

**Highland Manor Community Assoc., Inc.**  
**Meeting Agenda**  
**March 16th, 2026**  
**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) Febraury 19, 2026
- IV. Maintenance Report
- V. Treasures Report
  - 1) Bank Reconciliations - Feb
  - 2) Financial Overview – See handout
- VI. Old Business
  - a) Violations Update
  - b) Meeting with County on Retention Pond - Aberdeen
  - c) Contracts
  - d) Grill
  - e) Sale Movie stuff?
  - f) Easter Event – April 4
  - g) Future Events Dates and Posters
- VII. New Business
  - a) New Election Procedures went into effect **10/01/2025**
- VIII. Board/Officer Comments
- IX. Adjourn – Next Meeting – April 20 at 6 pm



## March 2026 Financial Notes

As of 03/16/2026

| Bank Account Name           | March        | February     |
|-----------------------------|--------------|--------------|
| Checking                    | \$ 45,505.38 | \$ 43,055.41 |
| Savings                     | \$ 13,676.91 | \$ 13,055.09 |
| Capital Improvement Savings | \$ 11,598.06 | \$ 11,491.45 |
| Reserve Fund Savings        | \$ 36,766.64 | \$ 35,859.16 |
| Community Donations         | \$ 623.47    | \$ 623.11    |

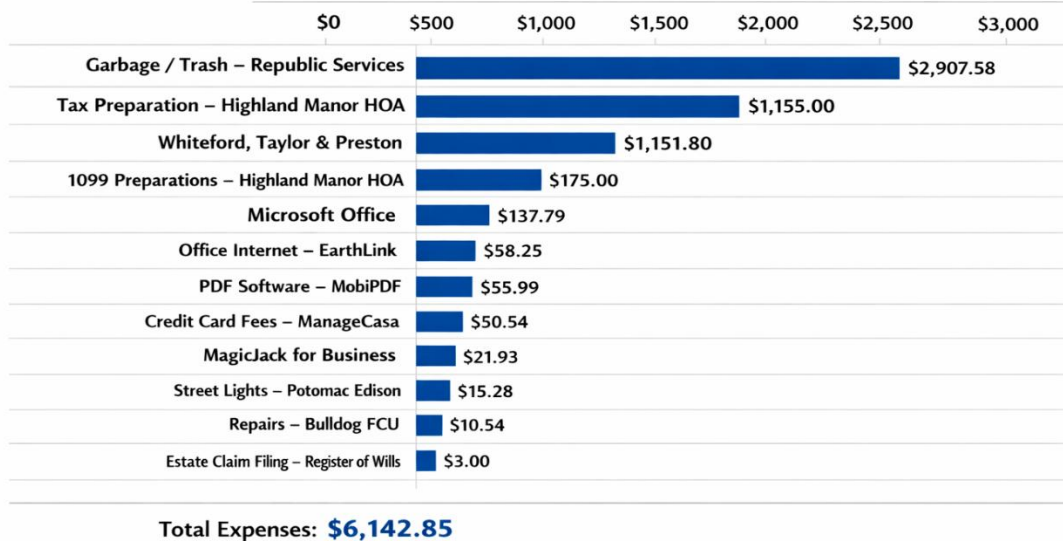
|                                         |    |              |
|-----------------------------------------|----|--------------|
| Number of Past Due Owners Last February | 45 | \$ 15,816.83 |
| Number of Past Due Owners This March    | 26 | \$ 11,550.29 |
| Violation fines                         | 2  | \$4,217.00   |

- One homeowner submitted in writing that they will pay \$150.00 a month and gave us 2 \$150.00 money orders – waiting for this month's payment.
- Will determine what cases will go to the lawyer for proceeding. Probably 5 or 6?

### Reserve Fund Update

|      |      |     |      |         |     |      |        |     |
|------|------|-----|------|---------|-----|------|--------|-----|
| 2024 | 100% | 208 | 2025 | 98.55 % | 206 | 2026 | 57.21% | 119 |
|------|------|-----|------|---------|-----|------|--------|-----|

### HOA Expense from 02/16/2026 – 03/16/2026



**Note:** The trash provider did a route audit and determined we were underpaying. We were paying for 189, and they determined we had 200. Actually, we have 205, plus 4 cans at parks that they are not charging for.

# 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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**

INVOICE TO

CUSTOMER Highland Manor Community Assoc.

NAME

ATTN

ADDRESS 12030 Heather Dr

CITY Hagerstown

STATE MD

ZIP CODE 21740

TEL. NO. 301-800-3096

SITE LOCATION

SITE Highland Manor HOA (trash)

NAME

ADDRESS 12030 Heather Dr

CITY Hagerstown

STATE MD

SUITE

ZIP CODE 21740

TEL. NO.

AUTHORIZED BY: Leroy Neville

CONTACT Leroy Neville



AGREEMENT NUMBER

ACCOUNT NUMBER 427/2030

EMAIL : highlandmanorhoa@outlook.com

| N/O | CONT. GRP | TYP E | SIZE   | C | QTY | ACCT. TYPE | C/O | SERV. FREQUENCY | EST. LIFTS | S | P.O. REQ | RECPT. REQ | L/F CODE | OPEN/ CLOSE DATE | LIFT CHARGE | MONTHLY SERVICE  | EXTRA LIFT | DISP RATE | ADDITIONAL CHARGES | SUPPLEMENTAL CHARGES | TC/RC CMP |
|-----|-----------|-------|--------|---|-----|------------|-----|-----------------|------------|---|----------|------------|----------|------------------|-------------|------------------|------------|-----------|--------------------|----------------------|-----------|
|     | 1         | CA    | 96 GAL | N | 200 | P          | N   | 1X/WK           |            | N | N        | N          | WC01     | 9/1/26           |             | \$12.50 PER HOME |            |           |                    |                      |           |
|     |           |       |        |   |     |            |     |                 |            |   |          |            |          |                  |             |                  |            |           |                    |                      |           |
|     |           |       |        |   |     |            |     |                 |            |   |          |            |          |                  |             |                  |            |           |                    |                      |           |
|     |           |       |        |   |     |            |     |                 |            |   |          |            |          |                  |             |                  |            |           |                    |                      |           |

BFI Waste Services, LLC DBA Allied Waste Services of Frederick, Republic Services of Frederick

HEREINAFTER REFERRED TO AS THE "COMPANY"

The undersigned individual signing this Agreement on behalf of the Customer acknowledges that he or she has read and understands the terms and conditions of this Agreement and that he or she has the authority to sign the Agreement on behalf of the Customer.

BY: \_\_\_\_\_

(AUTHORIZED SIGNATURE)

TITLE: \_\_\_\_\_

BY :

(AUTHORIZED SIGNATURE)

CUSTOMER NAME (PLEASE PRINT)

TITLE:

DATE OF AGREEMENT

**COMMENTS: No Fuel/ Environmental/ Adminastrative Fees**

**Years 2 & 3 increases will be based on Federally Published CPI Water, Sewer, Trash at no more than 4%**

**Rate restricted for 12 months excluding mandated increases from disposal and/or processing facilities**

See reverse for Terms and Conditions



Submitted To: Leroy Neville Jr. Date: February 19, 2026  
Highland Manor Community Association, Inc.

**CONTRACT:**

---

Contact: Leroy Neville Jr.  
Phone Number: 301-800-3096  
Property Name: Highland Manor  
Term: Three Year 3% Yearly Increases

---

Scheduled Days: Once per week

Service: Household trash collected curbside once per week. J&J will provide each residence with two 95 gallon toters for trash. All trash must be within the containers. Any extra trash may be placed in additional totter style containers. There is a one time initial totter delivery fee of \$396.00. Messes made during collection to be cleaned up. There is a \$75 replacement fee for any lost, stolen, or damaged container. J&J will replace lids, wheels, and axles for free.

Bulk: Bulk is an extra charge to the resident payable upon the time of scheduling.

Holiday Schedule: Collection will not take place on the following holidays: New Year's Day, Memorial Day, Veteran's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day or any day the landfill is closed. If one of these holidays falls on a regular collection day, pickup will slide one day.

Monthly Charge: \$13.00 per unit x 198 units = \$2,574.00 per month **200 \* 13.00 = \$2600.00**

Fuel Surcharge: \$0.15/unit to be charged every \$0.50 increase at the pump starting \$3.50/gallon.

CONTACT AUTHORIZATION:  
J&J Inc.

Highland Manor

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner / Agent

\_\_\_\_\_  
Date

**Updated Budget Figures**  
**Projected 2027 Numbers**  
**Trash Collection**

|              |                     |                     |                                                               |
|--------------|---------------------|---------------------|---------------------------------------------------------------|
| Jan          | \$ 2,604.00         | \$ 2,500.00         | Currently paying \$13.78 per home<br>200 @ 13.78 = \$2,759.00 |
| Feb          | \$ 2,604.00         | \$ 2,500.00         |                                                               |
| March        | \$ 2,907.58         | \$ 2,500.00         |                                                               |
| Apr          | \$ 2,756.00         | \$ 2,500.00         | New rate 09/01 \$ 12.50<br>200 @ \$12.50 = \$2,500.00         |
| May          | \$ 2,759.00         | \$ 2,500.00         |                                                               |
| Jun          | \$ 2,759.00         | \$ 2,500.00         |                                                               |
| Jul          | \$ 2,759.00         | \$ 2,500.00         |                                                               |
| Aug          | \$ 2,759.00         | \$ 2,500.00         |                                                               |
| Sep          | \$ 2,500.00         | \$ 2,600.00         |                                                               |
| Oct          | \$ 2,500.00         | \$ 2,600.00         |                                                               |
| Nov          | \$ 2,500.00         | \$ 2,600.00         |                                                               |
| Dec          | \$ 2,500.00         | \$ 2,600.00         |                                                               |
| <b>Total</b> | <b>\$ 31,907.58</b> | <b>\$ 30,400.00</b> | <b>* with Max 4% increase, usually 2 or 3%</b>                |

**Budget for 2026 \$ 32,936.00**

Projected Savings 2026: **\$ 1,028.42 \***

**\* This is even with the new 200 Home rate change**



## Articles

### Client Alert: New Maryland Law Affecting Condominium and Homeowner Associations

**Date:** June 20, 2025

**By:** [Corben R. Zanger](#), [Benjamin J. Andres](#)

Mayland Senate Bill 758 / House Bill 1534 (the “Bill”) was recently signed by the Governor of Maryland, Wes Moore, and will go into effect October 1, 2025. The Bill ([available here](#)) amends Title 11 (the Condominium Act) and 11b (the HOA Act) of Maryland’s Real Property Code by imposing significant new regulations on association elections. The Bill also introduces new limitations on when fees may be charged to owners who request to review or copy the books and records of an association. While the Bill does not go into effect until October 1, 2025, it is important for Maryland Associations to be aware of the changes and to begin implementing policies to ensure compliance with the Bill.

The Bill considers elections to include the collection and counting of ballots and the certifying of results for officers or members of an association’s governing body. Maryland Associations must now have their elections conducted by “independent parties”, who are not candidates in the election and do not have a conflict of interest regarding any candidate(s) taking part in the election. Importantly, the property managers of many associations will **not** qualify as independent parties.

Independent parties include qualifying unit or lot owners, property management that is owned by the Association, and third-party vendors or commercial technology platforms. Unit owners and lot owners can qualify as independent parties, so long as they comply with the remaining requirements of Title 11 and Title 11b, do not campaign or electioneer for any candidate(s), and are not subject to the objection of more than twenty-five percent (25%) of the unit or lot owners who are eligible to vote.

The Bill further amends the Condominium Act and the Homeowners Association Act to prohibit associations from imposing charges on an Owner for examining the financial statements or the meeting minutes of the association in person, or for requesting and receiving them electronically. This means that Maryland Associations may only impose charges to review or copy the books and records when the review or copying occurs outside of normal business hours or is requested without reasonable notice.

For guidance concerning the Bill and its effects, or advice regarding what constitutes a conflict of interest for independent parties' conducting elections on behalf of associations, you can contact the authors at [BAndres@whitefordlaw.com](mailto:BAndres@whitefordlaw.com) or [CZanger@whitefordlaw.com](mailto:CZanger@whitefordlaw.com), or visit [Whiteford's Community Association Homepage](#) for more information.

---

*The information contained here is not intended to provide legal advice or opinion and should not be acted upon without consulting an attorney. Counsel should not be selected based on advertising materials, and we recommend that you conduct further investigation when seeking legal representation.*

---

© 2026 Whiteford, Taylor & Preston LLP. All Rights Reserved.