidable.

The path forward is simple: we need enough homeowners willing to serve so the HOA can remain legally functional and move into a more sustainable management structure. Your participation and support are essential to keeping Highland Manor stable and protecting property values.