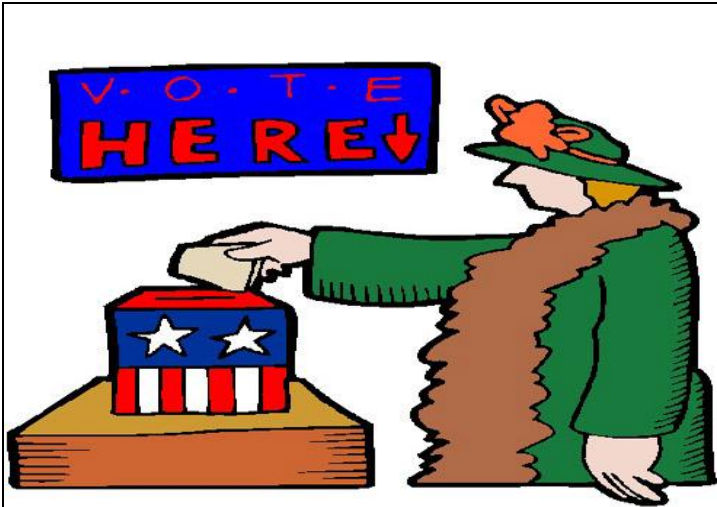


# Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

May 2013



## SHLOA 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 OF DIRECTOR ELECTIONS

*Ballots Coming Soon; Write-in Candidates Needed*

In the coming weeks, each property owner of record will receive a ballot, one for each lot owned, for the purpose of electing four members to the Board of Directors. While there are four positions to be filled on the seven member Board, SHLOA has only received two resumes, both from incumbent members of the Board.

As you will read throughout this newsletter, we need your help to fill these vacancies. Please consider serving both yourself and your community by becoming a "write-in candidate" for a Board position. Simply write your name in the space provided on your ballot and mail it on or before June 10<sup>th</sup>. The election results will be announced at the Annual Meeting scheduled for 10:00 A.M., Saturday, June 15, 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.

As stated above, the Board is currently operating with only five members and we really need your help and assistance to fill the four positions currently up for election on the Board. It does not take an extraordinary amount of time, and new members to the Board will certainly be welcomed and appreciated with open arms. A few hours per month is all that is asked to help manage the vibrant and well maintained community we all call home.

Not only does the Association need write in candidates to fill remaining vacancies on the Board during this election cycle, we also need volunteers. Can you make an occasional run to the post office, assist with bookkeeping, make a few phone calls, etc.? If so, please contact a member of the Board or email us at [sleepyhollowhoavv@yahoo.com](mailto:sleepyhollowhoavv@yahoo.com). We would love to hear from you!

SHLOA prides itself in having one of the lowest homeowner assessment costs in the Eastern Panhandle and no member of the Board of Directors receives any salary or fringe benefits. With your help, we can keep it that way. We are Americans, and we do not need a big bureaucracy or outside management firms to run our affairs and maintain our facilities. All we need is you! Please get involved and consider becoming a write-in candidate or otherwise volunteering to assist YOUR Board. Thank you!



## **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](mailto:sleepyhollowhoawv@yahoo.com)

## **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.**

## **Annual Membership Meeting Scheduled for June 15, 2013**

The Annual Membership Meeting is scheduled to be held on Saturday, June 15, 2013, 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 2013 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

## RESUMES RECEIVED FOR 2013 ELECTION OF 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 5 for write-in instructions.)

### RESUMES:

Richard Roscoe  
2008 Audubon Road  
Section B Lot 25

I have been a member of the community for over 40 years and currently serve as Vice President. I would like to continue working to bring financial stability to the Association and collecting past due assessments. Keeping in mind although we need to improve the quality of our roads and common facilities we also want to keep the yearly assessments at the current level. However I am concerned this might not continue as the Association, at this time, has a lack of volunteers to shoulder the responsibilities of our community. If the community cannot get the continued help of volunteers, the day to day operation of the community and its finances will have to be turned over to a professional management company which will result in a very substantial increase in assessments. If elected I will continue the development of written procedures adding structure and consistency to what we do, making it easier to transition from one director to another.

Rick Inclima  
140 Bradley Brook Lane  
Section 8, Lot 5

I have been a member of the Sleepy Hollow community since 2006 and volunteered to fill a vacancy on the SHLOA Board of Directors in January 2012. In mid-2012, I developed the SHLOA website ([www.shloa.com](http://www.shloa.com)) where community members can access current events, upcoming community activities, SHLOA newsletters, by-laws, covenants, and other relevant information. Thereafter, I was appointed to serve as VP of Communications to maintain the website, publish our quarterly newsletter, monitor the SHLOA email account ([sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com)), etc. I also serve as a member of the Committee on Roads, and the Election Committee.

Working with the Board, I have endeavored to improve communications within our community while keeping costs to a minimum. Beginning this year, with the support of the Board, we revised our newsletter publication schedule to reduce the substantial annual costs associated with printing and mailing newsletters four times per year to the nearly 400 lot owners of Sleep Hollow. Under this revised schedule, we will continue to print and mail the 2<sup>nd</sup> and 4<sup>th</sup> Quarter newsletters to your address of record. However, the 1<sup>st</sup> and 3<sup>rd</sup> Quarter newsletters will be posted and available on-line only at [www.shloa.com](http://www.shloa.com) as a cost saving measure.

The Board continues to make progress towards maintaining and improving our community while keeping annual assessments in check. However, there are still many challenges and plenty of work ahead. I would be honored to continue to serve our community as a member of the SHLOA Board, and I ask for your vote and your support. Thank you.

# 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 the Annual Meeting (i.e., June 15, 2013).

**Ballot Card(s):** All votes for the Board of Directors must be made on official ballot cards mailed to you by the Election Committee. The ballot will display the printed names of candidates who submitted their resumes by the April 15, 2013 deadline. There is also space for write-in candidates who did not submit resumes. You may vote for up to four (4) candidates in this election cycle. Ballot 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), which will be mailed to your address of record on or before May 20<sup>th</sup>. If you make a mistake on your ballot or need a replacement, please contact V.P. Rick Roscoe at 304-754-6916. Ballot(s) must be postmarked by June 10, 2013 in order to be counted. Please be sure to affix postage to your ballot before mailing.

## SAMPLE BALLOT

### 2013 SHLOA ANNUAL ELECTION OFFICIAL BALLOT

Place an "X" by the candidates of your choice. Or use the write-in spaces to vote for a member not listed. Voting for more than four (4) 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.

Rick Inclima     Rick Roscoe     \_\_\_\_\_

WRITE- IN  
CANDIDATES:  
PRINT NAME  
HERE

#### Write-In-Space

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

3. \_\_\_\_\_ 4. \_\_\_\_\_

**Owners' Signature:** \_\_\_\_\_

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

**BALLOT MUST BE POSTMARKED BY JUNE 10, 2013**



## *FROM THE BOARD*

### **A MESSAGE FROM YOUR PRESIDENT**

#### IS A MANAGEMENT COMPANY IN YOUR FUTURE?

Where are you when we need you? Requests for resumes for the SHLOA Board of Directors were recently mailed out. Guess how many were returned? Zip, None, Zero. Where are you, we desperately need your help? The present Board works hard for you. We do a lot to make this community a pleasant place to live and most of you do nothing in return. To those very few of you that do help out when needed the Board thanks you very much.

We are dismayed and disappointed at your lack of care and concern for this community we all live in. We are tired of working with no help or interest from the majority of you. Presently, five members do the work of the seven member Board we are supposed to have, and some of us have been doing this job for many years. If we do not get others who are willing to do their share then we will have to turn the work over to a Management Company. And guess what? It is going to cost every one of us big money!

We contacted several Management Companies in the area and told them what we do as a volunteer Board of Directors. They were amazed. One company said that it would cost \$50,000.00 to \$75,000.00 a year in addition to what you already pay in assessments to do what we do. That would mean that each of us would have to pay \$150.00 to \$200.00 more per lot each year.

A second company said it would have to hire 4-5 people at a cost of \$30,000.00 to \$50,000.00 per additional employee per year. That would mean an assessment increase of up to \$400.00 per lot per year.

A third one said that they charge the residents in their community an assessment of \$250.00 per month to do what we do. Think About It!

<b>ASSESSMENTS FOR EACH LOT</b>	<b>PER MONTH</b>	<b>PER YEAR</b>
CURRENTLY YOU PAY	\$18.75 – \$20.83	\$225.00 - \$250.00
MANAGEMENT CO. #1	\$31.25 - \$41.66	\$375.00 - \$500.00
MANAGEMENT CO. #2	\$52.08 - \$62.50	\$625.00 - \$750.00
MANAGEMENT CO. #3	\$250.00	\$3,000.00

So...., what's it going to be? Every resident needs to start thinking about the future. You can help by joining the Board. It's not too late. You can let us know you want to be a write in candidate or would be willing to serve as a volunteer for a few months. We need help now and in the future. Please submit your name as a "write in" candidate when you get your SHLOA ballot in a few weeks. We need you! Thanks.

Mary D'Ovidio  
President

### **A MESSAGE FROM YOUR VICE PRESIDENT**

During the past six weeks, with utilization of the legal system, we have been able to collect another \$5,000.00 plus in past due assessments. The collections are a very time consuming process but has been paying off. We will proceed and move forward with the collection of the remaining past due accounts. If you are past due, please give me a call to discuss options. Thank you.

Rick Roscoe  
Vice President

### **A MESSAGE FROM YOUR VICE PRESIDENT OF COMMUNICATIONS**

This edition includes resumes received for our annual election for the SHLOA the Board of Directors. As stated elsewhere in this newsletter, SHLOA is in desperate need of write-in candidates and volunteers to fill positions and assist the Board in carrying out its work to maintain our roads and infrastructure in a state of good repair. Experience is not necessary. What is necessary is only a desire to help our community by volunteering your time and talents.

The Board is made up of seven elected members, but is currently operating with only five members. Four positions will be up for election this cycle. We hope you will consider becoming a "write-in candidate" and run for one of the positions on the Board. Many hands make light work and the Board cannot operate without dedicated officers and volunteers. Please consider volunteering your time and talents to our community. Thank you!

Rick Inclima  
VP Communications

## Treasurer's Report

2013 BUDGET AS OF APRIL 30, 2013	2013 BUDGET	YTD	DIFFERENCE
<b>INCOME</b>			
2013 HOME OWNER'S ASSESSMENTS	\$114,300.00	\$102,000.00	(\$12,300.00)
MISC INCOME	\$300.00	\$0.00	(\$300.00)
OPERATING INTEREST	\$100.00	\$0.00	(\$100.00)
<b>TOTAL INCOME</b>	<b>\$114,700.00</b>	<b>\$102,000.00</b>	<b>(\$12,700.00)</b>
<b>2013 RESERVE ALLOCATIONS</b>			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$15,300.00	(\$1,845.00)
EMERGENCY FUND	\$11,430.00	\$10,200.00	(\$1,230.00)
AVAILABLE 2013 RESERVE FUND	\$10,675.00	\$1,063.24	(\$9,611.76)
<b>TOTAL RESERVE ALLOCATIONS</b>	<b>\$39,250.00</b>	<b>\$26,563.24</b>	<b>(\$12,686.76)</b>
<b>2013 BUDGET</b>	<b>\$75,450.00</b>	<b>\$75,436.76</b>	<b>(\$13.24)</b>
<b>FIXED EXPENSES</b>			
INSURANCE/TAXES/LICENCES/PERMITS	\$7,300.00	\$3,726.09	(\$3,573.91)
STORAGE	\$600.00	\$600.00	\$0.00
PHONE AT LAKE	\$500.00	\$157.65	(\$342.35)
LIGHTS AT LAKE & BALLFIELD	\$300.00	\$70.47	(\$229.53)
RELIEF STATION	\$1,000.00	\$0.00	(\$1,000.00)
COMMUNICATIONS	\$1,700.00	\$305.61	(\$1,394.39)
ANNUAL ELECTION/MEETING	\$400.00	\$0.00	(\$400.00)
<b>TOTAL</b>	<b>\$11,800.00</b>	<b>\$4,859.82</b>	<b>(\$6,940.18)</b>
<b>ADMINISTRATIVE</b>			
ADMINISTRATIVE/OFFICE SUPPLIES	\$250.00	\$135.84	(\$114.16)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$600.00	\$103.09	(\$496.91)
LEGAL FEES	\$4,500.00	\$765.00	(\$3,735.00)
TREASURERS/ACCOUNTING/INVOICING	\$3,200.00	\$500.09	(\$2,699.91)
<b>TOTAL</b>	<b>\$8,550.00</b>	<b>\$1,504.02</b>	<b>(\$7,045.98)</b>
<b>ROADS</b>			
UNPAVED MAINTENANCE	\$14,000.00	\$0.00	(\$14,000.00)
PAVED MAINTENANCE	\$10,000.00	\$0.00	(\$10,000.00)
UPGRADES	\$5,000.00	\$175.00	(\$4,825.00)
SNOW REMOVAL	\$11,500.00	\$7,045.00	(\$4,455.00)
<b>TOTAL</b>	<b>\$40,500.00</b>	<b>\$7,220.00</b>	<b>(\$33,280.00)</b>
<b>COMMON FACILITIES</b>			
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)
<b>TOTAL</b>	<b>\$14,600.00</b>	<b>\$0.00</b>	<b>(\$14,600.00)</b>
<b>TOTAL 2013 BUDGET EXPENSES</b>	<b>\$75,450.00</b>	<b>\$13,583.84</b>	<b>(\$61,866.16)</b>



## Clean-up Day held May 4, 2013

Sleepy Hollow is very fortunate to have an energetic group of residents who again volunteered to help out on Clean-Up Day. Thanks to everyone who came out on Saturday, May 4<sup>th</sup> on clean-up day! Sleepy Hollow volunteers re-set the concrete erosion barriers at the beach, painted the pole fences and stained the dock at the lake, picked up trash along the roadside, cleaned ditch lines of debris, painted the mail box pavilion at the ball field, and planted flowers at the entrance sign. Work assignments and supplies were coordinated by VP Roger Brown.

Many thanks to all those who volunteered to help improve the appearance and safety of our community including Roger, Amy, Emily, Jonathan and Hannah; Joe and Debbie; Rick and Brenda and their guests Craig and Yvonne; Mary and Lou; Jim and Kathy, Jake; Steve and Jane, Ed and Dustin; and Rick, Sandy and their grandkids Isabella, Richie, and Jonathan. Their last names are all the same: Neighbor!

The day ended with a solemn tree dedication ceremony in honor of Cindy Fitz, an active member of our community and member of the Board who passed away last October (see related story on page 10). After the ceremony, the community broke bread with a wonderful get together and cook-out provided by the Board. Rick and Brenda manned the grill and several residents brought side dishes to round out a great picnic meal shared by neighbors and friends. Thanks again to all who participated this year, and we hope to see many more volunteers at next year's clean-up day. Volunteers are always needed and appreciated. Come on out for our next clean-up day, have some fun, and meet the neighbors!





## **Tree Dedication Ceremony Held in Honor of Cindy Fitz**

On Saturday, May 4<sup>th</sup> family and friends of the late Cindy Fitz gathered at the ball field to dedicate a tree planted in her memory. Approximately 35 people attended the ceremony to remember Cindy and celebrate her life. The ceremony included the reading of Scripture and the telling of fond memories of Cindy, her community activism, her cheerful demeanor and friendship, and her love of family.

Cindy was affectionately remembered as an outgoing and loving individual who always put the needs of others ahead of her own. In her too short time here on earth, she was remembered for the countless hours spent serving her family as well as the greater SHLOA community. She also was remembered for her years of selfless service on the SHLOA Board as Vice President of Communications and Board Secretary.

The tree in Cindy's honor was planted adjacent to the pavilion at the ball field. It is a Japanese flowering cherry tree which, like Cindy herself, will beautify our community with its radiant pink blossoms. A plaque commemorating Cindy's life and her contribution to the greater SHLOA community will be permanently displayed at the base of the tree. The inscription reads:

Dedicated to the Memory of  
Cindy Fitz  
Sleepy Hollow Advocate, Neighbor, and Friend  
July 27, 1963 – October 20, 2012

Cindy is survived by her loving partner Ed Mace, son Dustin and daughter Jamie. She was loved by many and is sorely missed by her family, loved ones, and friends.



## **COMMUNICATIONS**

Effective immediately SHLOA's web site, [www.shloa.com](http://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.

PLEASE GO TO [WWW.SHLOA.COM](http://WWW.SHLOA.COM)

For Newsletters  
and  
The Most Current Information About Our Community

\*\*\*Try It Today\*\*\*

### **Fisherman Theft**

It is disturbing to have to report another theft on private property in Sleepy Hollow. Our family has had home break-ins, windows and doors smashed in, fish removed from our ponds and now a fisherman silhouette removed from the dock on the pond visible from Audubon Road.

How brazen! How thoughtless! This latest disturbing event may seem like a small thing, but it represents an obvious lack of respect for private property. The thieves knew what they were after as screws had to be removed, meaning, they came armed with what they needed to pilfer the plywood ornament.

It had been there at least ten years. Of what value is it to anyone but our family? We want it back! You know who you are; please return it!



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

**PRSR-STD  
U.S. POSTAGE PAID  
MARTINSBURG, WV  
PERMIT NUMBER 236**

RETURN SERVICE REQUESTED