

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

December 2016



SHLOA BOARD	
President	Mary D'Ovidio
Vice President	Elaine Wright
Treasurer	Rick Roscoe
VP Roads	Roger Brown
VP Communication	Rick Inclima
VP Common Facilities	Stacey Weiant
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

This year we have been fortunate to have collected the most money in assessments than in any previous year since I have been on the Board. This is so important because it gives the Board the necessary funds to use to keep us functioning and making the improvements that are needed in the community. More important it does not make it necessary to raise assessments.

I can only hope that every resident will pay their assessments that will be sent out the beginning of December. When we all pay our fair share, we have the money to do the necessary work. However, there are still a few residents that do not pay their fair share and this year they have been turned over to SHLOA's lawyer so the court can order them to pay. Let's hope it works.

Please send in your assessments as soon as possible after you receive them, as if paid before January 30, 2017 you get a \$25.00 discount. Become familiar with the assessment process and with the Covenants of our Association. Both are important in maintaining our community and making it a GREAT place to live and enjoy. Happy Holidays to all of you.

Mary D'Ovidio
President

A MESSAGE FROM YOUR TREASURER

For the year 2016 we have collected \$14,000.00 in overdue assessments. In addition, we have several owners on a payment plan, however there are a few who will be removed from the payment plan due to non-payment and forwarded on to our attorney for processing. We currently have 17 property owners whose cases have been filed and are working their way through the court system.

The 2017 assessment invoices will be mailed December 5, 2016. We appreciate and thank all members for their cooperation.

Rick Roscoe
Treasurer

2017 Assessment Notices

SHLOA Lot Owners' Assessment Notices were mailed out the first week of December. The \$250.00 per lot assessment is used to plow snow; maintain our roads, dam, and common facilities; pay legal and attorney fees; pay mandatory state inspection fees, insurance premiums, etc. Additionally, pursuant to the SHLOA 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

Well, another year has come and gone,
the leaves have fallen down.
The lake was in its glory,
with autumn colors all around.

The trails were full of wondrous things,
did you get out and walk?
You could have gone to Devil's Nose,
and watched the graceful hawk.

The Tuscarora Trail has a breathtaking view,
off of Third Mountain Path.
The exercise is good for you,
I challenge you to do the math.

The Boonies should be a historic sight,
you will see wildlife abound.
But nature has reclaimed it,
so you may as well just turn around.

All these things you may have missed,
you could still have a chance.
Mother nature may wait a bit,
before winter takes its final stance.

Mary Oldham
Secretary

A MESSAGE FROM YOUR VP OF ROADS

It is time to winterize the lawnmower and prepare the snow blower for what we all know is coming next. Residents are urged to prepare for winter. Prepare an emergency kit for your vehicle, and be sure to stock up on medication, food, candles, propane and an ample helping of patience.

SHOLA is preparing for winter too. We have stockpiled salt and cinder for the roads and are ready for 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. Please drive carefully, and remember "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.

If you want to sign up to receive the newsletter via email, please send an email to Sleepyhollowhoawv@yahoo.com with your name, section/lot number, current mailing address, and email address. Kindly put "Newsletter" in the subject line. It's that simple, and you will receive all 4 Quarterly Newsletters directly to your inbox.

Residents not signed up for email service will continue to receive the 1st and 2nd Quarter Newsletters via U.S. Mail. The 3rd and 4th Quarter Newsletters will be sent to the email list and published on-line only at www.shloa.com. SHLOA discontinued printing and mailing the 3rd and 4th Quarter Newsletters as a cost

saving measure several years ago. Eventually, we would like to transition to a fully on-line and email publication format.

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

Rick Inclima
VP Communications



Changing of the Guard; Vice President of Common Facilities

In October, Vice President of Common Facilities Richard Sussmann tendered his resignation as a member of the SHLOA Board. On behalf of the SHLOA Board of Directors and the entire community, we thank Richard for his dedicated service to the Sleepy Hollow Community.

President Mary D'Ovidio said, "We are really going to miss Richard's presence and input as a member of the Board of Directors. He did a great job as VP of Common facilities and was an enthusiastic and hard-working member of our team. We wish Richard all the very best and greatly appreciate his service."

The Board of Directors is pleased to announce that a member of the community has stepped up to fill the vacancy. Stacey Weiant, a full-time resident of Sleepy Hollow, has volunteered to fill the remaining term of office as VP of Common Facilities. Her appointment was approved by the Board at the November meeting.

So, what are Common Facilities? Article 1, Section C of the SHLOA Bylaws provides the following definition:

“Common Facilities” shall mean all real property owned by the Association for the common use and enjoyment of the owners as reflected upon the plat of the Properties, including the roads as deeded to the state, parking areas, easements, wells, ball field and lake, and the areas surrounding the same as delineated on said plats, and as defined in the Covenants.

What does the VP of Common Facilities do? Responsibilities of the position include attending and participating in monthly, special, and annual meetings of the Board of Directors and assisting in the management of the affairs of the corporation (SHLOA). Additionally, the VP of Common Facilities oversees all contractor and volunteer work and maintenance related to the ballfield, pavilion, lake, docks, silt

pond, beaches, security lighting, and parking areas. The VP of Common Facilities supervises the lake attendants and is responsible for contracting a certified engineer to conduct the state-required bi-annual inspection of the dam and associated drainage/outflow apparatus.

Please thank Richard Sussmann for a job well done, and join in welcoming Stacey Weiant as our new Vice President of Common Facilities. Without the dedicated service of such unpaid community volunteers, Sleepy Hollow would not be the pleasant, safe, well-maintained place we all call home.

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.

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.

Leash Laws in Berkeley and Morgan Counties

Morgan County (in part)

PURPOSE

This Ordinance is enacted for the purpose of controlling and managing the population of dogs in Morgan County, West Virginia, outside of its incorporated municipalities; to constrain dogs from attacking, wounding, or killing persons, livestock, and other domestic animals; to prevent dogs from forming packs roaming wild in rural areas and posing a threat to the health and safety of the citizens and their property; to better prevent female dogs from having unwanted litters; and to stipulate penalties for violations of this Ordinance.

SECTION II, RESTRAINT OF DOGS BY OWNERS

A. All dogs in the unincorporated areas of Morgan County shall be kept under control or restraint, as described herein, by the owner of the dog or other responsible person. Dogs not on property owned or leased by the owner of the dog shall be kept on a suitable leash or lead, or be under voice control of the owner or other responsible person. The County Animal Control Officers are hereby authorized and empowered to seize dogs not under such voice control or on a leash or lead, if such dogs are not on property owned or leased by the owner, and to hold such dogs at the County Animal Shelter in accordance with the provisions of Chapter 19, Article 20, Section 8, of the West Virginia Code, as amended.

B. Any dog not under restraint or control as required by paragraph A of this Section II, shall be subject to confiscation, impoundment, and are subject to disposal by County Animal Control Officers in accordance with the provision of Chapter 19, Article 20, Section 6, of the West Virginia Code as amended.

C. Dogs engaged in legal hunting activities, lawful training activities, and lawful herding or other farm related activities shall not be subject to this section of the Ordinance. Provided however such dogs must be vaccinated as provided for under Chapter 19, Article 28, of the West Virginia Code, as amended.

(Please refer to Morgan County pet laws at [http://morgancountywv.gov/Animal Control/Petlaws/index.html](http://morgancountywv.gov/Animal%20Control/Petlaws/index.html) for full text.)

Berkeley County (in part)

CONTROL OF DOGS BY OWNERS

A. Generally

All dogs in the unincorporated areas of Berkeley County shall be kept under control by the owner or supervisor of the dog. Dogs not on property owned or leased by the owner of the dog shall be kept on a leash. The Sheriff's designees are hereby appointed as Dog Wardens and County Humane Officers, as those terms are defined in the West Virginia Code, 1931, as amended, and are collectively designated Berkeley County Animal Control Officers. Such Animal Control Officers are hereby authorized to seize dogs not on a leash, if such dogs are not on property owned or leased by the owner, and to hold such dogs at the Animal Control facilities for a period of 5 days or until the owner of such dogs pays the facility fees and costs due as hereinbelow set forth, whichever time is shorter. Dogs not picked up by the owner within 5 days shall become the property of Berkeley County and shall be adopted out to suitable owners or shall be destroyed, pursuant to the provisions of this Ordinance, by the Animal Control Officers or their agents.

Dogs engaged in legal hunting activities, lawful training activities, lawful herding or other farm related activities shall not be subject to this section of the Ordinance.

(Please refer to Berkeley County pet laws at: www.berkeleycountycomm.org/docs/ordinances/dog.pdf for full text.)



We love our dogs! Please help keep them and our neighbors safe!

BUDGET

2016 BUDGET as of October 31, 2016	2016 BUDGET	YTD	DIFFERENCE
INCOME			
2016 HOME OWNERS ASSESSMENTS	\$114,300.00	\$106,714.48	7,585.52
MISCELLANEOUS INCOME	\$300.00	\$0.00	300.00
OPERATING INTEREST	\$100.00	\$0.00	100.00
REFUNDS		\$275.00	
MAIL BOXES		\$350.00	(\$350.00)
TOTAL INCOME	\$114,700.00	\$106,689.48	8,010.52
2016 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$16,007.17	1,137.83
EMERGENCY FUND	\$11,430.00	\$10,741.06	688.94
TOTAL RESERVE FUND	\$28,575.00	\$26,748.73	1,826.27
FIXED ESPENSES			
INSURANCE/TAX/LICENCES/PERMITS	\$4,000.00	\$3,933.99	66.01
STORAGE	\$600.00	\$0.00	600.00
PHONE AT LAKE	\$550.00	\$421.08	128.92
LIGHTS AT BALLFIELD AND LAKE	\$320.00	\$246.17	73.83
RELIEF STATIONS	\$1,000.00	\$789.70	210.30
COMMUNICATIONS	\$1,050.00	\$911.80	138.20
ANNUAL ELECTION	\$450.00	\$500.85	50.85
TOTAL	\$7,970.00	\$4,394.36	3,575.64
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$350.00	\$360.47	10.47
COMPUTER, SOFTWARE, OFFICE EQPT	\$150.00	\$0.00	150.00
LEGAL FEES	\$4,500.00	\$7,000.00	2,500.00
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$398.53	3,301.47
TOTAL	\$8,700.00	\$7,759.00	941.00
ROAD UPGRADES			
UNPAVED	\$24,000.00	\$28,005.30	4,005.30
PAVED	\$1,000.00	\$440.22	559.78
SNOW REMOVAL	\$12,000.00	\$12,997.92	997.92
TOTAL	\$37,000.00	\$41,443.44	4,443.44
COMMON FACILITIES			
LAKE ATTENDANT	\$5,500.00	\$4,555.50	944.50
LAWN CONTRACT	\$6,100.00	\$5,043.60	1,056.40
MAINTENANCE	\$7,300.00	\$6,564.09	735.91
MAIL BOXES		\$3,196.50	3,196.50
TOTAL	\$18,900.00	\$19,359.69	459.69
2016 RESERVE FUND			
	\$13,555.00		
TOTAL 2016 EXPENSES	\$114,700.00	\$99,705.22	14,994.78

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>