

# Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

May 2017

## 2017 SHLOA ELECTIONS



	<u>SHLOA BOARD</u>	
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

email: [sleepyhollowhoawv@yahoo.com](mailto: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\*\*\*  
You need to call the proper authorities when you need help.**

# SHLOA BOARD OF DIRECTOR ELECTIONS

## *Ballots Coming Soon*

In the coming weeks, each property owner of record will receive a ballot, one for each lot owned, for the purpose of electing four (4) members to the seven-member Board of Directors. SHLOA received three resumes by the due date of April 15, 2017, which are printed on pages 4 and 5 of this newsletter.

If you are a member in good standing and would like to run for the Board of Directors, you can still run for a position by becoming a “write-in candidate.” Simply write your name in the space provided on the ballot(s) 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 17, 2017, 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, maintaining correspondence files, 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.

## 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 Record (April 15, 2017).

**Ballot Card(s):** All votes for the Board of Directors must be made on official ballot card(s) mailed to you by the Election Committee. The ballot will display the printed names of candidates who submitted their resumes by the April 15, 2017 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. Ballots will be mailed to each lot owner of record on or before May 19<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). If you make a mistake on your ballot or need a replacement, please contact V.P. Elaine Wright at 304-702-2331 or Election Committee member Rick Roscoe. Ballot(s) must be postmarked by June 10, 2017, in order to be received in time to be counted. Please be sure to affix postage to your ballot before mailing.

### SAMPLE BALLOT

**2017 SHLOA ANNUAL ELECTION SAMPLE BALLOT**

Place an "X" by the candidates of your choice. Or use the write-in spaces to vote for yourself or 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 at 304-754-6916 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     D. Elaine Wright

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, 2017**

WRITE- IN  
CANDIDATES:  
PRINT NAME  
HERE



## RESUMES RECEIVED FOR 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 above for write-in instructions.)

## **RESUMES**

Rick Inclima  
140 Bradley Brook Lane  
Hedgesville, WV 25427  
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. I was first elected to the Board in 2013 and currently serve as Vice President of Communications. My duties include maintaining the website, publishing our quarterly newsletter, monitoring the SHLOA email account, and related duties. I also serve as a member of the Roads Committee and the Election Committee.

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.

Rick Roscoe  
2008 Audubon Road  
Section B Lot 25

I have been a long-time resident of Sleepy Hollow. During this time, I have served in many positions on the board and am currently serving as the SHLOA treasurer. During the past few years have created a data base enabling the Association to maintain a more accurate record of owners and addresses with their section and lot information. Have also created a data base tracking assessment information by owner, section and lot including a history of past assessment information enhancing our ability to deal with unpaid accounts. If elected I will continue to work for the improvement of our community. Thank you.

Dorothy Elaine Wright  
369 Featherbed Lane  
Hedgesville, WV 25427  
Section 4, Lot 14

Fellow Lot Owners: It is that time again for elections here in SHLOA. I encourage all lot owners to vote and attend the Annual Meeting on June 17, 2017. We as a group can accomplish much more than a small handful. Those who choose not to participate in the affairs of the community and its governance may not like and agree with the outcome.

I have served as a member of the Board for the last two years and have lived here in Sleepy Hollow since September 2004. My background was in Radiology 1976-2013, primarily Mammography. I also worked in real estate and was licensed in Montgomery County, Maryland, 1980-2010.

We have worked hard to improve our Community for the good of all residents and property owners to keep our community nice, with pleasant curb appeal and rising property values. If given the opportunity of being reelected to the Board, I will continue to work for the community, help maintain our property values, and continue to work in the best interests of Sleepy Hollow and its residents. Thank you.

### **Annual Membership Meeting: June 17, 2017**

The Annual Membership Meeting is scheduled to be held on Saturday, June 17, 2017, 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 2017 Board Elections.

#### **Order of Business for Annual Meeting (Tentative; subject to change):**

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

**Please Get Involved! All Owners Are Welcome To Attend!**

## **What can you do to help keep assessments low? Sign up to receive the SHLOA Newsletter via email!**

You can help SHLOA reduce the cost associated with printing and mailing our quarterly newsletter by signing up to receive the SHLOA Newsletter by email. The money saved will be used for other pressing needs such as road maintenance and repair.

Simply email us at [sleepyhollowhoawv@yahoo.com](mailto:sleepyhollowhoawv@yahoo.com) and put “NEWSLETTER” in the subject line. Please include your name, current mailing address, Section & Lot number(s), and email address in the body of your message. You will then be added to our growing list of residents who have chosen to receive quarterly SHLOA Newsletters directly via email. SHLOA respects your privacy and will never sell or use your email address for any non-SHLOA purpose.

There are over 100 SHLOA residents who have signed up to receive the SHLOA Newsletter by email. Please join your neighbors and help us keep you informed in a cost-effective and environmentally sustainable way. Please sign up today!

*PS: If you previously signed up but are not receiving your electronic newsletter, please notify us again. We may have copied it incorrectly, or you may have changed your email address. Just let us know and we will fix it. Thanks!*

## **IMPORTANT ASSESSMENT INFORMATION**

Per the Declaration and By-Laws of Sleepy Hollow, assessments are to be paid on or before January 31<sup>st</sup> of each year. If the assessment is not paid, the debt becomes a lien on the land, securing the debt. The Association may also file suit and obtain a personal judgment against the homeowner. Such a judgment will then be enforceable by sale of the land, and the Sheriff of Berkeley or Morgan County, respectively, can execute the judgment by seizing and selling personal property. If required to seek judgment, the Association is entitled to recover its reasonable attorney fees in addition to the unpaid assessment(s) under Chapter 36B of the West Virginia Code, which will increase the total amount owed to the Association. SHLOA has been successful in obtaining judgments against delinquent members in the past. Please do not force SHLOA to seek a judgement, as this is not something we enjoy or take lightly.

SHLOA understands that some members may desire to pay the debt owed to the Association, but are not currently in a financial position to make a lump sum payment. SHLOA is amenable to entering into a payment plan agreement with members in order to avoid legal action. If you would like to set up a payment plan, please contact Rick Roscoe. The payment plan will permit the Association to seek and record judgment against you, however, the Association will not execute upon the judgment (i.e. Sheriff's seizure of personal property) provided that payments are made in accordance with the payment plan agreement. Once all payments are made, the judgment will be released.

### **Road Bids Solicited; Contractor Selected**

In early March 2017, members of the SHLOA Roads Committee jointly conducted a comprehensive inspection of our roads to determine maintenance needs and prioritize same for the upcoming maintenance season. A detailed report from the Roads Committee was thereafter submitted to the Board of Directors for their review.

In mid-March, SHLOA Vice President of Roads, Roger Brown, solicited contractor bids for our 2017 road maintenance work. Upon review of bids received, the Board selected Pentoney Brothers Contracting, a local company from Hedgesville, WV, to perform the maintenance work on our unpaved roads and associated drainage ditches and culverts. The work will entail grading and the application and rolling of stone and shale on unpaved roads per SHLOA specifications.

The contract between SHLOA and Pentoney Brothers Contracting was in final review by our attorney at the time of this writing. Barring any unforeseen complications, we anticipate the work to begin in mid-May with completion by mid-June, weather permitting.

Additionally, the Board has authorized some additional "incidental" work to be performed under separate authority to cold-patch potholes on our paved roads, clean blocked culverts, and remove brush/debris from ditch areas on Audubon.

Please be mindful that the Board of Directors is required to prioritize work each year based upon the availability of budget funds. Thus, the worst roads are given the highest priority each year based upon the Roads Committee Report and the availability of funds.

Residents are reminded to use extreme caution while navigating our roads during the upcoming maintenance season. There will be heavy construction equipment, large trucks, and workmen on our roads throughout the duration of the work project. For your safety and the safety of our contractor employees, please slow down, be careful around workmen and equipment, and drive safely. Thank you!



## BUDGET

2017 BUDGET as of April 30, 2017	2017 BUDGET	YTD	DIFFERENCE
<b>INCOME</b>			
2016 HOME OWNERS ASSESSMENTS	\$114,300.00	\$92,245.00	22,055.00
MISCELLANEOUS INCOME	\$300.00	\$0.00	300.00
OPERATING INTEREST	\$100.00	\$0.00	100.00
REFUNDS		\$0.00	
MAIL BOXES		\$210.00	(\$210.00)
<b>TOTAL INCOME</b>	<b>\$114,700.00</b>	<b>\$92,455.00</b>	<b>22,245.00</b>
<b>2017 RESERVE ALLOCATIONS</b>			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$13,690.50	3,454.50
EMERGENCY FUND	\$11,430.00	\$9,127.00	2,303.00
<b>TOTAL RESERVE FUND</b>	<b>\$28,575.00</b>	<b>\$22,817.50</b>	<b>5,757.50</b>
<b>FIXED ESPENSES</b>			
INSURANCE/TAX/LICENCES/PERMITS	\$4,000.00	\$4,142.05	142.05
STORAGE	\$600.00	\$0.00	600.00
PHONE AT LAKE	\$550.00	\$171.13	378.87
LIGHTS AT BALLFIELD AND LAKE	\$320.00	\$99.75	220.25
RELIEF STATIONS	\$1,000.00	\$0.00	1,000.00
COMMUNICATIONS	\$1,500.00	\$570.33	929.67
<b>TOTAL</b>	<b>\$7,970.00</b>	<b>\$4,983.26</b>	<b>2,986.74</b>
<b>ADMINISTRATIVE</b>			
ADMINISTRATIVE/OFFICE SUPPLIES	\$350.00	\$126.42	223.58
COMPUTER, SOFTWARE, OFFICE EQPT	\$150.00	\$0.00	150.00
LEGAL FEES	\$4,500.00	\$3,000.00	1,500.00
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$257.00	3,443.00
<b>TOTAL</b>	<b>\$8,700.00</b>	<b>\$3,383.42</b>	<b>5,316.58</b>
<b>ROAD UPGRADES</b>			
UNPAVED	\$24,000.00	\$74.54	23,925.46
PAVED	\$1,000.00	\$85.07	914.93
SNOW REMOVAL	\$12,000.00	\$2,777.21	9,222.79
<b>TOTAL</b>	<b>\$37,000.00</b>	<b>\$2,936.82</b>	<b>34,063.18</b>
<b>COMMON FACILITIES</b>			
LAKE ATTENDANT	\$5,500.00	\$0.00	5,500.00
LAWN CONTRACT	\$6,100.00	\$0.00	6,100.00
MAINTENANCE	\$7,300.00	\$196.10	7,103.90
CASUAL LABOR	\$1,000.00	\$0.00	1,000.00
<b>TOTAL</b>	<b>\$19,900.00</b>	<b>\$196.10</b>	<b>19,703.90</b>
<b>2016 RESERVE FUND</b>	<b>\$12,555.00</b>		
<b>TOTAL 2016 EXPENSES</b>	<b>\$114,700.00</b>	<b>\$34,317.10</b>	<b>80,382.90</b>

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