

Highland Manor Community Assoc., Inc.
Meeting Agenda
July 20, 2026
6:00 pm



Type of Meeting: Board and Officer

Meeting Facilitator: Leroy Neville Jr

- 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) June 15, 2026
- IV. **Maintenance Report**
 - (a) Disposal of Junk on Aberdeen
 - (b) Continuous Trash and Braches out front
- V. **Treasurer's Report**
 - 1) Bank Reconciliations – June
 - 2) Financial Overview – See handouts for July
 - 3) Budget – See handout and Budget letter
- VI. **Old Business**
 - a) Violations Update
 - b) Aberdeen Follow-Up Vote – Motion Sheet
 - c) Aberdeen Retention Pond -See Motion Sheet
 - d) Aberdeen Retention Pond Transfer of Funds – See Motion Sheet
 - e) Summer Event
- VII. **New Business**
 - a) One-time payment policy and motion
 - b) New Contract for Lawn and Snow
- VIII. **Board/Officer Comments**
- IX. **Adjourn – Next Meeting – August 20, 2026, at 6:00 pm**

Board
approved 5-0
at July 20
meeting

Highland Manor Community Assoc., Inc.
Meeting Minutes
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, Kathy Cheek. Homeowner SK
Board approved financials 0.5
- II. **Homeowner Concerns**
Elmer brought forth concerns
 - A) Someone asked Elmer what the guidelines are for installing a fence. Leroy mentioned following our Rules. Most importantly, they need to stay on their property, which may require a survey. Secondly, they need to maintain both sides of the fence. This can include spraying. Preferably, upwards of 2 feet from the fence line. It is customary to consider that the ownership is split on either side of the water meter serving both sides.
 - B) Sherri Kline mentions the common area behind her shed needs to be addressed now and not when we approve water pond work. Leroy mentioned our lawn guys should have sprayed, and he will double-check with him.
 - C) Leroy mention homeowner by Aberdeen Mailboxes wanted us to prove property boundaries before she would maintain the other side of the fence next to our common area.
- III. **Approval of minutes**
 - a) March 16, 2026 (no Minutes for 4/20/26 as meeting postponed until 5/18/26. March 16, 2026, minutes were read with changes noted. Al G motioned to pass, and John seconded, and the minutes were adopted 5-0.
 - b) May 18, 2026 – correction about trash cans: Despite what some trash bins declare, we have no recycling services available to us. Please ensure all trash fits in the Republic Services trash bins. These notes were adopted with changes noted. Al G motioned to pass, and John second and minutes were adopted. 5-0.
- IV. **Maintenance Report**
 - (a) Trash and branch pickup following recent severe storm. Elmer cut and moved the fallen branches back off the road.
 - (b) Playground Inspection - Leroy follow-up with Matt, who performed a playground inspection to see if he tightened that loose bolt on the swings in his report; Matt did tighten the bolt.
 - (c) Elmer has not had time to paint the mailbox clusters – note we can not touch individual boxes, just the outside framework, not in between each section - he has the supplies.
 - (d) Rules Poster/Signs replaced and now reside near or behind our mailboxes.
 - (e) Elmer, Al G., and Carolyn built the new shelving in Office/Shed.
 - (f) A motion to accept the maintenance report was made by Al G. and John - was approved 5-0

V. Treasurer's Report

- 1) Bank Reconciliations - Signed by all Directors and Treasurer.– May
- 2) Financial Overview – See handouts for June
- 3) Leroy reviewed the budget to date and noted we are spending more on Attorney fees than we budgeted; some of which will be recouped from homeowners from cases filed against them
- 4) Motion was made to approve financial report by John and seconded by Al Shay. Motion passed 5-0.

VI. Old Business

- a) Violations Update: We still have one old open violation – fallen in roof; this property is headed to foreclosure, and we will not collect any violation fines. We did write a new violation for 12009 S Scottish Court for tall grass and misc. trash. We are planning to start inspections in late June and early July.
- b) Aberdeen Retention Pond - Phase One Contract (Tree removal). So far, after speaking with Cumberland Valley Tree Service, they look like the best service to employ. Leroy scheduled a meeting with the County and CVTS to review the entire project so everyone would be on the same page. The meeting happened, and a new quote was received for 20,050.00. The quote from Jeremy was around 18,715. However, Leroy spoke with Jeremy, and he said he would have to requote since there has been more growth. Next, a discussion was had on where to pull the funds from; it was decided half from the Reserve Fund and half from Savings. A motion was made by John and seconded by Al G to accept the bid by CVTS. Then, John asked if I could reach out to CVTS to see if they would match Jeremy and come lower. So, the motion was amended to include that language and to get back with the Board.
- c) New Election Procedures – Leroy met with the attorney and got reassurance that Kathleen and Teresa could run the elections if they are NOT campaigning for one of the Board members running. If so, they would have to remove themselves from being an election official.
- d) Summer Event for July has been postponed until August.

VII. New Business

- a) Board and Officer Nomination Interest Forms- they were mailed out, and we received 1 interested in the Board of Directors. Then, at the meeting, John, Al G., and Al S. filled out their interest form.
- b) Survey HOA Common Ground: Leroy reviewed why we need this completed and developed a memo, which is attached, but no action was taken at this time.
- c) Transition of Management: Leroy discussed his reasoning for stepping away and the consequences of not having the appropriate Directors in place. Please see Memo for further details. But, after further discussion, Leroy, along with other Directors and Officers, decided to stay on, and Leroy will be better at delegating more duties back to the staff. After this election and before the next election in 2028, this issue will be re-evaluated.

VIII. Board/Officer Comments

IX. Adjourn – Next Meeting – July 20, 2026, at 6:00 pm



June 2026 Financial Notes

As of 07/20/2026

Bank Account Name	July	June
Checking	\$ 50,883.91	\$ 43,238.22
Savings	\$ 14,805.72	\$ 13,702.79
Capital Improvement Savings	\$ 11,727.18	\$ 11,620.01
Reserve Fund Savings	\$ 41,352.27	\$ 38,146.06
Community Donations	\$ 781.43	\$ 780.95

Number of Past Due Owners June 2026	17	\$ 8,698.37
Number of Past Due Owners July 2026	31	\$ 10,590.67
Violation fines	1	192.00

- The Past Dues did go up – that is because most are behind on the 2026 Reserve Fee. This week, I will add the late fee and send notices.
- Speaker Property (12023 Heather) at write off all dues and fines except for 4 months. I sent Wells Fargo an invoice for 4 months (\$138.68) and current HOA dues of \$208.00
- The Bad debt was \$5,692.34; only \$208.00 was for dues -others were violation fines.
- We will be billing for the 2027 Reserve Fee, which will be \$80.00 (2026 was \$77.00)
- We collected \$844.48 from the sale of documents. These funds were moved to Savings.

Reserve Fund Update

2024	100%	208	2025	98.55 %	206	2026	85.58%	178
------	------	-----	------	---------	-----	------	--------	-----

HOA Expenses (06/16/2026 – 07/20/2026)

Republic Services – Trash	\$2,838.68
Lawn Care	\$2,175.00
Weed Spraying	\$630.00
Internet	\$116.50
NSF Fees	\$97.00
Credit Card Fees	\$52.62
Landfill Sticker	\$50.00
Street Lights	\$32.02
Office Electric	\$26.56
Office Phone	\$22.28
Office Supplies	\$10.59
Gas/Fuel	\$10.00
Upper Shed Electric	\$9.34

Total Expenses: \$6,070.59

Account	Proposed 2027 Budget	2026 Budgeted	2026 Actual (To Date)	2025 Budgeted	2025 Actual	2024 Budgeted	2024 Actual
Income							
Bank Fee: Returned Check	0.00	0.00	0.00	0.00	10.00	0.00	10.00
Capital Improvements Savings Interest	0.00	0.00	43.05	0.00	52.81	0.00	0.00
Collection Letters:Collections	0.00	0.00	0.00	100.00	0.00	500.00	51.00
Community Donations Savings Interest	0.00	0.00	2.30	0.00	3.42	0.00	0.00
Court Cost	150.00	0.00	89.54	0.00	45.54	0.00	228.74
Demand Letters Preparations:Legal and professional Fees	0.00	0.00	0.00	279.96	0.00	0.00	143.00
Disclosure / Closing Statement Fees	600.00	0.00	228.00	0.00	584.00	0.00	608.00
Estate Claims	10.00	0.00	6.00	0.00	0.00	0.00	0.00
HMCA Savings Interest	60.00	0.00	41.49	0.00	50.30	0.00	0.00
HOA Dues	86,970.00	80,703.96	42,917.34	86,528.00	86,764.00	78,000.00	82,633.31
HOA Late Fee	600.00	400.00	619.00	400.00	919.80	400.00	920.00
Interest	0.00	0.00	0.00	0.00	307.37	\$0.00	499.41
Legal and Professional	1,200.00	0.00	1,301.80	0.00	1,914.02	\$0.00	1,147.15
Md Required Disclosure and Inspection Fees	1,200.00	0.00	1,371.20	0.00	3,962.64	\$0.00	4,827.76
NSF Fee	0.00	0.00	20.00	0.00	70.00	0.00	0.00
Other Income	0.00	0.00	0.00	0.00	6,508.80	\$0.00	100.98
Preparation of Compliant	0.00	0.00	-75.00	0.00	560.00	0.00	75.00
Process Server Court Papers	100.00	0.00	60.00	0.00	120.00	0.00	420.00
Reserve Late Fee	0.00	0.00	0.00	0.00	165.00	\$0.00	210.00
Reserve Savings Interest	0.00	0.00	143.13	0.00	139.91	0.00	0.00
Rules Violations Fines/Charges	1,875.00	0.00	2,025.00	0.00	10,150.00		2,175.00
Rush Fee - Documents	400.00	0.00	675.00	0.00	973.00	\$0.00	1,500.00
Bank Fee: Credit Card Fee	700.00	0.00	0.00	0.00	0.00	0.00	0.00
Transfer and Disclosure Fees (Sell of Houses)	500.00		750.00	750.00	3,500.00	0.00	4,250.00
Total from Income	94,365.00	81,103.96	50,217.85	88,057.96	116,800.61	78,900.00	99,799.35
Expense							
Advertising	0.00	0.00	0.00	0.00	0.00	50.00	0.00
Bad Debt	1,000.00	1,500.00	0.00	4,160.00	0.00	0.00	2,199.82
Bank Fee: Account Fee	0.00	0.00	0.00	0.00	10.00	0.00	0.00
Bank Fee: Other Fees	0.00	0.00	0.00	0.00	10.00	0.00	0.00
Bank Fee: Credit Card Fee	700.00	0.00	457.78	0.00	663.00	0.00	777.49
Budget Reserve Funding	1,000.00	1,000.00	0.00	1,000.00	10.00	1,000.00	0.00
Capital Improvement Funding	1,000.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	0.00
Cleaning and Maintenance	750.00	1,000.00	0.00	1,000.00	1,000.00	0.00	515.22
Cleaning and Maintenance: Porta John	240.00	240.00	54.06	240.00	159.12	165.00	153.00
Communality Events	0.00	0.00	0.00	250.00	90.09	200.00	42.36
Community Events: Easter	0.00	0.00	244.12	0.00	0.00	0.00	126.74
Community Events: Board / Annual Meeting	50.00	300.00	0.00	50.00	0.00	50.00	33.26
Computer and Office Equipment	1,000.00	1,000.00	0.00	1,000.00	162.09	0.00	95.40
Contract: Weed Spraying/Brush Removal	2,000.00	2,000.00	1,260.00	2,500.00	8,260.00	4,000.00	2,530.00
Contract: Mowing	13,000.00	12,325.00	5,800.00	12,325.00	10,080.00	12,210.00	10,200.00
Contracting: Salting Property	600.00	0.00	150.00	600.00		0.00	0.00
Contract: Snow Removal	4,200.00	4,500.00	1,050.00	4,550.00	550.00	5,100.00	1,435.00
Contract: Tree Removal	2,000.00	3,500.00	960.00	3,500.00	26,470.00	0.00	16,605.00
Court Cost and Fees	50.00	250.00	89.54	250.00	45.54	0.00	162.50
Credits	250.00	0.00	3,798.50	2,912.00	3,596.70	0.00	1,125.46
Discounts	0.00	0.00	0.00	0.00	8,943.00	0.00	4,197.27
Email Service	30.00	0.00	0.00	0.00	25.32	0.00	0.00
Fuel Surcharge	350.00	580.00	72.50	580.00	580.00	0.00	0.00
Gas/Fuel	75.00	75.00	50.00	75.00	25.00	0.00	30.00
General Improvement	750.00	750.00	184.00	750.00	0.00	0.00	769.10
HOA Dues (Refunded)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HOA Software	1,620.00	1,513.00	0.00	1,620.00	3,026.00	1,620.00	0.00
Insurance	2,100.00	2,000.04	1,912.00	1,825.00	3,733.00	1,745.00	1,708.00
Legal and Professional Fees	3,000.00	4,500.00	1,269.80	1,100.00	1,858.52	950.00	1,597.90
Legal and Professional: 1099 Preparations	400.00	200.00	350.00	200.00	195.00	75.00	175.00
Legal and Professional: Process Service Fees	240.00	280.00	60.00	280.00	120.00	280.00	300.00
Legal and Professional: Tax Preparation	1,450.00	2,100.00	1,320.00	1,700.00	1,255.00	1,700.00	1,255.00
Office Supplies	200.00	400.00	105.98	400.00	153.77	240.00	264.80
OneCloud Storage	61.80	60.00	0.00	0.00	61.80	0.00	0.00
Other Expenses	0.00	0.00	0.00	0.00	0.00	0.00	20.43
Park Improvements:Improvements	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00
PDF Software	90.00	90.00	55.99	0.00	80.28	0.00	0.00
PNC Loan Payment	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00
Postage	1,300.00	831.96	312.00	100.00	16.55	594.00	441.90
Prepaid Dues	0.00	0.00	0.00	400.00	0.00	2,115.25	0.00
Repairs	300.00	500.00	23.99	500.00	1,376.01	249.96	179.53
Software - Microsoft Office	150.00	150.00	137.79	150.00	137.79	150.00	165.99
Supplies	0.00	0.00	0.00	0.00		0.00	0.00
Supplies: Cleaning	0.00	0.00	0.00	0.00		0.00	0.00
Taxes	0.00	0.00	0.00	0.00		0.00	0.00
Utilities:Garbage / Trash	31,209.00	31,312.00	19,388.46	31,669.76	31,052.70	30,457.68	30,051.00
Utilities:Landfill Sticker	50.00	0.00	50.00	0.00	0.00	0.00	0.00
Utilities: Office Electric	475.00	550.00	317.95	645.00	414.95	620.00	356.30
Utilities: Office Internet	699.00	699.00	407.75	735.00	703.69	735.00	735.00
Utilities: Office Phone	285.00	276.00	153.76	265.00	258.08	255.00	248.22
Utilities: Street Lights	200.00	200.00	108.61	190.00	189.94	180.00	176.44
Utilities: Upper Playgroud Internet	699.00	699.00	407.75	735.00	703.69	735.00	735.00
Utilities: Upper Playground Electric	158.00	150.00	58.74	130.00	153.70	240.00	119.29
Reserve Study	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Total from Expense	79,731.80	76,531.00	40,611.07	79,386.76	107,170.33	71,516.89	79,527.42
Net Income	14,633.20	4,572.96	9,606.78	8,671.20	9,630.28	7,383.11	20,271.93
Cushion (Using HOA Dues)	9.08%	5.45%	5.68%	9.00%	-19.04%	9.07%	3.91%
Cushion (Using Total Income)	18.35%	5.98%	23.66%	10.92%	8.99%	10.32%	25.49%

2027 Budget Chart Numbers @ 446.00

HOA Dues	86,970.00
Total from Expenses	79,731.80
Net Income	7,238.20

Cushion: 9.08%

2026 Budget Numbers

HOA Dues	80,703.96
Total from Expenses	76,531.00
Net Income	4,572.96

Cushion 5.45%

2025 Budget Numbers

HOA Dues	86,528.00
Total from Expenses	79,386.76
Net Income	8,671.20

Cushion 9.00%

2024 Budget Numbers

HOA Dues	78000
Total from Expenses	71,516.89
Net Income	7,383.11

Cushion 9.07%

Trash

Homes	206	
Rate (Jan - Aug)	12.50	20,600.00
Rate (Sept - Dec)	12.88	10,609.00
Total		\$ 31,209.00

2027 Budget Chart Numbers @ 440.00

HOA Dues	85,800.00
Total from Expenses	79,731.80
Net Income	6,068.20

Cushion: 7.61%

2026 Actual Budget as of 07/20

HOA Dues	42,917.34
Total from Expenses	40,611.07
Net Income	9,606.78

Cushion 5.68%

2025 Actual Budget Numbers

HOA Dues	86,764.00
Total from Expenses	107,170.33
Net Income	9,630.28

Cushion -19.04%

2024 Actual Budget Numbers

HOA Dues	82,633.31
Total from Expenses	79,527.42
Net Income	20,271.93

Cushion 3.91%



Proposed 2027 Board Budget Letter

Financial Overview and Key Drivers

The Association has absorbed rising costs across multiple service areas while keeping dues stable. In Maryland, operating expenses, including utilities, contracted services, insurance, and professional fees, are increasing more quickly, with many categories rising between 4 and 8 percent annually according to the Community Associations Institute (CAI) Chesapeake Chapter and recent utility and insurance filings. Our aggressive collection efforts have helped offset these increases and prevented larger dues adjustments in prior years, but past-due balances are now minimal and cannot be relied on as a continuing source of support. Revenue from HOA document sales has also helped in the past, but it is unpredictable and cannot be counted on for budgeting purposes. At the same time, deferred maintenance has created a backlog of required work. These combined factors have reduced the operating cushion and make it necessary to align dues with actual 2027 operating needs.

Operating Cushion

The operating cushion reflects the difference between expected income and expected expenses. A healthy cushion allows the Association to manage routine fluctuations, absorb seasonal variations, and handle unexpected repairs without delaying work. When the cushion becomes too small, the Association risks falling behind on basic responsibilities or shifting costs into future years. In recent years, the cushion has ranged from zero to eight percent, but higher year-end numbers did not represent true financial strength. Apparent increases were driven by timing issues, delayed work, and rising costs the Association absorbed instead of passing on to homeowners. Several factors contributed to this trend, including deferred maintenance that temporarily lowered expenses, contracted services increasing faster than dues, limited savings from trash and internet adjustments, reduced income from non-paying homes, and year-end timing differences that distorted reported results. As a result, even when the books showed a cushion of six to eight percent, the Association did not actually have that level of flexibility.

Brush, Weed, and Spraying Maintenance – Impact on 2027 Budget

In recent years, the Association has completed major brush and weed clearing in several common areas, including Aberdeen Woods. These areas now require ongoing maintenance to prevent regrowth and avoid returning to the overgrown conditions we previously faced. To address this, routine brush and weed control—along with scheduled spraying—has been added to the landscaping contract, converting occasional cleanup work into a recurring annual expense. Because this is now a permanent operating responsibility, the 2027 budget must account for the increased cost. With this added maintenance, \$446 is the preferred dues level, as it maintains a stable cushion even if non-payors increase. While \$440 is workable under normal conditions, \$446 provides long-term stability and is the more responsible option.

Why Other Income Cannot Be Used for Daily Operations

While the Association does receive additional income from resale packages, rush fees, lender questionnaires, and other administrative charges, these funds are not guaranteed and vary significantly from year to year. This income has helped the Association complete projects and address one-time needs, but it cannot be relied upon to fund day-to-day operations. Annual dues are the only predictable, legally obligated sources of income and must be sufficient on their own to cover recurring expenses such as trash, lawn care, snow removal, professional fees, insurance, software, utilities, and routine maintenance.

Trash and Internet Savings — Helpful but Not Enough

The Association secured savings in the trash contract and locked in long-term internet pricing. These reductions help offset inflation but are not enough to overcome rising contract costs, deferred maintenance, structural income limitations, and the 13 non-paying homes the Association carries at the start of each year.

Deferred Maintenance

In several prior years, the Association deferred or postponed certain maintenance tasks in order to address other overdue or unscheduled needs. For example, funds were redirected to catch up on overgrowth in the common area behind Aberdeen Woods and to complete required work identified in the professional playground inspection report. While this approach helped the Association remain within budget at the time, it created a backlog of work that must now be addressed.

A clear example of this deferred maintenance is the playground platforms. A professional inspection identified deteriorating protective coating and recommended repairs estimated at \$6,100 for the lower platform and \$7,100 for the upper platform. These repairs were postponed due to limited operating flexibility. Because the playground platforms are not included in the Reserve Study, the work cannot be funded from reserves and must be paid from the operating budget.

Another area affected by deferred maintenance is the shed/office, which is beginning to show visible wear and will require repairs to prevent further deterioration. Like the playground platforms, these repairs are operating responsibilities and must be funded through the annual budget.

Savings and Capital Accounts

To address questions about the Savings and Capital Improvements accounts, it is important to clarify that these funds are not operating resources. Portions of these accounts are already committed, including **\$9,750** for the Aberdeen water pond work and an estimated **\$4,000+** for required playground platform repairs in 2027. Because these funds are already allocated to major projects and cannot be used to cover routine operating shortfalls, the operating cushion and dues level must be set correctly to ensure the budget remains sustainable.

Future Maryland Board Training Requirement

Maryland now requires HOA Board members to complete state-approved training. Estimated cost: \$650–\$975. This training may be a new operating expense for 2027.

Dues Scenarios and Cushion Impact

To determine the appropriate dues level for 2027, multiple scenarios were evaluated using both normal conditions (195 paying homes) and a risk scenario (190 paying homes). The analysis shows how each dues level affects total income and the Association's ability to maintain a minimum 5 percent operating cushion.

Operating Cushion at Different Dues Levels (195 vs 190 Paying Homes)

Dues	Paying Homes	Income	Net Income	Cushion %	Meets 5%?
432	195	81,120	1,388.20	1.74%	✗ No
432	190	82,080	2,348.20	2.94%	✗ No
436	195	85,020	5,288.20	6.63%	✓ Yes
436	190	82,840	3,108.20	3.90%	✗ No
440	195	85,800	6,068.20	7.61%	✓ Yes
440	190	83,600	3,868.20	4.85%	✗ No
446	195	86,970	7,238.20	9.08%	✓ Yes
446	190	84,740	5,008.20	6.28%	✓ Yes
458	195	89,310	9,578.20	12.01%	✓ Yes
458	190	87,020	7,288.20	9.14%	✓ Yes

Detailed Cushion Analysis

Dues	Paying Homes	Income	Net Income	Cushion %	Meets 5%?
432	195	81,120	1,388.20	1.74%	✗ No
432	190	82,080	2,348.20	2.94%	✗ No
436	195	85,020	5,288.20	6.63%	✓ Yes
436	190	82,840	3,108.20	3.90%	✗ No
440	195	85,800	6,068.20	7.61%	✓ Yes
440	190	83,600	3,868.20	4.85%	✗ No
446	195	86,970	7,238.20	9.08%	✓ Yes
446	190	84,740	5,008.20	6.28%	✓ Yes
458	195	89,310	9,578.20	12.01%	✓ Yes

Dues	Paying Homes	Income	Net Income	Cushion %	Meets 5%?
458	190	87,020	7,288.20	9.14%	✓ Yes

Key Findings

- \$440 only meets the 5 percent cushion if non-payors remain at 13 homes.
- If non-payors increase to 18 homes, \$440 falls below the required cushion.
- \$446 meets the cushion requirement in both the 13-home and 18-home scenarios.
- \$458 provides the strongest financial stability and the largest operating cushion.

Board Input and Guidance

Board feedback is essential to ensure the 2027 budget reflects financial realities and community priorities.

Recommendation

The Board should adopt dues of **\$446** for 2027. This amount maintains an **8.44 percent operating cushion** with 13 non-payors and a **5.16 percent cushion** even if non-payors increase to 18. Because the Association begins each year with **8 permanently waived Board and officer dues** and typically **5 additional non-paying homes**, the dues level must account for this structural revenue loss.

The 2027 budget reflects the true cost of maintaining the community and the limitations created by non-paying homes. Although the Association has a Reserve Account, it has already been used twice to cover operating-type repairs, and continued reliance on reserves would weaken future reserve funding and increase required contributions in later studies. Together, these factors required a deeper review of dues levels and the operating cushion.

Setting dues at **\$446** ensures Highland Manor can meet its obligations, complete required maintenance, and operate without deferring work or compromising service levels. This recommendation strengthens the Association's financial position and provides a stable, sustainable path for the year ahead.



Highland Manor Community Association, Inc.

Aberdeen Water Retention Pond

Follow-Up and Contractor Update

To address the questions raised during our meeting on June 15, 2026:AberdeenTransfer

1. **Updated Pricing:** Cumberland Valley Tree Service reduced their price to **19,500**, providing a savings of **550.00**.
2. **Scope of Work Included:** The revised pricing includes clearing the small area of brush and new growth around the rip-rap drainage cages near Route 63 and the old telephone pole. Washington County specifically recommended addressing this area before the growth becomes a larger issue.
3. **County Recommendation:** The County advised that the brush and growth around the drainage cages should be removed now, before it becomes more difficult and costly to manage.
4. **Permits and Licensing:** According to the County, CVTS does **not** need any special permits or licensing for this work.
5. **Scheduling:** CVTS can place us on their schedule for **July or August**, depending on weather conditions.
6. **Funding Plan:** The cost will be split evenly between the **Reserve Fund** and **Savings**, pulling **9,750** from each account.

Board Vote Confirmation (via text/call)

John Lynch: YES

Al Shay: YES

Al Griffith: YES

Teresa Sirbaugh: YES

Leroy Neville Jr. (Board President): YES



Highland Manor Community Association, Inc.

Motion Sheet – Stormwater Retention Pond Repair

Board Members Present (Attendance Record)

- ☒ Alan Griffith
- ☒ Allen Shay
- ☒ John Lynch
- ☒ Teresa Sirbaugh
- ☒ Leroy Neville Jr.

Motion

I, John Lynch motion that the Association approves the repair of the stormwater retention pond located within the Highland Manor Common Area, as required by Washington County due to its failing condition. This motion authorizes the Association to proceed with the selected contractor, Cumberland Valley Tree Service, at the revised cost of **19,500**, which includes clearing brush and new growth around the rip-rap drainage cages near Route 63 and the old telephone pole.

Seconded By: Alan Griffith

Additional Cost Authorization

The Board authorizes up to **500.00** in additional costs related to this project without requiring a new motion. Any amount exceeding **500.00** must be brought back to the Board for approval.

Funding Allocation

The total cost of **19,500** will be split evenly between the **Reserve Fund** and **Savings**, with **9,750** drawn from each account.

Permits

Washington County confirmed that no special permits or licensing are required for CVTS to perform this work.

Scheduling

Work will be scheduled when weather allows.



Highland Manor Community Association, Inc.

Rationale

Washington County recommended clearing the identified area before the growth becomes a larger issue. The repair is necessary to maintain compliance and prevent further deterioration of the stormwater system.

Board Member Votes

Alan Griffith: ☒ Yes ☐ No ☐ Abstain

Allen Shay: ☒ Yes ☐ No ☐ Abstain

John Lynch: ☒ Yes ☐ No ☐ Abstain

Teresa Sirbaugh: ☒ Yes ☐ No ☐ Abstain

Leroy Neville Jr.: ☒ Yes ☐ No ☐ Abstain

Vote Total: 5-0

Board Signatures

Alan Griffith *Alan Griffith*

Allen Shay *Allen Shay*

John Lynch *John Lynch*

Teresa Sirbaugh *Teresa Sirbaugh*

Leroy Neville Jr. *Leroy Neville Jr.*



Highland Manor Community Association, Inc.

Transfer Authorization Sheet

Project: Stormwater Retention Pond Repair

Contractor: Cumberland Valley Tree Service

Approved Cost: 19,500

Approval Method: Board Motion (see attached motion sheet)

Transfer Details

Amount to Transfer:

- 9,750 from Reserve Fund
- 9,750 from Savings Account

Total Transfer: 19,500

Purpose of Transfer: Funding for stormwater retention pond repair, including clearing brush and new growth around the rip-rap drainage cages near Route 63 and the old telephone pole, as required by Washington County due to a failing condition.

Date of Board Approval: 7-20-2026

Motion Made By: John Lynch

Seconded By: Alan Griffith

Authorization for Bank Transfer

The Board of Directors authorizes the Treasurer (or designated officer) to complete the above transfers for payment to Cumberland Valley Tree Service.

Board Signatures

All board members present at the time of signing must sign this authorization. If a board member is absent, the remaining present board members may sign to authorize the transfer.

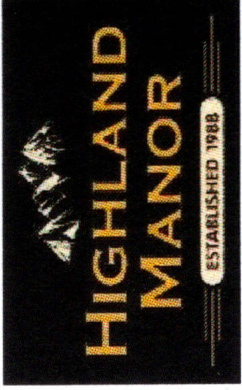
Alan Griffith Alan Griffith

Allen Shay Allen Shay

John Lynch John Lynch

Teresa Sirbaugh Teresa Sirbaugh

Leroy Neville Jr. Leroy Neville Jr.



Reserve Fund Transfer Log

Date	Amount Transferred	Transferred To	Purpose of Transfer	Approved By	Notes
May 19, 2025	\$ 7,800.00	Operating Fund Checking Account	Playground Mulching Project (Lower & Upper Playgrounds)	Board of Directors	Early replacement was approved; the Reserve Study provider (Miller-Dodson) confirmed appropriateness. Scheduled in 2027. Will update the Reserve Study accordingly.
July 20, 2026	\$ 9,750.00	Operating Fund Checking Account	Aberdeen Drive Stormwater Pond maintenance and repairs, including vegetation removal, sediment removal, erosion repair, drainage clearing, and stabilization. Includes clearing brush and new growth around the riprap drainage cages near Route 63 per County recommendation.	Board of Directors	Total project cost \$19,500; remaining \$9,750 paid from Savings. Stormwater pond is a Reserve component with major repair/replacement projected for 2063 per FY 2023 Reserve Study. Update will be included in the 2027 Reserve Study.



Highland Manor Community Association, Inc.

Policy Sheet

Policy Title: One-Time Token of Appreciation Policy

Adoption Date: JULY 20, 2026

Approved By: Board of Directors

Effective Date: JULY 20, 2026

1. Purpose of Policy

This policy establishes a clear and transparent process for providing a **one-time, modest token of appreciation** to any officer, board member, or volunteer who performs work that is significantly beyond normal responsibilities and provides direct benefit to Highland Manor Community Association, Inc.

The policy ensures fairness, prevents favoritism, and maintains compliance with governing documents that prohibit compensation for board members and officers.

2. Policy Statement

The Board of Directors may approve a **one-time token of appreciation**, such as a small gift card, for extraordinary service performed by an officer, board member, or volunteer. This gesture:

- is **not compensation**
- is **not tied to required duties**
- is **not recurring**
- does **not create any ongoing benefit**
- must be **approved by Board vote**
- must be **recorded in the minutes**

3. Officers and Waived Dues

Under the governing documents of Highland Manor Community Association, Inc., **officers receive waived annual dues** as part of their service to the Association. This waived-dues benefit:

- is **not compensation**
- is a **long-standing structural provision** of the Association
- does **not** prevent the Board from issuing a **one-time token of appreciation** under this policy
- does **not** entitle officers to any additional recurring benefit



Highland Manor Community Association, Inc.

Any appreciation provided under this policy must remain **modest, non-recurring, and not tied to the duties of office.**

4. Eligibility Criteria

A one-time token of appreciation may be considered when an officer, board member, or volunteer performs work that is significantly beyond normal responsibilities and provides direct benefit to the Association. Qualifying situations include:

- cleanup or removal of illegally dumped materials
- emergency repairs or safety-related actions
- significant physical labor beyond typical volunteer duties
- specialized assistance that prevents HOA expense
- major storm-related damage and cleanup that exceeds normal volunteer expectations

These examples are not exhaustive. The Board may consider other extraordinary actions that save the Association time, money, or risk, or that prevent the need to hire a contractor.

5. Multiple Tokens of Appreciation for the Same Individual

The Board may issue more than one one-time token of appreciation to the **same individual within a calendar year only if each instance represents a separate, extraordinary act** beyond normal responsibilities.

Each approval must:

- be **independent**
- be **voted on separately**
- include a **distinct justification**
- be **recorded individually** in the minutes

This safeguard ensures the policy remains compliant with the Association's prohibition on compensation.

6. Approval Process

1. A Board member submits a motion for consideration.
2. The Board discusses the circumstances and confirms eligibility.
3. The Board votes on the motion during a regular or special meeting.
4. The Secretary records the motion and vote in the official minutes.
5. The token of appreciation is issued only after approval.

7. Financial Guidelines

- Tokens of appreciation must be **modest** in value.
- The Board may set a general range (e.g., \$25–\$50) if desired.



Highland Manor Community Association, Inc.

- Each instance must include a stated cost and budget category.
- The Association is not obligated to issue appreciation gifts for every instance of extra work.

8. Compliance With Governing Documents

This policy complies with the Association's prohibition on compensation for board members and officers. A one-time token of appreciation is **not compensation**, as it is:

- voluntary
- non-recurring
- not tied to the role
- not guaranteed
- not a benefit of holding office

The existing waived-dues provision for officers remains unchanged and does not conflict with this policy.

9. Review and Amendment

The Board may review or amend this policy at any time by majority vote.

Certification

This policy was adopted by the Board of Directors of Highland Manor Community Association, Inc. on the date listed above.

President Signature: *Jerry Hewitt* Date: 7-20-2026

Secretary Signature: *Kathleen Chubb* Date: 7-20-2026



Highland Manor Community Association, Inc.

Motion Sheet

Motion Title: Approval of One-Time Token of Appreciation

Date: 07/20/2026

Submitted By: Leroy Neville Jr., President

Motion Text

I, Leroy Neville Jr., move that the Board approve a one-time token of appreciation in the amount of \$ 100.00 Gift Card each for the following individuals, in recognition of **separate, extraordinary acts** performed for the benefit of Highland Manor Community Association, Inc.:

1. Elmer Armentrout
2. Alan Griffith (if applicable)

Under the Association's governing documents, **Directors are eligible** to receive a one-time token of appreciation when performing extraordinary work **beyond their Board duties**. Directors cannot receive waived dues unless serving as officers, and cannot receive compensation — however, a modest, one-time appreciation for physical labor is **not compensation** and is fully compliant.

This action is taken under the *One-Time Token of Appreciation Policy*, adopted by the Board, and is not compensation, not recurring, and not tied to the duties of office. Each approval represents an independent event and must be recorded separately in the minutes.

Description of Exceptional Work

The individual(s) performed work far beyond normal volunteer responsibilities, including removing and hauling junk and debris deposited in the common area along Aberdeen and conducting ongoing trash pickup and transport to the dump. This extraordinary effort addressed conditions that posed potential safety and sanitation concerns, prevented a direct HOA expense by eliminating the need to hire a junk-removal or cleanup service, and materially improved the appearance and upkeep of the community. After researching junk-removal pricing in Hagerstown, my best estimate is that hiring a service such as Junk Be Gone or Brooke's House Junk Removal would have cost approximately **\$250–\$500** for comparable cleanup.



Highland Manor Community Association, Inc.



Financial Impact

Budget Category: **Cleaning and Maintenance**. The Association has **\$1,000 budgeted** in this category for 2026 and **has not used any of these funds to date**. This one-time token of appreciation will be drawn from this existing allocation and will not affect any other budget category.

Statement on Volunteer Expectations

The Association should not expect volunteer staff to clean up junk, debris, or materials **deposited onto our grounds by homeowners or outside sources**. Such cleanup exceeds normal volunteer responsibilities and represents work that would otherwise require paid labor or contracted services. Recognizing this extraordinary effort is appropriate and consistent with responsible HOA governance.

Board Member Votes

Alan Griffith: ☐ Yes ☐ No ☒ Abstain

Allen Shay: ☒ Yes ☐ No ☐ Abstain John

Lynch: ☒ Yes ☐ No ☐ Abstain

Teresa Sirbaugh: ☒ Yes ☐ No ☐ Abstain

Leroy Neville Jr.: ☒ Yes ☐ No ☐ Abstain



Highland Manor Community Association, Inc.

Conflict-of-Interest Voting Rule

If a Director is nominated to receive this appreciation, that Director **must abstain** from voting on this motion. Directors may not vote on any motion that provides a benefit to themselves.

Board Signatures

Alan Griffith Alan Griffith

Allen Shay Allen Shay

John Lynch John Lynch

Teresa Sirbaugh Teresa Sirbaugh

Leroy Neville Jr. Leroy Neville Jr.

Contract Expectations for Lawn Care and Snow Removal: What We Have and What We Need

Overgrowth History and Cost

Over the years, these overgrowth areas were neglected, and we've focused over the past few years, including now, on bringing them back under proper maintenance. We still have some work to do, but we want to maintain what we've accomplished so far. We've already spent **1,260 dollars** out of the original **2,000-dollar** vegetation control line, and even after increasing it to **3,000 dollars**, we will have additional costs once the Aberdeen pond is fully cleared and added to regular maintenance. These areas must now be maintained consistently so they do not become overgrown again, and future budgets need to reflect the real cost of this work.

Contract Comparison – Old vs New

The contractor increased prices in the new contract but did not add any of the additional maintenance areas we need. The expanded scope we are discussing is **not included** in either contract.

Snow Removal Price Changes

- Up to 8 inches: **\$450 → \$460**
- 8–16 inches: **\$700 → \$720**
- Over 16 inches: **\$1,000 → \$1,030**
- Additional labor: **\$120/hr. → \$155/hr.**
- Salt labor: **\$75/hr. → \$80/hr.**
- Material costs increased

Grounds Maintenance Price Changes

- Mowing per cut: **\$725 → \$745**
- Debris disposal: **\$125/ton → \$130/ton**
- Playground spray: **\$150 → \$155**
- Ditch/curb spray: **\$625–\$700 → \$640–\$715**

Important

None of the following appear in the new contract:

- Fence line clearing
- Hillside vegetation control
- Retention pond clearing
- Aberdeen Drive cut back
- Trash inspection before mowing
- Vegetation control behind retaining wall
- Lower shed pathway snow removal

The contractor raised prices **without adding any of the expanded work we need.**

Why I Am Recommending Dues at 446

Based on the increased contract pricing and the additional maintenance areas that must be added, I am recommending dues at **446 dollars** instead of 440.

This number:

- Reflects the contractor's increased pricing in both snow removal and ground maintenance
- Supports the expanded maintenance areas that are not included in the new contract
- Helps cover vegetation control costs, including Aberdeen pond maintenance
- Ensures we can maintain the progress we've made on overgrowth cleanup
- Keeps the Association financially stable as we move into the 2027–2028 budget cycle

I would like Board input on this recommendation.

Contract Issues

The current contract does not include the additional areas that need regular maintenance. These missing items must be added to any future contract so we do not fall back into the same problem.

My Review

These proposed changes reflect my review of the completed areas and our goal of keeping the common ground well-maintained. If the Board has additional comments, we can add them before requesting updated pricing.

Budget Update

We have already spent **1,260 dollars** this year on vegetation control. Even with the increase to **3,000 dollars**, updated pricing may show that more is needed, especially once Aberdeen pond maintenance is added.

Contractor Outreach

Teresa is talking to other contractors. This gives us options and ensures fair pricing.

Timeline

We can hold off on voting until August. The Proposed Budget should be mailed by August 31, 2026.



April 16th , 2024

Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

**RE: 2 Year Snow Removal Contract Winter 2024-2025 and Winter 2025-2026
2 Year Grounds Maintenance Contract 2025-2026 (Spring 2025 - Dec 2026)**

Dear Highland Manor Community Association

Thank you for the opportunity to quote your association on your Snow Removal and Grounds Maintenance needs. This quote covers snow removal for the winter of 2024 through spring 2026 and grounds maintenance from 2025 through 2026. House's Outdoor Services looks forward to working with your association for these needs. We are a locally based company with 30 years' experience in residential and commercial grounds maintenance. We are a service-based company that take great pride in the services we provide.

I would like to thank you for the opportunity to quote the association and feel certain that you will continue to find our services meet and exceed your expectations.

Sincerely,
Jeremy House

Jeremy House, Owner
26 W. 6TH St.
Waynesboro, PA 17268
Ph# 301-991-0230
Email: housesoutdoorservices@gmail.com

Highland Manor Community Association 2024 winter – 2026 Spring Snow Removal

Snow & Ice Removal:

- 5 mailbox clusters
- 4 corner bus stops and surrounding load and unload areas

12 fire hydrants (only cleaned in snows deeper than 8" - "10)

Mailbox clusters will be cleaned out and snow removed so residents and postman can move around areas.

Bus stops will be cleaned and plowed so residents have a place to stand and park.

The pathway to the shed only at upper Playground.

In the event of deeper accumulations, fire hydrants will have a path cleared for safety.

Salt and or Magnesium Flake will be applied where and when needed. Cleanup will typically occur when the snow event is over, this is also contingent on County Roads diligence in your area.

Service provided for:

- Snow Accumulations up to 8" \$450.00
- Snow Accumulations 8' – 16" \$700.00
- Snow Accumulations over 16" \$1000.00

Note: Snow Accumulations over 16" may have additional charges, if additional equipment is needed for conditions require excess service and hours.

Additional man hours will be billed at \$120.00 per hour.

Salt or Magnesium Flake application: \$ 35.00 per 50lb bag + \$75.00 per hr.

Fuel Surcharge of 10% per visit may be applied if gas prices continue to rise.

Invoice amounts for snow removal are to be paid within 15 days of service provided.

The contract term is for the Winter of 2024 through Spring of 2026 with the understanding that if costs of fuel, materials and labor increase beyond normal expectations, a new contract may be necessary.

Highland Manor Community Association 2025 – 2026 Grounds Maintenance Needs

RE: Mowing all common ground areas and buildings

The following services will be provided:

- Mowing of turf grass 3.5"
- Trimming around all trees, curbs, walks, drainage pipes and areas unable to be mowed.
- Blowing off all roadways, driveways, and walks. Remove grass clippings and debris.
- We will do our best not to mow over trash.
- Cutting will be done on a bi-weekly basis, with optional cuts if both parties agree.
- Typically, this will involve 14-16 cuts per season. The first cut is usually the 2nd week of April.
- This service will be billed as *Bi-weekly mowing service*.

Invoice amounts are to be paid within 15 days of service.

Service provided for: \$725.00 per cutting.

Fuel Surcharge of 10% per visit @ \$72.50 (fuel surcharged will be imposed if fuel prices rise above \$4.00 per gallon and surcharge will be removed 30 days after fuel prices drop below \$4.00 per gallon.

Additional Services:

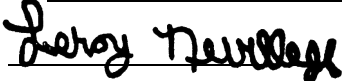
- Debris and disposal when needed: \$125 per ton.
- Spraying of playground area every 6 weeks: \$150 per spray.
- If needed ditch and curb spraying and cleanup: \$625 - \$700.
- Time and material jobs will be quoted on an as needed basis, per job basis.
- **Invoice amounts are to be paid within 15 days of service.**

Contract term is for 2 years: 2025-2026 (end Dec 2026)

Signature line provided below for purposes of turning quote to contract.

Name / Title: Leroy Neville Jr - President

Date _____

Signature 

Date 05/20/2025

Name / Title: Jeremy House /Owner

Date 10/30/2023

Signature: Germey House

Date 10/30/2023



26 West Sixth Street, Waynesboro, PA 17268

Phone: 301-991-0230

Email: housesoutdoorservices@gmail.com

July 2, 2026

Highland Manor Community Association
12030 Heather Drive
Hagerstown, MD 21740

RE: 2 Year Snow Removal Contract Winter 2026-2027 and Winter 2027-2028
2 Year Grounds Maintenance Contract 2027-2028 (Spring 2027 - Dec 2028)

Dear Highland Manor Community Association

Thank you for the opportunity to quote your association on your Snow Removal and Grounds Maintenance needs. This quote covers snow removal for the winter of 2026 through spring 2028 and grounds maintenance from 2027 through 2028. House's Outdoor Services looks forward to working with your association for these needs. We are a locally based company with 32 years of experience in residential and commercial grounds maintenance. We are a service-based company that takes great pride in the services we provide.

I would like to thank you for the opportunity to quote the association and feel certain that you will continue to find our services to meet and exceed your expectations.

Highland Manor Community Association 2026 winter – 2028 Spring Snow Removal

Snow & Ice Removal:

- 5 mailbox clusters
- 4 corner bus stops and surrounding load and unload areas 12 fire hydrants (only cleaned in snows deeper than 8" - "10)

Mailbox clusters will be cleaned out and snow removed so residents and postman can move around areas.

Bus stops will be cleaned and plowed so residents have a place to stand and park.

A pathway to the shed only at upper Playground.

In the event of deeper accumulations, fire hydrants will have a path cleared for safety.

Salt, Tru Melt, and or Peladow will be applied where and when needed. Cleanup will typically occur when the snow event is over, this is also contingent on County Roads diligence in your area.

Service provided for:

- Snow Accumulations up to 8" \$460.00
- Snow Accumulations 8" – 16" \$720.00
- Snow Accumulations over 16" \$1030.00

Note: Snow Accumulations over 16" may have additional charges, if additional equipment is needed for conditions require excess service and hours. Additional man hours will be billed at \$155.00 per hour.

House's Outdoor Services will supply salt or salt blends for walks: Peladow (calcium chloride) is \$57 / 50 lb. bag and Tru Melt is \$36 / 50 lb. bag \$80.00 per hr. Fuel Surcharge of 10% per visit may be applied if gas prices continue to rise.

Invoice amounts for snow removal are to be paid within 15 days of service provided.

The contract term is for the Winter of 2026 through Spring of 2028 with the understanding that if costs of fuel, materials and labor increase beyond normal expectations, a new contract may be necessary.

Highland Manor Community Association 2027 – 2028 Grounds Maintenance Needs

Mowing all common ground areas and buildings. The following services will be provided:

- Mowing of turf grass 3.5"
- Trimming around all trees, curbs, walks, drainage pipes and areas unable to be mowed.
- Blowing off all roadways, driveways, and walks. Remove grass clippings and debris.
- We will do our best not to mow over trash.
- Cutting will be done on a bi-weekly basis, with optional cuts if both parties agree.
- Typically, this will involve 14-16 cuts per season. The first cut is usually the 2nd week of April.
- This service will be billed as *Bi-weekly mowing service*

Invoice amounts are to be paid within 15 days of service.

Service provided for: \$745.00 per cutting.

Fuel Surcharge of 10% per visit (fuel surcharged will be imposed if fuel prices rise above \$4.00 per gallon and surcharge will be removed 30 days after fuel prices drop below \$4.00 per gallon.

Additional Services:

- Debris and disposal when needed: \$130 per ton.
- Spraying of playground area every 6 weeks: \$155 per spray.
- If needed ditch and curb spraying and cleanup: \$640 - \$715.
- Time and material jobs will be quoted on an as needed basis, per job basis.

Invoice amounts are to be paid within 15 days of service.

Sincerely,

Jeremy House

Jeremy House, Owner
301-991-0230
housesoutdoorservices@gmail.com

Contract term is for 2 years: 2027-2028 (end Dec 2028)

Signature line is provided below for purposes of turning quote into contract.

Name / Title: _____

Signature _____

Date _____

Name / Title: Jeremy House /Owner

Signature: Jeremy House

Date 07/02/2026