

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

December 2015



SHLOA BOARD

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

SHLOA BOARD MEETINGS

A notice announcing the date, place & time of a Board Meeting will be placed on the bulletin board at the mailboxes approximately 10 days before each meeting. If you have any questions, please contact a board member.

TO CONTACT THE BOARD

Please address all issues to the Board in writing. Send your correspondence to:

SHLOA
65 Audubon Road
Hedgesville, WV 25427
e-mail: sleepyhollowhoawv@yahoo.com

EMERGENCY NUMBERS

FIRE or Emergencies: Call 911

Morgan County Sheriff Non-emergency	304-258-1067
Berkeley County Sheriff Non-emergency	304-267-7000
State Police/Martinsburg	304-267-0000
State Police/ Berkeley Springs	304-258-2101
Div. of Natural Resources; Enforcement	304-267-0037

*****Remember, SHLOA is not a law enforcement agency***
Call the proper authorities when you need help.**

FROM THE BOARD

A MESSAGE FROM YOUR PRESIDENT

MAINTENANCE LOT

Yes Folks! SHLOA has finally found a maintenance lot. Settlement was on November 20, 2015. The lot meets all the criteria we told you we would look for; relatively small, 1.7 acres, at an out of the way location not visible to most residents. It is on Rocky Trail and was comparatively inexpensive. It cost significantly less than the \$10,000 we allocated. It is quite level so we will not have to do a lot of grading to get it ready to use for next season. We will need to move the cement blocks at the lot on Audubon Road to the new location and lay a cement slab for salt storage. If you have equipment, trucks, front loaders, etc. that could be used to help establish the new maintenance lot please contact Mary D'Ovidio. Thanks for supporting this project.

Mary D'Ovidio
President

A MESSAGE FROM YOUR TREASURER

The 2016 assessment invoices will be mailed by mid December 2015.

We appreciate the timely support as it enhances our ability to continue making needed improvements to our community. Through your continued support, we have been successful in not increasing assessments in many years.

SHLOA has been very successful in reducing outstanding owner debt, however there are still a few owners, some residents, with outstanding assessments. If these accounts are not paid in full or on an approved payment plan by January 1, 2016 they will be turned over to our attorney for legal action.

Rick Roscoe
Treasurer

2016 Assessment Notices

SHLOA Lot Owners' Assessment Notices have been mailed and will arrive in your mailbox soon. The \$250.00 per lot assessment is used to plow snow; maintain our roads, dam, and common facilities; pay legal and attorney fees; and pay mandatory state inspection fees, insurance premiums, etc. Additionally, pursuant to the bylaws, 10 percent of annual assessment income is set aside in the Emergency Fund and 15 percent in the Capital Improvements Fund.

Thank you for doing your part, and remember to take advantage of the \$25.00 reduction for early payment!

A MESSAGE FROM YOUR SECRETARY

Oh, what a wonderful summer and beautiful fall we have been able to enjoy. It would be really nice if we had an uneventful winter to go along with the great year we are having.

I would like to extend a warm welcome to all of our new residents. Hopefully, you are enjoying everything our community has to offer. In our last newsletter there was an article pertaining to pet laws and being a responsible, considerate pet owner. I would like to take this opportunity to personally thank all of the pet owners who have been cleaning up after their pets and all the others that have done their very best to cut down on excessive barking, making living here more enjoyable. It has been greatly appreciated and noticed by your neighbors. Till next time,

Mary Oldham
Secretary

A MESSAGE FROM YOUR VP OF COMMON FACILITIES

In our September newsletter I reported that we had contracted to have the dam at the lake inspected by a qualified engineering firm per WV law. Under the laws of WV, we are required to have the dam inspected every 2 years and file a report with the state.

We have received a copy of the comprehensive inspection report from the engineering firm. I am pleased to advise that the report did not identify any significant anomalies pertaining to the integrity of the dam. The dam is structurally sound and performing as designed; however, there are a few housekeeping/maintenance items identified in the report that the Board will address in the coming months. These are normal “wear and tear” issues such as vegetation on the back slope of the dam and debris accumulation at the head of the outflow pipe.

In mid-July we had water samples at the lake taken and tested through the Berkeley County Health Department. Samples were collected from both the shallow and the deep end of the lake. I am pleased to report that the laboratory results showed our lake water to be well within state limits for a recreational bathing beach.

Speaking of the lake, we hope you will submit an entry to the “Name the Lake” effort. See the article on page seven (7) and send us your suggestions. The winning entry will be announced at the SHLOA Annual Meeting, tentatively scheduled for June 18, 2016.

The porta-potties at the lake and ball field have been removed; a sure sign that winter is upon us. However, we are already planning for spring with the 2016 Clean-up Day scheduled for Saturday, May 7, 2016. Please save the date, have a safe winter, and see you in the spring!

Richard Sussmann
VP Common Facilities

A MESSAGE FROM YOUR VP OF ROADS

All 2015 planned road maintenance has been completed within budget. We spread and graded a significant amount of shale on the unpaved roads this year, and we will continue these efforts in 2016. We completed Phase I of our Audubon Road repaving program from entrance at Mt. Lake Road to the ball field. This is a multi-year, long-term project that will take both time and money to complete.

We have stockpiled salt and gravel for the roads and are prepared for the winter snow and ice. Now all we can do is wait and hope that winter is not too harsh on our roads and our budget. We are all preparing for winter, but we all know “we can’t control Mother Nature!” Take care and be safe.

Roger Brown
VP Roads

A MESSAGE FROM YOUR VICE PRESIDENT OF COMMUNICATIONS

Thanks to all the residents who have signed up to receive the SHLOA Newsletter by email. Your willingness to do so has saved thousands of assessment dollars over the past couple of years. Assessment dollars not spent on printing and postage are dollars that we can literally plow back into the roads and other maintenance needs.

Approximately 1/3 of our residents are receiving the SHLOA Newsletter exclusively via email. If you want to join them, please send an email to Sleepyhollowhoavv@yahoo.com with your name, section/lot number, current mailing address, and your email address. Kindly put “Newsletter” in the subject line. It’s that simple!

Please help us save your assessment dollars; make a New Year’s resolution and sign up for the electronic SHLOA newsletter!

Wishing you and your family Merry Christmas and Happy Holidays! Be safe, stay warm and enjoy the season!

Rick Inclima
VP Communications



BUDGET

2015 BUDGET AS OF October 31, 2015	2015 BUDGET	YTD	DIFFERENCE
INCOME			
2015 HOME OWNERS ASSESSMENTS	\$114,525.00	\$105,001.00	9,524.00
MISCELLANEOUS INCOME	\$300.00	\$495.34	195.34
OPERATING INTEREST	\$100.00	\$0.00	100.00
REFUNDS		\$75.00	
TOTAL INCOME	\$114,925.00	\$105,421.34	9,428.66
2014 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$15,750.15	1,394.85
EMERGENCY FUND	\$11,430.00	\$10,566.40	863.60
TOTAL RESERVE FUND	\$28,575.00	\$26,316.55	2,258.45
FIXED ESPENSES			
INSURANCE/TAX/LICENCES/PERMITS	\$4,500.00	\$3,563.67	936.33
STORAGE	\$600.00	\$600.00	0.00
PHONE AT LAKE	\$450.00	\$414.61	35.39
LIGHTS AT BALLFIELD AND LAKE	\$270.00	\$219.72	50.28
RELIEF STATIONS	\$1,000.00	\$868.67	131.33
COMMUNICATIONS	\$1,950.00	\$844.72	1,105.28
ANNUAL ELECTION	\$450.00	\$0.00	450.00
TOTAL	\$9,220.00	\$6,511.39	2,708.61
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$300.00	\$337.74	37.74
COMPUTER, SOFTWARE, OFFICE EQPT	\$400.00	\$0.00	400.00
LEGAL FEES	\$4,500.00	\$3,383.25	1,116.75
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$3,000.00	700.00
TOTAL	\$8,900.00	\$6,720.99	2,179.01
ROAD UPGRADES			
UNPAVED	\$22,500.00	\$21,719.88	780.12
PAVED	\$10,000.00	\$10,000.00	0.00
SNOW REMOVAL	\$11,500.00	\$10,906.09	593.91
TOTAL	\$44,000.00	\$42,625.97	1,374.03
COMMON FACILITIES			
LAKE ATTENDANT	\$4,500.00	\$4,845.00	345.00
LAWN CONTRACT	\$6,100.00	\$5,808.60	291.40
MAINTENANCE	\$4,000.00	\$4,427.56	427.56
TOTAL	\$14,600.00	\$15,081.16	481.16
2015 RESERVE FUND	\$9,630.00	\$8,165.28	
TOTAL 2015 EXPENSES	\$105,295.00	\$97,256.06	8,038.94

Sleepy Hollow Snow Plowing Policy

SHLOA follows a long-established policy regarding the plowing of roads during winter weather. The policy clearly states that roads are plowed whenever the depth reaches 3 inches anywhere in the development. We will have unpaid volunteers checking on snow depth throughout the community, especially in the problem areas. We will not plow when snow fall is less than 3 inches. Please drive carefully on winter roads and allow extra travel time during weather events.



How You Can Help This Winter

Remove all vehicles from the roadway to facilitate plowing and treatment of road surfaces;
Do not park in cul-de-sacs because plow trucks need to turn around and need places to push snow;
Do not attempt to plow roads yourself. This can damage the roads and impede drainage;
Please be patient with our contractors and the SHLOA Board; we are doing our best to provide these services;
Please check in on your neighbors for their safety.

Thank you!

WINTER CAR EMERGENCY KIT

The following list of supplies kept in your **emergency car kit** will serve you well if an adverse situation arises in your automobile.

Keep these items in a bag in your trunk:

Battery-powered radio, flashlight with extra batteries, blanket, booster cables, bottled water, and nonperishable high-energy foods such as granola bars, raisins, and peanut butter. Also pack a first-aid kit and manual, fire extinguisher, maps, shovel, road flares, tire repair kit and pump, a properly inflated spare tire, empty coffee can and candles.

Be sure to carry a fully charged cell phone with charger. To stay warm if stranded, run car for short periods of time to conserve fuel. Be sure your exhaust pipe is not obstructed by snow or debris. Always keep a window cracked slightly when car is running to assure fresh air flow. In a pinch, put a lighted candle in a large coffee can to generate heat. Use extreme caution anytime you have an open flame and be sure to provide for fresh air flow.

For Winter Driving

- A snowbrush and ice scraper.
- A bag of sand or kitty litter to help with traction.
- Extra windshield washer fluid.
- A blanket, just in case.
- Old winter boots and warm clothes for the trunk.
- Keep your gas tank filled above halfway in bad weather.

Name the Lake!

I recently came across a brochure published by The Woods community, which is just down Mountain Lake Road from Sleepy Hollow, with a map, identifying a number of hiking trails in the area including those in the Sleepy Hollow community. The map also shows our road grid and other physical features including our lake.

That's how it is labeled on the map, "Lake"! It dawned on me that we have a lake with no name, much like the horse of *America* fame. I thought, shouldn't our lake, man-made, have a name?

I asked our SHLOA Board to consider supporting a contest to name the lake and to appoint a community committee of willing judges to receive suggestions. The committee could review the submitted names and choose the best 3 or 4 to be voted on by ballot in the newsletter or at the SHLOA website.

I hope you will participate. Keep it creative.

Lou D'Ovidio



???LAKE WHATCHAMACAULIT???

While you're waiting on winter, think summer! Have some fun with this, involve the kids and grandkids! Send your NAME THE LAKE suggestion to SHLOA at Sleepyhollowhoawv@yahoo.com. Please put "Name the Lake" in the subject line. Or send your suggestion by mail to SHLOA – Name the Lake, 65 Audubon Road, Hedgesville, WV 25427.

The winning suggestion will be announced at the 2016 Annual Membership Meeting, tentatively scheduled for June 18, 2016. Thanks and have a warm and safe winter!

WEST VIRGINIA CODE

§20-2-58. Shooting across road or near building or crowd; penalty.

(a) In addition to any other prohibitions which may exist by law, it shall be unlawful for any person to shoot or discharge any firearms:

(1) Across or in any public road in this state, at any time;

(2) Within five hundred feet of any school or church; or

(3) Within five hundred feet of any dwelling house: *Provided*, That a person who is a resident of a dwelling house, and his or her authorized guest, may shoot or discharge a firearm in a lawful manner within five hundred feet of the dwelling house where the person lives, if the firearm is being discharged with the express or implied knowledge and consent of all residents of that dwelling house, and no other dwelling houses are located within five hundred feet of where the firearm is discharged; or

(4) On or near any park or other place where persons gather for purposes of pleasure.

(b) Any person violating this section is guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than fifty dollars nor more than \$500 or confined in jail for not more than one hundred days, or both fined and confined.

(b) Notwithstanding the provisions of subsection (a) of this section, any person operating a gun repair shop, licensed to do business in the State of West Virginia and duly licensed under applicable federal statutes, may be exempted from the prohibition established by this section and section twelve, article seven, chapter sixty-one of this code for the purpose of test firing a firearm. The director of the Division of Natural Resources shall prescribe such rules as may be necessary to carry out the purposes of the exemption under this section and section twelve, article seven, chapter sixty-one and shall ensure that any person residing in any dwelling home within five hundred feet of such gun repair shop be given an opportunity to protest the granting of such exemption. *Note: WV Code updated with legislation passed through the [2013 1st Special Session](#). The WV Code Online is an unofficial copy of the annotated WV Code, provided as a convenience. It has NOT been edited for publication, and is not in any way official or authoritative.*

SHLOA reminds residents and guests that Sleepy Hollow is a family-oriented community with lots of children and pets. Please obey all firearms and hunting laws and practice gun safety. Also, be sure to wear plenty of Blaze Orange outerwear as required by law whenever you are hunting or hiking. Please have a safe and enjoyable winter, and enjoy the great outdoors!

Let's all stay safe out there!

**WEAR SIGNIFICANT AMOUNTS OF BLAZE ORANGE
DURING HUNTING SEASON, EVEN ON SUNDAYS!**

Please don't let your pets roam, especially during hunting season. Both Morgan and Berkeley counties have leash laws, please follow them and help keep your pets and your neighbors safe.

Chimney Safety

Chimney fires cause hundreds of deaths and millions of dollars in lost property every year in the United States. But they can be easily prevented, say University of Georgia experts. The key is to keep the fireplace free of creosote build-up. Creosote is a flammable, sticky substance caused by unburned gases that condense on the inside of the chimney.

Clean your chimney

Proper chimney cleaning is the key to preventing creosote build-up. First, check the chimney closely for creosote. Or have a professional chimney sweep do it for you. A quarter-inch of creosote build-up signals the time for a cleanup. Check as often as twice a month during the heating season. The chimneys of open fireplaces need cleaning only every two or three years. But those serving wood-burning stoves and manufactured metal fireplaces require annual cleaning. That's because their fires burn more slowly and produce more creosote.

Protect your chimney

You can protect your chimney from creosote build-up while your fire is burning by using only well-seasoned wood. Also avoid using low damper settings for extended times. The temperature of the fire also plays a big role in creosote formation or burning. Always run a wood stove within the manufacturer's recommended temperature limits. Too low a temperature increases creosote build-up, and too high a temperature may eventually cause damage to the chimney and result in a chimney fire.

Avoid roaring fires by adding only enough fuel to keep the fire at the desired temperature. And never burn household trash, cardboard or Christmas trees in your fireplace. The sparks they produce can lead to chimney fires. Chimney fires can be identified by sucking sounds, a loud roar and shaking pipes. Fires can be controlled with minimal damage if you follow these suggestions from UGA experts.

- Always call the fire department first. Then cut off the fire's air supply by closing any air intake vents to the firebox, close the stove damper, and always keep a class ABC dry chemical fire extinguisher handy.
- Check chimney structure and fireplace equipment.
- In addition to checking for creosote build-up, check the structural soundness of the chimney, too. Check for any damages that may have happened in the past heating season. Look often for signs of structural failure and have any damages repaired immediately.

Other signs of structural damage include corrosion or rusting of the inner liners of metal chimneys and buckling, separation of the seam or collapsing of the inner lining of metal chimneys. Improper installation of the fireplace or stove is another culprit of starting fires. Placing the chimney too close to wood framing or thermal insulation or improperly passing the chimney through a ceiling or wall can cause the wood framing to ignite. In addition to the chimney, also inspect any electrical components, the blowers, or anything that might be associated with your wood-burning unit. Also check the integrity of the chimney stove pipe and any flame arresters. If you have an open fireplace, without a screen, check for nests that may have been built inside over the summer. It is best to try to clean out any nests that may be in the chimney flu because these could cause a little excitement or a flash fire when you first light your fireplace. If your fireplace operates by pilot lights or gas starter, check fittings to make sure they are in proper working order. If any questions arise in your survey of your equipment contact someone who can come out and check the connections.

Sources: Dale Dorman, Julian Beckwith and David Moorhead, University of Georgia (<http://www.caes.uga.edu>)

Mail Change of Ownership and Address update form to: SHLOA, 65 Audubon Rd, Hedgesville, WV 25427

CHANGE OF OWNERSHIP OR ADDRESS/UPDATE YOUR INFORMATION	
<p>Date: _____</p> <p>Section(s) and Lot(s) _____</p> <p>County (for each lot) : _____</p> <p>911 Address (for each applicable lot):</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Section(s) and Lot(s) _____</p> <p>Date of Settlement or Title Change: _____</p>
<p><i>Current Information:</i></p> <p>Your Name(s) : _____</p> <p>Street/POBox/Apt: _____</p> <p>_____</p> <p>City: _____ State: ___ Zip Code: _____</p> <p>Do you own a mailbox at the ball field? _____</p> <p>Unit and Box? _____</p> <p>Phone Number at above address: _____</p> <p>Sleepy Hollow Phone # _____</p> <p>(if different from above) _____</p> <p>email address : _____</p> <p>Emergency Phone #: _____</p> <p>Emergency Contact: _____</p>	<p><i>New Information</i></p> <p>New Owner's Name(s): or change of address</p> <p>_____</p> <p>(if applicable)</p> <p>Street/POBox/Apt: _____</p> <p>_____</p> <p>City: _____ State: _____ ZipCode: _____</p> <p>Phone Number at above address: _____</p> <p>Sleepy Hollow Phone # _____</p> <p>(if different from above)</p> <p>email address: _____</p> <p>Emergency Phone #: _____</p> <p>Emergency Contact: _____</p>