

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

December 2017



SHLOA BOARD		Note: Phone numbers removed from online Posting.
President	Mary D'Ovidio	
Vice President	Elaine Wright	
Treasurer	Rick Roscoe	You may contact the Board at: sleepyhollowhoawv@Yahoo.com
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	304-258-0000
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 HAS BEEN A GOOD YEAR

This year your SHLOA Board has done a lot to maintain and improve our community. The contractor we hired did a fine job fixing the unpaved roads. He did so well that we have signed him to a three-year contract to keep them in good condition.

Emerick's Lawn Care continues to keep our grass areas well maintained. They are also contracted to dredge the backside of the lake and do maintenance work on the berm. The run off from rain has deposited a lot of silt into this section. The work will be completed by the end of February so the lake will be filled and ready to open on time.

The lake has been enjoyed by more families than ever this past summer. With new sand, new picnic tables, helpful lake attendants and a renovated small dock, many residents have been encouraged to use the lake. The dock was rebuilt by Board members and volunteers. We do volunteer work in the community as it saves money so that assessments don't have to be raised. So, next spring when you see the signs for Community Clean Up Day, please come and help us. There will be a free lunch provided.

This year Stacey Weiant, our VP of Common Facilities, has planned several Community Activities that have been well attended and enjoyed by residents. Another community event is being planned for December. Look for more information on that holiday event in this newsletter. Stacey plans to continue to hold these activities next year. She is constantly thinking of ways to get the community involved.

Yes, it certainly has been a good year.

Mary D'Ovidio
President

A MESSAGE FROM YOUR TREASURER

SHLOA will meet its end-of-year budget requirements for 2017. However, there are a small percentage of lot owners who owe back assessments. We are in the process of turning over several additional past-due accounts to our attorney for liens or property judgements. Per the SHLOA bylaws, every lot owner has an obligation to pay their annual assessments for the maintenance and care of the greater community.

When we have snow, the roads get plowed and treated. When trees fall in the road, they have to be removed. When the grass grows, it gets mowed. Our roads and culverts need regular maintenance and repair to keep them functioning and in a state of good repair. Our lake, dam, and common facilities require ongoing care and maintenance. And of course, there are legal, insurance, and state-mandated costs that must be paid by the Association. This is where your assessment dollars go, and we cannot maintain a functioning community without funding from the annual assessment.

The 2018 assessment invoices will be mailed during the first half of December 2017. We appreciate and thank all members for their cooperation.

Rick Roscoe
Treasurer

2018 Assessment Notice

SHLOA Assessment Notices are mailed out the first half 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 VICE PRESIDENT 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. A summary of Sleepy Hollow's snow removal policy is printed on page 5.

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 several 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.

Vice President Elaine Wright has been working on an Emergency Evacuation Plan for Sleepy Hollow. As you know, there is only one route in and out of the community. Should that egress be blocked by fire, flood or other emergency, we need a Plan B. Vice President Wright and the SHLOA Board are exploring all options for a viable Plan B. We will report our findings to the community in a future edition of the SHLOA Newsletter.

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

Rick Inclima
VP Communications

A MESSAGE FROM YOUR VICE PRESIDENT OF COMMON FACILITIES

SHLOA's 1st annual Halloween Trunk or Treat was held at the ballfield on October 27, 2017 and was a huge success. We not only had many children coming for treats, we also had lots of residents participating and handing treats out!

We are very excited to announce plans for our 1st annual Cookies and Cocoa with Santa. The event will be held at the ball field pavilion on December 10th from 2-4pm. Come visit Santa, bring a letter for his mailbox, enjoy cookies and cocoa, and receive a gift from Santa himself!

I would like to personally thank everyone who has participated in this year's events and hope to see many families at our Cookies and Cocoa with Santa event!!!!

If you have any questions, please contact Vice President of Common Facilities Stacey Weiant or Activities Committee member Jennie Magruder.

Stacey Weiant
VP Common Facilities



First Community Halloween Trunk or Treat, Oct. 27, 2017

Cookies and Cocoa with Santa

We are pleased to announce our 1st annual Cookies and Cocoa with Santa. The event will be held at the ballfield pavilion on December 10th from 2-4pm.

Come visit Santa, bring a letter for his mailbox, enjoy cookies and cocoa and receive a gift from Santa himself!

**Sunday, December 10, 2017, from 2-4 PM
at the Ball Field**

HO, HO,
HOPE to
see you
there!



Sleepy Hollow Snow Plowing Policy

SHLOA follows a long-established policy regarding the plowing of roads during winter weather. The policy provides 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 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!

Gypsy Moth Survey Results

The WV Department of Agriculture has advised they have conducted their annual survey to determine the presence and infestation levels of Gypsy Moths in the Eastern Panhandle. The Department has concluded that there is presently no significant infestation of Gypsy Moths in the Sleepy Hollow Community.

This is great news for all residents of Sleepy Hollow, as this invasive species causes serious defoliation and kills healthy trees. Let's all remain diligent to the presence of Gypsy Moths and assure they do not gain a foothold in our tree-loving community.

Sleepy Hollow Fun Facts

Did You Know?

- There are 511 lots in Sleepy Hollow...
- There are approximately 369 property owners in Sleepy Hollow...
- There are currently 298 dwellings in Sleepy Hollow...
- There are approximately 14 miles of roads in Sleepy Hollow...
- Sleepy Hollow was originally established in 1969 as a Recreational Community...

BUDGET

2017 Budget as of October 31, 2017	2017 BUDGET	YTD	DIFFERENCE
INCOME			
2017 HOME OWNERS ASSESSMENTS	\$114,300.00	\$104,744.83	9,555.17
MISCELLANEOUS INCOME	\$300.00	\$5.00	295.00
OPERATING INTEREST	\$100.00	\$0.00	100.00
REFUNDS		\$0.00	
MAIL BOXES		\$350.00	(\$350.00)
TOTAL INCOME	\$114,700.00	\$105,099.83	9,600.17
2017 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$15,666.72	1,478.28
EMERGENCY FUND	\$11,430.00	\$10,444.48	985.52
TOTAL RESERVE FUND	\$28,575.00	\$26,111.20	2,463.80
FIXED ESPENSES			
INSURANCE/TAX/LICENCES/PERMITS	\$4,000.00	\$4,509.38	509.38
STORAGE	\$600.00	\$1,200.00	600.00
PHONE AT LAKE	\$550.00	\$437.66	112.34
LIGHTS AT BALLFIELD AND LAKE	\$320.00	\$250.03	69.97
RELIEF STATIONS	\$1,000.00	\$591.16	408.84
COMMUNICATIONS	\$1,500.00	\$1,454.24	45.76
TOTAL	\$7,970.00	\$8,442.47	472.47
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$350.00	\$547.51	197.51
COMPUTER, SOFTWARE, OFFICE EQPT	\$150.00	\$0.00	150.00
LEGAL FEES	\$4,500.00	\$9,549.24	5,049.24
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$502.58	3,197.42
TOTAL	\$8,700.00	\$10,599.33	1,899.33
ROAD UPGRADES			
UNPAVED	\$24,000.00	\$26,219.54	2,219.54
PAVED	\$1,000.00	\$432.43	567.57
SNOW REMOVAL	\$12,000.00	\$2,777.21	9,222.79
TOTAL	\$37,000.00	\$29,429.18	7,570.82
COMMON FACILITIES			
LAKE ATTENDANT	\$5,500.00	\$4,863.00	637.00
LAWN CONTRACT	\$6,100.00	\$5,045.60	1,054.40
MAINTENANCE	\$7,300.00	\$3,466.38	3,833.62
CASUAL LABOR	\$1,000.00	\$0.00	1,000.00
TOTAL	\$19,900.00	\$13,374.98	6,525.02
2017 RESERVE FUND			
TOTAL 2017 EXPENSES	\$114,700.00	\$87,957.16	26,742.84

SCHOOL BUS STOP SAFETY

Our County designated school bus stop does not have a parking area for parents putting their children on or getting off the school buses. Both Berkeley and Morgan counties pick up children at their designated stop, located at the junction of Mountain Lake Road and Audubon Road.

The bus stop area gets very congested, as parents and caretakers have taken to parking along the top of Audubon Road. This creates a potential hazard for everyone including road users, parents/caretakers, and most importantly, our children. Sleepy Hollow was originally established as a “recreational community” and was not engineered with a school bus waiting area. This is what we have, so let's all exercise patience and understanding for those twice a day stops as our children go to school for their formal education. Let's all show them (and each other) proper social education, patience and understanding!

The safety of our children is paramount. Parents and caretakers are reminded not to park too close to the corner on Audubon at Mountain Lake Road. Road users are reminded to be mindful of the bus stop and enter and exit the community using extreme caution, especially during school bus hours. And our students are reminded to use caution and be extra careful while using and accessing the bus stop.

Parents of school-aged children are strongly encouraged to speak with their school boards, County Officials, and PTAs about possible alternative bus stop options that will improve safety for our children.

Free Dump Days at Allensville Road Landfill

Most landfills in WV, including the landfill located at 911 Allensville Road, Hedgesville, WV 25427, are required to offer a monthly “Free Dump Day” for residents to dispose of household trash.

The State of WV has published a schedule indicating that the Allensville Road landfill “Free Dump Day” is the 3rd Wednesday of each month. (See full list at <http://www.dep.wv.gov/dlr/oer/reap/Pages/default.aspx>)

For further information regarding Free Dump Day, Sleepy Hollow residents can contact the landfill operator, LCS Services Inc, at 304-754-9153 for hours of operation, limitations, and acceptable forms of proof of residency.

Residential Trash Pick-up Services

Apple Valley Waste is one residential trash pick-up company that services residential properties in Sleepy Hollow. As a community service, SHLOA is publishing their website and phone number for any resident who may require or desire curbside trash pickup. SHOLA is not endorsing Apple Valley Waste or any other business that might offer similar services.

You can visit Apple Valley Waste's website at <http://www.applevalleywaste.com/> or contact them at 877-267-1280. You can also search the internet or the yellow pages for other waste disposal companies that may provide residential trash pick-up services.

Open Burning of Garbage is Illegal in WV

It's the law - 45CSR6 "Control of Air Pollution from Combustion of Refuse"

Certain kinds of open burning are still allowed if it doesn't create a nuisance and if it is not prohibited by local ordinances. These types of fires are allowed:

- **Vegetation (leaves, branches and other vegetative matter) grown on the premises of a home or farm.**
- **Campfires and outdoor barbecues**
- **Department of Air Quality (DAQ) approved open burning of land clearing debris**
- **DAQ approved fire training**

If in violation of the open burning law, 45CSR6, refusal to comply may result in a Notice of Violation and/or a fine of up to **\$10,000 a day**.

Materials illegal to open burn include:

- **Household trash** (burn barrels and/or piles) including paper products - such as cardboard, boxes, etc.
- Construction, building, or demolition materials (examples: lumber, flooring, roofing material, carpet, plastic, styrofoam, etc.)
- Wood pallets and other packaging materials
- Tires or other rubber products
- Asbestos-containing materials **including** building materials
- Insulation from copper wire
- Waste paints, waste oil, or solvents

Burning household waste is a serious threat to public health and the environment. Toxic chemicals, including dioxins, are produced when household waste is burned. One household burn barrel emits more dioxin than a municipal waste incinerator serving thousands of homes. Burning of debris can cause another problem ... Forest Fires.

For more detailed information regarding the laws prohibiting the burning of household trash and how to report violations, please visit the WV Department of Environmental Protection website at www.dep.wv.gov.



BLOCKED OR MISSING DRIVEWAY CULVERTS ARE A MAIN CAUSE OF EROSION ON UNPAVED ROADS!

Please keep your driveway culverts clear of debris to facilitate rainwater flow into the ditch lines. Otherwise, the water flows out on the road and causes serious erosion damage, especially on the unpaved roads. Installing and maintaining driveway culverts is the responsibility of property owners. Please help us keep our roads passable and in a state of good repair by installing and maintaining driveway culverts.

If you need a contractor for hire to clean or install a driveway culvert, residents may contact VP of Roads, Roger Brown, for a recommendation.

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>)



The SHLOA Board of Directors wishes you and your family a safe and happy holiday season!

*****TELL THE BOARD*****

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>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>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 # (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 _____ (if applicable) Street/POBox/Apt: _____ _____</p> <p>City: _____ State: _____ ZipCode: _____</p> <p>Phone Number at above address: _____</p> <p>Sleepy Hollow Phone # _____ (if different from above)</p> <p>email address; _____</p> <p>Emergency Phone #: _____</p> <p>Emergency Contact: _____</p>