


# Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

May 2015

SHLOA ELECTIONS															
	<table><tr><td>President</td><td>Mary D'Ovidio</td></tr><tr><td>Treasurer</td><td>Rick Roscoe</td></tr><tr><td>Vice President</td><td><b>VACANT</b></td></tr><tr><td>VP Roads</td><td>Roger Brown</td></tr><tr><td>VP Communications</td><td>Rick Inclima</td></tr><tr><td>VP Common Facilities</td><td><b>VACANT</b></td></tr><tr><td>Secretary</td><td>Mary Oldham</td></tr></table>	President	Mary D'Ovidio	Treasurer	Rick Roscoe	Vice President	<b>VACANT</b>	VP Roads	Roger Brown	VP Communications	Rick Inclima	VP Common Facilities	<b>VACANT</b>	Secretary	Mary Oldham
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## SHLOA BOARD OF DIRECTOR ELECTIONS

*Ballots Coming Soon*

In the coming weeks, each property owner of record will receive a ballot, one for each lot owned, for the purpose of electing four members to the seven-member Board of Directors. SHLOA has received three resumes which are printed on pages 4 and 5 of this newsletter.

As you will read throughout this newsletter, we need your help to fill these four (4) open positions. Please consider serving both yourself and your community by becoming a "write-in candidate" for a Board position. Simply write your name in the space provided on your ballot and mail it on or before June 13<sup>th</sup>. The election results will be announced at the Annual Meeting scheduled for 10:00 A.M., Saturday, June 20, 2015, at the ball field.

Why run for a position on the Board? Because the community you will serve is your own! The Sleepy Hollow community is unique in many ways, especially in its governance. The Board's authority and responsibility is spelled out in the Bylaws of the Sleepy Hollow Lot Owners Association, which were adopted by a quorum vote of the lot owners in 1997. Residents can access the Bylaws on the SHLOA website at [www.SHLOA.com](http://www.SHLOA.com).

The Board is not a government, but it does perform many of the functions typically performed by towns and municipalities. Under the Bylaws, the Board has the authority to establish and collect assessments for the purpose of maintaining the roads and common facilities, including the lake, dam, ball field, pavilions, mail boxes, etc. The Vice President of Roads and the Vice President of Common Facilities are responsible for soliciting bids and overseeing the work of contractors hired by the association to perform work or maintenance on roads and facilities.

The Board Treasurer maintains the books of the Association and keeps a budget for a Working Fund, Capital Improvement Fund, and an Emergency Fund. The President of the Board presides at all meeting of the Board, carries out all orders and resolutions, and cosigns all checks. The Vice President serves as a permanent member of the Election Committee and acts as the liaison with the Association's corporate attorney. The Secretary is responsible for recording the minutes and keeping an inventory of supplies and equipment owned by the Association. And the Vice President of Communications is responsible for publishing this SHLOA newsletter, maintaining the Association's website, mailing letters, ballots, flyers, etc.

## Write-in Candidates Needed

The Board is currently operating with less than a full contingent of officers and we really need your help and assistance to fill the four positions currently open on the Board (2 positions vacant; 2 positions open per regular election cycle). It does not take an extraordinary amount of time, and new members of the Board will certainly be welcomed and appreciated with open arms. A few hours per month is all that is asked to help manage the vibrant and well maintained community we all call home.

The Association needs **write-in candidates** to fill open positions and vacancies on the Board during this election cycle. We have four open positions to fill, but received only three resumes. So we desperately need write-in candidates to run for election and bring the Board to its full seven members.

What is a write-in candidate? A write-in candidate is simply a name you write in (usually your own name) on the ballot, basically voting for yourself (or another known write-in candidate) for a position on the Board. Because write-in candidates did not announce beforehand, their resumes are not printed in this edition of the SHLOA newsletter. Therefore, most voters will have no way of knowing a write-in candidate is interested in being elected. To overcome this, please ask your friends and neighbors to "write-in" your name in the space provided when they receive their ballots. And please also send a message to SHLOA at [sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com) so we can help publicize your candidacy for office!

If you think that running for election to the SHLOA Board is not important, think again! Our assessments are the lowest in the area by a long shot. Our neighbors in surrounding communities pay several times more in yearly assessments due to the lack of volunteers and the necessity to hire "professional managers" to run the affairs of the community. If you have any questions about how to run for a Board position or what it entails, please contact any member of the Board or email your questions to [sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com). We welcome your inquires and will do everything we can to make your service to our community a rewarding and satisfying experience.

SHLOA prides itself in having one of the lowest homeowner assessment costs in the Eastern Panhandle and no member of the Board of Directors receives any salary or fringe benefits. With your help, we can keep it that way. We are Americans, and we do not need a big bureaucracy or outside management firms to run our affairs and maintain our facilities. All we need is you! Please get involved and become a write-in candidate for a position on the SHLOA Board of Directors. Thank you!

TO CONTACT THE BOARD: Please address all issues to the Board in writing.

Send your correspondence to:  
SHLOA  
65 Audubon Road  
Hedgesville, WV 25427  
Email: [Sleepyhollowhoawv@yahoo.com](mailto:Sleepyhollowhoawv@yahoo.com)

# SAMPLE BALLOT

## 2015 SHLOA ANNUAL ELECTION OFFICIAL BALLOT

Place an "X" by the candidates of your choice. Or use the write-in spaces to vote for yourself or a member not listed. Voting for more than four (4) members, sending your ballot to other than the address on the reverse side or removing the Owners' Information on the reverse side, **WILL VOID YOUR VOTE.**

If you make a mistake, contact Election Committee Member, Rick Roscoe for another ballot.

*Only an official ballot issued by SHLOA will be accepted.*

The candidates listed (alphabetically) are the only members who submitted resumes.

Rick Inclima     Rick Roscoe     D. Elaine Wright

Write-In-Space

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Owners' Signature:** \_\_\_\_\_

*At least one (1) Owner of Record must sign this ballot.*

**BALLOT MUST BE POSTMARKED BY JUNE 13, 2015**

WRITE- IN  
CANDIDATES:  
PRINT NAME  
HERE

## ELECTION PROCEDURES

**Entitlement to vote:** Each lot of the association shall entitle the Owner(s) to one (1) vote per lot, providing all assessments are paid by the date of the Annual Meeting (i.e., June 20, 2015).

**Ballot Card(s):** All votes for the Board of Directors must be made on official ballot card(s) mailed to you by the Election Committee. The ballot will display the printed names of candidates who submitted their resumes by the April 15, 2015 deadline. There is also space for write-in candidates who did not submit resumes. You may vote for up to four (4) candidates in this election cycle. Ballots will be mailed to each lot owner of record on or before May 20<sup>th</sup>. Members owning more than one lot will receive a ballot card for each lot owned.

**Returning your Ballot(s):** All votes must be made on the official ballot card(s). If you make a mistake on your ballot or need a replacement, please contact V.P. Rick Roscoe. Ballot(s) must be postmarked by June 13, 2015 in order to be received in time to be counted. Please be sure to affix postage to your ballot before mailing.

# RESUMES RECEIVED FOR BOARD OF DIRECTORS

The following members of the Sleepy Hollow community submitted resumes as candidates for the SHLOA Board of Directors. Their names will be printed on the ballot(s) which will be mailed to all owners of record in the coming weeks. The Election Committee has verified that these members are in Good Standing and are eligible for election to the Board. Remember, write-in candidates are also needed and encouraged to run! (Write-in candidates: Please see sample ballot on page 3 for write-in instructions.)

## RESUME

Rick Inclima  
140 Bradley Brook Lane  
Hedgesville, WV 25427  
Section 8, Lot 5

I have been a member of the Sleepy Hollow community since 2006 and volunteered to fill a vacancy on the SHLOA Board of Directors in January 2012. In mid-2012, I developed the SHLOA website ([www.shloa.com](http://www.shloa.com)) where community members can access current events, upcoming community activities, SHLOA newsletters, by-laws, covenants, and other relevant information. In 2013, I was elected to the Board and currently serve as Vice President of Communications. My duties include maintaining the website, publishing our quarterly newsletter, monitoring the SHLOA email account ([sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com)), and related duties. I also serve as a member of the Roads Committee and the Election Committee.

Working with the Board, I have endeavored to improve communications within our community while reducing costs. Beginning this 2013, with the support of the Board, we revised our newsletter publication schedule to reduce the substantial annual costs associated with printing and mailing SHLOA newsletters four times per year to the nearly 400 lot owners of Sleep Hollow.

Since 2014, over 100 owners have signed up to receive our quarterly SHLOA Newsletter by email, saving hundreds of dollars per year in printing and mailing costs. We will continue to print and mail the 1<sup>st</sup> and 2<sup>th</sup> Quarter newsletters to owners of record not already signed up on our email list. However, the 3<sup>rd</sup> and 4<sup>th</sup> Quarter newsletters will not be mailed; they will be emailed and posted on-line only at [www.shloa.com](http://www.shloa.com) as a cost saving measure.

The Board continues to make progress towards maintaining and improving our community while keeping annual assessments in check. However, there are still many challenges and plenty of work ahead.

I would be honored to continue to serve our community as a member of the SHLOA Board, and I ask for your vote and your support. Thank you.

## RESUME

Rick Roscoe  
2008 Audubon Road  
Section B Lot 25

I have been a member of the community for over 40 years and have served on the board several times, depending on work location. I have served in the positions of president, vice president, communications VP, and Secretary. I am currently serving as Treasurer and VP. As Treasurer I have tried to bring the outstanding SHLOA assessment debt current. By accomplishing this, SHLOA has been able to keep the annual assessment at a low, manageable rate despite the present economy. I look forward to serving our community to the best of my ability.

## RESUME

Dorothy Elaine Wright  
369 Featherbed Lane  
Section 4, Lot 14

I have owned and lived in sleepy Hollow since September 2004. I have observed and realized in the last ten years, the work and efforts that had to be given on behalf of many to keep our lot fee's from raising and working within a limited budget to maintain the quality of our environment and make improvements to our community.

My previous experience was in Rockville, MD where I served on the Board of Directors for Bethesda Park Condominiums from 1995 – December 2002, the last six years of that time as Board President.

Currently, I've retired from my career of Radiology in 2013. I also held a Real Estate License from 1980 until 2010, so I am aware of property values and the need for up keep for the good of the majority.

I realize I personally cannot make a big difference, but together perhaps we can. I now have some time and SHLOA has the need, so I am willing to run for a position on the SHLOA Board of Directors to help serve our community.

### **Annual Membership Meeting: June 20, 2015**

The Annual Membership Meeting is scheduled to be held on Saturday, June 20, 2015, at 10:00 AM at the ball field pavilion. The official purpose of the meeting is to transact such business that may be properly brought to the floor and to announce the results of the 2015 Board Elections.

#### **Order of Business for Annual Meeting:**

1. Call to order by President or ranking officer present
2. Report of Directors
3. Members Forum – Time Limits
4. Report of Election Committee – Introduction of new Board Members
5. Adjournment

**Please Get Involved! All Owners Are Welcome To Attend!**

# THANK YOU FOR VOTING

## *Maintenance Lot Ballot Approved*

The Board of Directors of the Sleepy Hollow Lot Owner's Association, Inc. (SHLOA) wants to thank all of you who voted in the recent referendum giving the Board the authority to purchase a maintenance lot. The vote count is as follows:

440 lots eligible to vote

**278 yes votes**

**20 no votes**

8 votes ineligible to be counted for a variety of reasons

137 ballots not returned

We received more than the 51% of yes votes needed.

The Annual Meeting will be held on June 20, 2015, and you will receive ballot(s) for the election of officers for the Board of Directors in mid-May. We hope as many of you who voted on the referendum will vote in this election of officers.

The next step in the process is to find a lot within the community to purchase. We are seeking a small lot that is fairly level, and will be affordable. We may find one for a tax sale. An additional option is the possibility of an owner donating a lot to SHLOA as a tax write-off. We are investigating this possibility with our attorney.

Please let us know by sending an email to [sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com). You can also send a note to SHLOA, 65 Audubon Rd., Hedgesville, WV 25427. THANK YOU!

## Final Notice of Outstanding Assessments

This constitutes the Final Notice to those Members still owing assessments to SHLOA. Payment of all outstanding balances is due by June 1, 2015. If outstanding assessments are not paid in full by June 1, 2015, SHLOA will engage the law firm of Hamstead & Associates to file suit in order to collect the outstanding assessment(s), which could increase the amount owed to SHLOA due to attorney fees, as permitted by law. As you may be aware, SHLOA has been successful in obtaining judgments based upon the nonpayment of assessments in the past.

Should you be unable to pay the full amount owed to SHLOA, SHLOA is willing to enter into a payment plan agreement, as several members of the community have already done. SHLOA is willing to work with its Members to resolve issues surrounding outstanding assessments. If you have any questions, please contact SHLOA at the address or telephone number listed in this Newsletter.

## BUDGET

2015 BUDGET AS OF MARCH 31, 2015	2015 BUDGET	YTD	DIFFERENCE
<b>INCOME</b>			
2015 HOME OWNERS ASSESSMENTS	\$114,525.00	\$99,401.00	15,124.00
MISCELLANEOUS INCOME	\$300.00	\$70.34	229.66
OPERATING INTEREST	\$100.00	\$0.00	100.00
REFUNDS		\$75.00	
<b>TOTAL INCOME</b>	<b>\$114,925.00</b>	<b>\$99,396.34</b>	<b>15,453.66</b>
<b>2014 RESERVE ALLOCATIONS</b>			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$14,910.15	2,234.85
EMERGENCY FUND	\$11,430.00	\$10,006.40	1,423.60
<b>TOTAL RESERVE FUND</b>	<b>\$28,575.00</b>	<b>\$24,916.55</b>	<b>3,658.45</b>
<b>FIXED EXPENSES</b>			
INSURANCE/TAX/LICENCES/PERMITS	\$4,500.00	\$3,287.99	1,212.01
STORAGE	\$600.00	\$0.00	600.00
PHONE AT LAKE	\$450.00	\$165.25	284.75
LIGHTS AT BALLFIELD AND LAKE	\$270.00	\$79.74	190.26
RELIEF STATIONS	\$1,000.00	\$0.00	1,000.00
COMMUNICATIONS	\$1,950.00	\$844.72	1,105.28
ANNUAL ELECTION	\$450.00	\$0.00	450.00
<b>TOTAL</b>	<b>\$9,220.00</b>	<b>\$4,377.70</b>	<b>4,842.30</b>
<b>ADMINISTRATIVE</b>			
ADMINISTRATIVE/OFFICE SUPPLIES	\$300.00	\$153.86	146.14
COMPUTER, SOFTWARE, OFFICE EQPT	\$400.00	\$0.00	400.00
LEGAL FEES	\$4,500.00	\$0.00	4,500.00
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$0.00	3,700.00
<b>TOTAL</b>	<b>\$8,900.00</b>	<b>\$153.86</b>	<b>8,746.14</b>
<b>ROAD UPGRADES</b>			
UNPAVED	\$22,500.00	\$1,679.25	20,820.75
PAVED	\$10,000.00	\$0.00	10,000.00
SNOW REMOVAL	\$11,500.00	\$10,561.14	938.86
<b>TOTAL</b>	<b>\$44,000.00</b>	<b>\$12,240.39</b>	<b>31,759.61</b>
<b>COMMON FACILITIES</b>			
LAKE ATTENDANT	\$4,500.00	\$0.00	4,500.00
LAWN CONTRACT	\$6,100.00	\$0.00	6,100.00
MAINTENANCE	\$4,000.00	\$0.00	4,000.00
<b>TOTAL</b>	<b>\$14,600.00</b>	<b>\$0.00</b>	<b>14,600.00</b>
<b>2015 RESERVE FUND</b>	<b>\$9,630.00</b>	<b>\$57,707.84</b>	
<b>TOTAL 2015 EXPENSES</b>	<b>\$105,295.00</b>	<b>\$41,688.50</b>	<b>63,606.50</b>

**SLEEPY HOLLOW  
LOT OWNERS ASSOCIATION, INC  
65 Audubon Road  
Hedgesville, WV 25427**