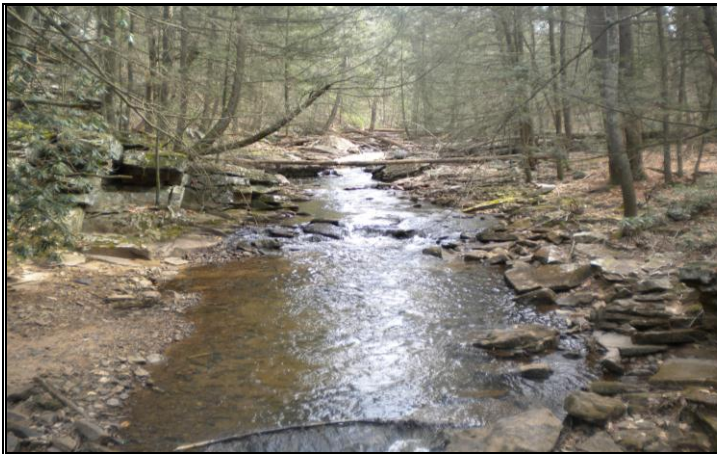


Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

February 2013



SHOLA BOARD OF DIRECTORS

President	Mary D'Ovidio
Vice President	Rick Roscoe
Treasurer	June Clark
VP Roads	Roger Brown
VP Communications	Rick Inclima
VP Common Facilities	VACANT
Secretary	VACANT

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	304-558-2784

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

FROM THE BOARD

A MESSAGE FROM YOUR PRESIDENT

What can I do? Even though it is still winter it is a good time to think about spring and ask yourself this question. Hopefully your answer will be that you can think about doing more for the community. When you do, then your next question should be how can I help? Here are a few suggestions.

This spring we will need to elect new members to the Board of Directors. There are four slots open on the Board. Two of those slots are empty and other board members are filling in and doing the work. So what can you do? Please begin thinking about running for one of these positions so we will have a full seven member board as we should have. Many of the present board have served for several years. It is time for other community members to help also.

What else can you do? If you take a good look around as you drive through the community you will see trash has accumulated along the side of the road and in the ditches. Stop and bag it up and take it home. Also as you drive around you may see downed trees or dead limbs along the road. Stop and cut them up.

What else can you do? Just get involved. We will have another Clean-Up Day in the spring. When you see the signs go up, plan on helping that day. There will be a lot to accomplish and after a morning of work we have a cook out and pot luck lunch together. We have a chance to have fun and get to know our neighbors. Please join in.

Mary D'Ovidio
President

A MESSAGE FROM YOUR VICE PRESIDENT

I have collected approximately \$1,500 in past due assessments so far this year. I have also been notified of two foreclosures in the community and will monitor the situation to determine the status of assessments on these properties.

I have recently completed the archiving and storage of the SHLOA computer database for the year 2013 and a copy of same has been uploaded to the Association's external hard drive for safekeeping.

Rick Roscoe
Vice President

FROM THE BOARD

A MESSAGE FROM YOUR VICE PRESIDENT OF COMMUNICATIONS

This is our first on-line only newsletter. We have undertaken to publish two on-line only newsletters as a cost saving measure. The 1st and 3rd Quarter newsletters will be published on-line only at www.shloa.com. The 2nd and 4th Quarter newsletters will continue to be printed and mailed to each lot owner's address of record. At its discretion, the Board will authorize the mailing of flyers to provide important information to all owners of record. Please see the related article on page seven for more information.

Additionally, this edition includes our annual call for resumes for nominations to the Board of Directors. Resumes are requested from lot owners in good standing to assist in the governance and maintenance of our community. Experience is not necessary. What is necessary is only a desire to help our community by volunteering your time and talents.

The Board of Directors will also mail a call for resumes to each lot owner of record. The Board is made up of seven elected directors, but is currently operating with only five members. Four positions will be up for election this cycle. We hope you will consider running for one of the positions on the Board and help us help our community. Many hands make light work and the Board cannot operate without dedicated volunteers. Please consider volunteering your time and talents to our community. Thank you!

Rick Inclima
VP Communications

A MESSAGE FROM YOUR TREASURER

All of you are very aware that the cost of living continues to increase and we are all struggling to make due; SHLOA included. Your Board utilizes all cost savings programs available to us in our effort to reduce nonessential expenditures.

The closeout of our 2012 budget, as well as a copy of the 2013 budget, are included in this newsletter. We have reallocated our budget money for 2013 to best serve our community's needs. In doing so, the Board established a 2013 budget that did not require any increase in your annual assessments for 2013.

I am still looking for help with data entry. I need someone who can volunteer approximately two hours each week. If you are interested please contact me through the SHLOA email account at sleepyhollowhoawv@yahoo.com.

June Clark
Treasurer

FINAL 2012 Budget

AS OF December 31, 2012	2012 BUDGET	YTD	DIFFERENCE
INCOME			
2012 HOME OWNER'S ASSESSMENTS	\$114,300.00	\$107,894.97	(\$6,405.03)
MISC INCOME	\$300.00	\$370.00	\$70.00
OPERATING INTEREST	\$100.00	\$125.14	\$25.14
TOTAL INCOME	\$114,700.00	\$108,390.11	(\$6,309.89)
2012 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$16,184.25	(\$960.75)
EMERGENCY FUND	\$11,430.00	\$10,789.50	(\$640.50)
CAPITAL RESERVE FUND	\$10,287.00	\$5,588.37	(\$4,698.64)
TOTAL RESERVE ALLOCATIONS	\$38,862.00	\$32,562.11	(\$6,299.89)
FUNDS AVAILABLE FOR 2012 BUDGET	\$75,838.00	\$75,838.00	\$0.00
FIXED EXPENSES			
INSURANCE/TAXES/LICENCES/PERMITS	\$4,500.00	\$4,610.05	\$110.05
STORAGE	\$600.00	\$600.00	\$0.00
PHONE AT LAKE	\$500.00	\$464.59	(\$35.41)
LIGHTS AT LAKE & BALLFIELD	\$300.00	\$256.09	(\$43.91)
RELIEF STATION	\$1,000.00	\$862.84	(\$137.16)
COMMUNICATIONS	\$2,000.00	\$2,249.47	\$249.47
ANNUAL ELECTION/MEETING	\$400.00	\$309.01	(\$90.99)
TOTAL	\$9,300.00	\$9,352.05	\$52.05
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$250.00	\$200.94	(\$49.06)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$600.00	\$544.14	(\$55.86)
LEGAL FEES	\$4,500.00	\$5,266.36	\$766.36
TREASURERS/ACCOUNTING/INVOICING	\$2,900.00	\$3,064.43	\$164.43
TOTAL	\$8,250.00	\$9,075.87	\$825.87
ROADS			
UNPAVED MAINTENANCE	\$14,000.00	\$17,730.50	\$3,730.50
PAVED MAINTENANCE	\$10,000.00	\$10,000.00	\$0.00
UPGRADES	\$5,000.00	\$18,575.25	\$13,575.25
SNOW REMOVAL	\$11,500.00	\$1,250.00	(\$10,250.00)
TOTAL	\$40,500.00	\$47,555.75	\$7,055.75
COMMON FACILITIES			
LAKE ATTENDANT	\$5,000.00	\$3,948.72	(\$1,051.28)
LAWN CONTRACT	\$6,100.00	\$6,580.00	\$480.00
MAINTENANCE	\$6,000.00	\$3,664.36	(\$2,335.64)
TOTAL	\$17,100.00	\$14,193.08	(\$2,906.92)
TOTAL 2012 BUDGET EXPENSES	\$75,150.00	\$80,176.75	\$5,026.75
USED FROM 2012 RESERVE FUNDS			(\$5,026.75)

2013 Budget

2013 BUDGET AS OF JANUARY 31, 2013	2013 BUDGET	YTD	DIFFERENCE
INCOME			
2013 HOME OWNER'S ASSESSMENTS	\$114,300.00	\$69,075.00	(\$45,225.00)
MISC INCOME	\$300.00	\$0.00	(\$300.00)
OPERATING INTEREST	\$100.00	\$3.06	(\$96.94)
TOTAL INCOME	\$114,700.00	\$69,078.06	(\$45,621.94)
2013 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$10,361.25	(\$6,783.75)
EMERGENCY FUND	\$11,430.00	\$6,907.50	(\$4,522.50)
AVAILABLE 2013 RESERVE FUND	\$10,675.00	\$0.00	(\$10,675.00)
TOTAL RESERVE ALLOCATIONS	\$39,250.00	\$17,268.75	(\$21,981.25)
2013 BUDGET	\$75,450.00	\$51,809.31	(\$23,640.69)
FIXED EXPENSES			
INSURANCE/TAXES/LICENCES/PERMITS	\$7,300.00	\$3,674.09	(\$3,625.91)
STORAGE	\$600.00	\$0.00	(\$600.00)
PHONE AT LAKE	\$500.00	\$39.51	(\$460.49)
LIGHTS AT LAKE & BALLFIELD	\$300.00	\$0.00	(\$300.00)
RELIEF STATION	\$1,000.00	\$0.00	(\$1,000.00)
COMMUNICATIONS	\$1,700.00	\$0.00	(\$1,700.00)
ANNUAL ELECTION/MEETING	\$400.00	\$0.00	(\$400.00)
TOTAL	\$11,800.00	\$3,713.60	(\$8,086.40)
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$250.00	\$0.00	(\$250.00)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$600.00	\$68.14	(\$531.86)
LEGAL FEES	\$4,500.00	\$985.00	(\$3,515.00)
TREASURERS/ACCOUNTING/INVOICING	\$3,200.00	\$0.00	(\$3,200.00)
TOTAL	\$8,550.00	\$1,053.14	(\$7,496.86)
ROADS			
UNPAVED MAINTENANCE	\$14,000.00	\$0.00	(\$14,000.00)
PAVED MAINTENANCE	\$10,000.00	\$0.00	(\$10,000.00)
UPGRADES	\$5,000.00	\$0.00	(\$5,000.00)
SNOW REMOVAL	\$11,500.00	\$2,320.00	(\$9,180.00)
TOTAL	\$40,500.00	\$2,320.00	(\$38,180.00)
COMMON FACILITIES			
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)
TOTAL	\$14,600.00	\$0.00	(\$14,600.00)
TOTAL 2013 BUDGET EXPENSES	\$75,450.00	\$7,086.74	(\$68,363.26)

We Need Your Help!

REQUEST FOR RESUMES

Each year in June, three or four positions are up for election to SHLOA Board of Directors. This year there are four (4) positions open and the elections for the SHLOA Board will be held during the month of June 2013. Resumes must be received by April 15, 2013.

To submit your resume, please send your name, address, section/lot number(s) and a brief description of why you would like to serve on the Board of Directors and any other information you would like to share with our community. Your resume will be printed in the 2nd Quarter SHLOA Newsletter.

ELIGIBILITY REQUIREMENTS

A lot owner is eligible to run for a position on the board if he or she is a member in good standing. A member in good standing is an Owner of record and all lot assessments are paid as of the Date of Record, April 15, 2013. The Owner of Record is the owner listed on SHLOA's records as of April 15, 2013. That is why it is important to be sure SHLOA has your correct contact information and that of your neighbors.

SHOLA needs your help and welcomes your participation!

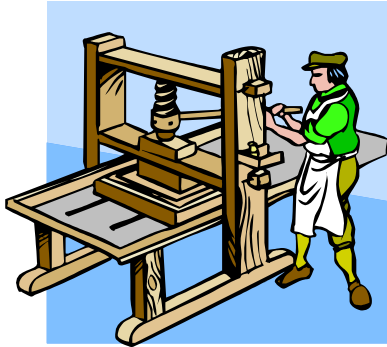
Please send your resume to:

Sleepy Hollow Lot Owners Association, Inc.
66 Audubon Road
Hedgesville, WV 25427
ATT: ELECTION COMMITTEE

Or email your resume to: sleepyhollowhoawv@yahoo.com



COMMUNICATIONS



Effective immediately SHLOA's web site, www.shloa.com, is our preferred method of keeping you informed. Many newspapers and magazines have converted to web-based publications as a cost saving measure. Sleepy Hollow's newsletter printing and mailing costs continue to climb. Therefore, we will move incrementally towards increased web-based communications in an effort to keep you informed of current events while simultaneously saving your hard-earned assessment dollars. The website is updated regularly and can provide timely and relevant news that cannot be provided in a quarterly publication. Please visit our website regularly.

*****IMPORTANT CHANGES IN COMMUNICATIONS*****

SHLOA WEB SITE

SHLOA's web site, www.shloa.com, is up and running. The Board is working very hard to manage expenses. We expect using the web vs. printing and mailing will lower our communications budget. The savings will be put towards insurance, taxes, licenses, permits and other budgeted items whose increases we cannot control. On the SHLOA website, you can access relevant information and upcoming events, SHLOA bylaws & covenants, archived newsletters, and more. Additionally, you can download and print information with just a click. Please visit the website and see how easy it is to access information about Sleepy Hollow on-line.

NEWSLETTERS

We will continue to publish quarterly newsletters. All newsletters will be uploaded to www.shloa.com from which you can print a copy in black and white or in color. However, please note that personal email addresses, phone numbers, and home addresses will be "scrubbed" from posted newsletters and other informational materials to protect the privacy of residents, lot owners, and members of the Sleepy Hollow Board.

Our 2nd and 4th Quarter newsletters will continue to be printed and mailed to each lot owner's address of record. The 1st and 3rd Quarter newsletters will only be published on-line at www.shloa.com as a cost saving measure. At its discretion, the Board will authorize the mailing of flyers to provide important information to all owners of record. Those flyers will also be posted on our website.

PLEASE GO TO WWW.SHLOA.COM

For Newsletters
and
The Most Current Information About Our Community

Try It Today

COME JOIN THE FUN AT SPRING CLEAN-UP DAY

HELP BEAUTIFY OUR COMMUNITY
MEET YOUR NEIGHBORS AND ENJOY THE OUTDOORS

May 4, 2013 – 9:00 AM to 12:00 Noon

MEET AT THE BALLFIELD

VOLUNTEERS ARE ALWAYS NEEDED AND APPRECIATED

SHLOA will sponsor a cookout and provide refreshments at noon at the pavilion!



\$\$\$ SUMMER WORK AVAILABLE \$\$\$

SHLOA is looking for persons interested in becoming lake attendants for the 2013 summer season. The work is part time and paid at a very competitive hourly wage. If interested, please provide the following information and mail to:

SHLOA
Attn: LAKE ATTENDENT JOB
65 AUDUBON ROAD
HEDGESVILLE, WEST VIRGINIA 25427-6917

NAME: _____

ADDRESS: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

AGE (must be at least 18): _____

DAYS OF WEEK AVAILABLE: _____

Lake attendant responsibilities include checking lake passes to assure only residents and their authorized guests have access to the lake and that all lake and parking lot rules are followed. Lake attendants are NOT lifeguards and are not authorized to perform any lifeguard duties. Upon receipt of your application, someone from the SHLOA Board will contact you to discuss job responsibilities, attendant schedules, and hourly wage.

Make some money, get a tan, and serve your community as a SHLOA lake attendant!

*****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>_____</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: ___ ZipCode: _____</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</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 # _____ (if different from above)</p> <p>email address: _____</p> <p>Emergency Phone #: _____</p> <p>Emergency Contact: _____</p>