


# Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

May 2016

SHLOA ELECTIONS	
	
President	Mary D'Ovidio
Treasurer	Rick Roscoe
Vice President	D. Elaine Wright
VP Roads	Roger Brown
VP Communications	Rick Inclima
VP Common Facilities	Richard Sussmann
Secretary	Mary Oldham

## 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 three (3) members to the seven-member Board of Directors. SHLOA received three resumes by the due date of April 15, 2016, which are printed on pages 3 and 4 of this newsletter.

If you are a member in good standing and would like to run for the Board of Directors, you can still run for a position by becoming a "write-in candidate." Simply write your name in the space provided on your ballot and mail it on or before June 11<sup>th</sup>. The election results will be announced at the Annual Meeting scheduled for 10:00 A.M., Saturday, June 18, 2016, 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.

## *SAMPLE BALLOT*

### **2016 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 three (3) 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.

Roger Brown     Mary D’Ovidio     Mary Oldham

Write-In-Space

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_

**Owners’ Signature:** \_\_\_\_\_

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

**BALLOT MUST BE POSTMARKED BY JUNE 11, 2016**

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 Record (April 15, 2016).

**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, 2016 deadline. There is also space for write-in candidates who did not submit resumes. You may vote for up to three (3) 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. Elaine Wright or Election Committee member Rick Roscoe. Ballot(s) must be postmarked by June 11, 2016, 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 2 for write-in instructions.)

### **RESUMES**

**Mary D'Ovidio**  
**86 Rocky Trail Road**  
**Hedgesville, WV 25427**

I have been on the Board of Directors of SHLOA for over ten years. My first assignment was as Secretary. The last several years I have served as President of our Association. I would like to continue to serve and will welcome your votes to do so.

I believe that the Board has accomplished many positive things in the years that I have been on the Board. There have been improvements made to the roads which we want to continue to make and improvements to the Ball Field and Lake. We have installed new safety fencing around the lake and by "Rock of Ages" and bought a maintenance lot with your approval.

I want to continue to serve on the Board in order to keep making additional improvements to our community. I want our community to be a safe and attractive place to live and raise children.

**Roger Brown**  
**2085 Audubon Road**  
**Hedgesville, WV 25427**

My wife (Amy) and I have been proud full time owners since 2004. We are raising three children in the development so I have a long-term interest in improving the community. I have served on the Board of Directors for the past 10 years as your VP of Roads. In that time we have made some major improvements to the community roadways. However there is still more that needs to be done.

I would like to continue to serve on the Board to make sure upgrades and general maintenance continues to be performed on our roadways.

**Mary Oldham**  
**130 Bradley Brook Lane**  
**Hedgesville, WV 25427**

I have lived in Sleepy Hollow for the last three years on a full time basis. For the last two of those years, I have held the position of secretary on the Board of Directors. I must say that it has been an educational experience. My past experience has involved dealing with the public and dealing with employees. I have taken early retirement from being a dog groomer of 35 years. For 30 of those years, I owned my own successful business with as many as 6 employees. This experience has given me life lessons that I still draw on. I am submitting this short resume for your vote to allow me to serve on the Board of Directors for SHLOA.

### **Annual Membership Meeting: June 18, 2016**

The Annual Membership Meeting is scheduled to be held on Saturday, June 18, 2016, 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 2016 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!**

### **EMERGENCY NUMBERS**

**FIRE or Emergencies: Call 911**

<b>Morgan County Sheriff Non-emergency</b>	<b>304-258-1067</b>
<b>Berkeley County Sheriff Non-emergency</b>	<b>304-267-7000</b>
<b>State Police/Martinsburg</b>	<b>304-267-0000</b>
<b>State Police/ Berkeley Springs</b>	<b>304-258-2101</b>
<b>Div. of Natural Resources; Enforcement</b>	<b>304-558-2784</b>

**\*\*\*Remember, SHLOA is not a law enforcement agency\*\*\*  
You need to call the proper authorities when you need help.**

**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)

## **ASSESSMENT INCREASE UNDER CONSIDERATION**

In light of the continuing maintenance needs of the community and the ever increasing cost of contracted goods and services, the Board of Directors is considering the necessity of increasing the Annual Assessment. This is not a decision the Board takes lightly, as every member of the Board is also a Sleepy Hollow property owner.

SHLOA assessments have not been increased in at least the past 10 years; however, our costs for maintaining and plowing our roads have steadily increased over this period. Our unpaved roads require annual grading and shale/stone application, and the drainage ditches and culverts must be cleaned of debris each year to minimize erosion. Winter and summer storms cause damage to the roads which must be addressed to keep our roads passable, and fallen or dangerous trees must be removed to assure the safety of our residents. We have a long-term program in place to repave Audubon Road; the first phase of that project between Mountain Lake Road and the ball field was completed in 2015.

The docks at the lake require annual power-washing and maintenance, and we are required by the laws of West Virginia to hire an engineering firm to conduct a comprehensive safety inspection and engineering assessment of the dam and spillway on Audubon Road. The dam inspection report, along with an emergency plan, must be filed with the State of West Virginia every two years. The berm at the back end of the lake requires periodic maintenance including the removal and disposal of accumulated silt.

There are also increasing costs related to legal fees, accounting charges, insurance premiums, and unanticipated emergency work. And of course, under our bylaws we are required to place 15% of annual revenue into the Capital Improvement Fund and an additional 10% of annual revenue into the Emergency Fund.

The Board of Directors has not made any final decision as to an increase in annual assessments; however, we believe that a decision will need to be made in the near future. No one wants an increase, but it may be inevitable. While the Board of Directors is vested with the authority to adjust the annual assessment, we welcome input from the members (property owners) of Sleepy Hollow. Please come to the Annual Membership Meeting on June 18, 2016, and share your views about this important matter which will affect every owner as well as SHLOA's ability to maintain our community in a state of good repair.



## **LAKE VEGETATION CONTROL**

Sterile Asian Grass Carp have been introduced into the lake to control vegetation. These voracious vegetarians are not able to reproduce and will not adversely affect the ecosystem. The fish will help improve the quality of our lake and the habitat of its underwater inhabitants.

The introduction of the fish has been done in compliance with all state and federal laws.

After researching many options, the Board determined this to be the most environmentally sound way to address the vegetation problem at the lake.

## NAME THE LAKE CONTEST

Back in December 2015, we announced the “Name the Lake” contest. This was something we thought would be fun for the community and something to think about during the long winter season. Below are some of the suggestions received for our “unofficial” naming of the lake:

**Lake Legend**

**Gunpowder Lake** (*Ichabod Crane’s horse*)

**Horseman’s Lake**

**The Lake**

**Lake Irving** (*Washington Irving, author; Legend of Sleepy Hollow*)

Please help us pick a name by emailing your selection to SHLOA at [Sleepyhollowhoawv@yahoo.com](mailto:Sleepyhollowhoawv@yahoo.com). The winning suggestion will be announced at the 2016 Annual Membership Meeting, scheduled for June 18, 2016, at 10:00 am at the ball field.

## *From the Board*

### **A MESSAGE FROM YOUR TREASURER**

Finances for the first quarter of 2016 are on target. Second quarter is off to a good start. I will continue to work with the association attorney on a number of past due accounts.

It has come to my attention that some property owners were looking at the Home Owners assessment as a state or local tax. This is not the case; homeowners’ assessments are not a tax but a fee providing the association with finances for maintaining the common facilities, roads, snow removal, lake, ballfield, etc.

These maintenance services are not provided by the counties, Berkeley and Morgan, or the state. As we are a private community, these services are the responsibility of Sleepy Hollow Lot Owners Association. If further clarification is wanted you can contact me via email at [rrshloa@aol.com](mailto:rrshloa@aol.com).

Rick Roscoe, Treasurer

### **A MESSAGE FROM YOUR SECRETARY**

In the past, there have been community yard sales held at our ball field. Well, we are going to try this again this summer. On Saturday, May 21, 2016, from 8:00 am to 2:00 pm, we will be having a community yard sale. The cost will be \$10 per space with the proceeds going back into a fund for community activities such as clean-up day, etc. If you are interested in participating, please contact me. I will answer any other questions that you may have. So----clean out that attic, basement, or garage, even a closet or two and come out and enjoy the day with your fellow neighbors.

This is my first time trying to organize a community event, so please keep that in mind. I will do my best and if all goes well, we will do it again next year. I look forward to seeing some of you on May 21. Please spread the word. Tell your friends, relatives and any other yard sale junkies you know, even your neighbors that may not see the notices. Tell all of your Facebook friends. The more people that know, the more stuff we can sell that we don’t have to take back home. If you don’t want to set up a table, stop in and look around. One person’s junk is another’s treasure. Hope to see you there!

Mary Oldham, Secretary

## BUDGET

2016 BUDGET AS OF APRIL 30, 2016	2016 BUDGET	YTD	DIFFERENCE
<b>INCOME</b>			
2016 HOME OWNERS ASSESSMENTS	\$114,300.00	\$103,164.49	11,135.51
MISCELLANEOUS INCOME	\$300.00	\$0.00	300.00
OPERATING INTEREST	\$100.00		100.00
REFUNDS		\$275.00	
MAIL BOXES		\$280.00	280.00
<b>TOTAL INCOME</b>	<b>\$114,700.00</b>	<b>\$103,169.48</b>	<b>11,530.52</b>
<b>2016 RESERVE ALLOCATIONS</b>			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$15,474.67	1,670.33
EMERGENCY FUND	\$11,430.00	\$10,386.06	1,043.94
<b>TOTAL RESERVE FUND</b>	<b>\$28,575.00</b>	<b>\$25,860.73</b>	<b>2,714.27</b>
<b>FIXED ESPENSES</b>			
INSURANCE/TAX/LICENCES/PERMITS	\$4,000.00	\$3,563.03	436.97
STORAGE	\$600.00	\$0.00	600.00
PHONE AT LAKE	\$550.00	\$167.19	382.81
LIGHTS AT BALLFIELD AND LAKE	\$320.00	\$96.54	223.46
RELIEF STATIONS	\$1,000.00	\$0.00	1,000.00
COMMUNICATIONS	\$1,050.00	\$0.00	1,050.00
ANNUAL ELECTION	\$450.00	\$153.71	296.29
<b>TOTAL</b>	<b>\$7,970.00</b>	<b>\$3,980.47</b>	<b>3,989.53</b>
<b>ADMINISTRATIVE</b>			
ADMINISTRATIVE/OFFICE SUPPLIES	\$350.00	\$184.46	165.54
COMPUTER, SOFTWARE, OFFICE EQPT	\$150.00	\$0.00	150.00
LEGAL FEES	\$4,500.00	\$0.00	4,500.00
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$351.53	3,348.47
<b>TOTAL</b>	<b>\$8,700.00</b>	<b>\$535.99</b>	<b>8,164.01</b>
<b>ROAD UPGRADES</b>			
UNPAVED	\$24,000.00	\$85.00	23,915.00
PAVED	\$1,000.00	\$124.25	875.75
SNOW REMOVAL	\$12,000.00	\$12,997.92	997.92
<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$13,207.17</b>	<b>23,792.83</b>
<b>COMMON FACILITIES</b>			
LAKE ATTENDANT	\$5,500.00		5,500.00
LAWN CONTRACT	\$6,100.00		6,100.00
MAINTENANCE	\$7,300.00	\$730.00	6,570.00
MAIL BOXES			0.00
<b>TOTAL</b>	<b>\$18,900.00</b>	<b>\$730.00</b>	<b>18,170.00</b>
<b>2016 RESERVE FUND</b>			
<b>TOTAL 2016 EXPENSES</b>	<b>\$114,700.00</b>	<b>\$44,314.36</b>	<b>70,385.64</b>

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