

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

November 2012



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 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

Send your correspondence to: Please address all issues to the Board in writing.
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

Past, Present and Future

This past summer many improvements were made to our roads. Roger Brown, VP of Roads, working with Greg Emerick, our roads contractor, graded all the dirt roads. They cleaned out the ditches and in some places made them deeper to help with the water flow.

Several new culverts were installed to prevent water run off and damage to the roads. It was evident this work was necessary because during the latest storm there was little damage to the dirt roads. The paved road was also fixed in several places and we are told this will hold up until we can save enough money to repave it.

We have prepared our budget for next year which you will find published in this newsletter. Rick Inclima, VP of Communications, is constantly adding important information on our website which you can also read about in this newsletter. Assessments for FY2013 will be going out the end of November and if we all pay them we will have the money to continue to maintain and improve our community.

At our November Board meeting we discussed several new ideas and suggestions for other improvements to be made in the future. One involves an improved method of communicating information to you. This information is published in this edition of the SHLOA Newsletter along with other suggestions for the future.

Mary D'Ovidio
President

A MESSAGE FROM YOUR VICE PRESIDENT

During the time from Oct 13, 2012 thru Nov 6, 2012, we have collected \$1,516.00 in delinquent assessments. We are proceeding ahead with processing several additional judgments through the courts and should have them completed shortly. I will continue to aggressively pursue the collections; however time is becoming critical for me and would like to have someone's assistance in the process. If anyone is interested please contact me Rick Roscoe and I will explain the process the Board uses and how you can help.

Rick Roscoe
Vice President



The Board wishes you and yours a Happy Holiday Season and a prosperous New Year!

FROM THE BOARD

A MESSAGE FROM YOUR VICE PRESIDENT OF ROADS

First of all, I'd like to thank everyone for their patience while we worked on the roads. After the road grading this year we applied stone to all the roads that were in need.

With the amount of rain we had this year it made us aware of a few problem spots. We reworked Maverick and installed a few new culverts. Culverts were installed on Audubon/Trapper and we increased the size of another culvert at the junction of Audubon/Ember. After the rain from Hurricane Sandy, all roads were inspected and I am pleased to report that, with all the work we have done, we had very minimal road damage. There are a few additional culverts that will get done next year but for now everything is great.

Roger Brown
VP of Roads

A MESSAGE FROM YOUR VICE PRESIDENT OF COMMUNICATIONS

This is my first newsletter, so please accept my apologies for any typographical errors or formatting issues. As you are aware, all the work conducted by the SHLOA Board is volunteered. The work includes maintaining our roads, lake, ball field and common facilities. A special thank you goes out to Roger Brown for his work clearing the roads after Hurricane Sandy.

The activities of the Board are overseen by our President. The president runs our monthly meetings, develops our agendas, and generally oversees the functions of the Board. Our Treasurer maintains the budget and handles our funds. And our Vice President has done an outstanding job processing delinquent accounts in an ongoing effort to collect outstanding balances in order to help keep our annual assessments stable. Our VP of Common Facilities, Gary Bowers, recently resigned his position on the Board. Please join me and the Board in thanking Gary for his years of quality service to the Sleepy Hollow community. We have also recently experienced a sad and unexpected vacancy in the position of Board Secretary (please see related article on page 6).

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 2012 budget and proposed 2013 budget are on the following pages. 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 does not require any increase in your annual assessments for 2013. 2013 Assessment notices will be mailed November 30.

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 give me a call.

June Clark, Treasurer

2012 Budget

AS OF November 10, 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	\$0.00	(\$100.00)
TOTAL INCOME	\$114,700.00	\$108,264.97	(\$6,435.03)
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	\$3,017.20	(\$7,269.81)
TOTAL RESERVE ALLOCATIONS	\$38,862.00	\$29,990.94	(\$8,871.06)
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	\$385.95	(\$114.05)
LIGHTS AT LAKE & BALLFIELD	\$300.00	\$212.96	(\$87.04)
RELIEF STATION	\$1,000.00	\$862.84	(\$137.16)
COMMUNICATIONS	\$2,000.00	\$1,763.82	(\$236.18)
ANNUAL ELECTION/MEETING	\$400.00	\$309.01	(\$90.99)
TOTAL	\$9,300.00	\$8,744.63	(\$555.37)
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	\$5,336.36	\$836.36
TREASURERS/ACCOUNTING/INVOICING	\$2,900.00	\$2,909.98	\$9.98
TOTAL	\$8,250.00	\$8,991.42	\$741.42
ROADS			
UNPAVED MAINTENANCE	\$14,000.00	\$15,880.50	\$1,880.50
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	\$1,050.00	(\$10,450.00)
TOTAL	\$40,500.00	\$45,505.75	\$5,005.75
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	\$77,434.88	\$2,284.88
USED FROM 2012 RESERVE FUNDS			
			(\$2,284.88)

2013 Budget

2013 PROPOSED BUDGET	2013 BUDGET	YTD	DIFFERENCE
INCOME			
2013 HOME OWNER'S ASSESSMENTS	\$114,300.00	\$0.00	(\$114,300.00)
MISC INCOME	\$300.00	\$0.00	(\$300.00)
OPERATING INTEREST	\$100.00	\$0.00	(\$100.00)
TOTAL INCOME	\$114,700.00	\$0.00	(\$114,700.00)
2013 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$0.00	(\$17,145.00)
EMERGENCY FUND	\$11,430.00	\$0.00	(\$11,430.00)
AVAILABLE 2013 RESERVE FUND	\$10,675.00		
TOTAL RESERVE ALLOCATIONS	\$39,250.00	\$0.00	(\$39,250.00)
2013 BUDGET			
	\$75,450.00	\$0.00	(\$75,450.00)
FIXED EXPENSES			
INSURANCE/TAXES/LICENCES/PERMITS	\$7,300.00	\$0.00	(\$7,300.00)
STORAGE	\$600.00	\$0.00	(\$600.00)
PHONE AT LAKE	\$500.00	\$0.00	(\$500.00)
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	\$0.00	(\$11,800.00)
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$250.00	\$0.00	(\$250.00)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$600.00	\$0.00	(\$600.00)
LEGAL FEES	\$4,500.00	\$0.00	(\$4,500.00)
TREASURERS/ACCOUNTING/INVOICING	\$3,200.00	\$0.00	(\$3,200.00)
TOTAL	\$8,550.00	\$0.00	(\$8,550.00)
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	\$0.00	(\$11,500.00)
TOTAL	\$40,500.00	\$0.00	(\$40,500.00)
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	\$0.00	(\$75,450.00)

Sleepy Hollow Community Mourns the Passing of Cindy Fitz

It is with deep regret that we inform the Sleepy Hollow Community of the passing of our friend and neighbor Cindy Fitz. Cindy died on October 20, 2012, while in the hospital for treatment of a chronic medical condition.

Cindy served on the SHLOA Board for the past several years as Vice President of Communication and Board Secretary. She was reelected to another two year term on the Board in June 2012. In her official capacity as a member of the SHLOA Board, Cindy published the SHOLA newsletter, headed up community events such as the annual yard sale, maintained the SHOLA bulletin board, and handled many other matters for the benefit of Sleepy Hollow.

Cindy was an outgoing and the needs of others ahead of her serving her loving family as well community. She was outgoing, smile and a helpful hand. She beauty that would light up a she went.



loving individual who always put own. She spent countless hours as the greater SHLOA friendly and always quick with a had a great spirit and inner room (or the forest!) wherever

Cindy exhibited all the qualities be a good neighbor. She was provide helpful advice when handout to someone in need. neighbor and friend to many beyond.

that personify what it means to always there to lend an ear, asked, and give a hand up or a She was truly a wonderful within Sleepy Hollow and

Cindy was also very knowledgeable about nature and the Eastern Panhandle of West Virginia. She was an avid hunter, fisherman, and mushroom collector who knew how to survive and thrive in the rural Sleepy Hollow Community she called home. She would often be seen cutting fire wood, making fire starters, and darting around on her four-wheeler checking in on friends and neighbors. She also loved hiking the trails and hills of Sleepy Hollow and the surrounding state forest and was quick to recommend the best trails and most productive fishing holes to newcomers and old friends alike. Sleepy Hollow seems a little less bright and a little bit chillier without Cindy in our midst. Let us all honor her memory by helping out our neighbors and upbuilding our community. Such is her legacy and the example she has set for all of us.

Cindy was born on July 27, 1963 near Harrisburg, PA. She leaves behind her loving partner Ed Mace, son Dustin and daughter Jamie. She was loved by many and will be sorely missed by her family, loved ones, and friends.



Clean-up Day held October 13, 2012

Sleepy Hollow is very fortunate to have an energetic group of residents who volunteer to help out on Clean-Up Day. Thanks to everyone who came out on Saturday, Oct.13! On clean-up day Sleepy Hollow volunteers raked the sand and re-set the concrete erosion barriers at the beach, repaired the fence at the lake, cut trees at the lake parking lot, trimmed branches at ball field, picked up trash along the roadside, cleaned ditch lines of debris, cleaned the SHOLA storage facility, cleaned the mail boxes at the ball field, repaired the bulletin board at the ball field, moved the lake picnic table to winter storage, and planted flowers at the entrance sign.

Many thanks to all those who volunteered to help improve the appearance and safety of our community including Roger; Joe and Debbie; Rick and Brenda; Mary and Lou; June; Missy; and Rick and his grandkids Isabella, Richie, and Jonathan. Their last names are all the same: Neighbors!

The day ended with a wonderful get together and cook-out provided by the Board. Please watch future newsletters for the date of our 2013 Clean-up day. 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 and meet the Neighbors!

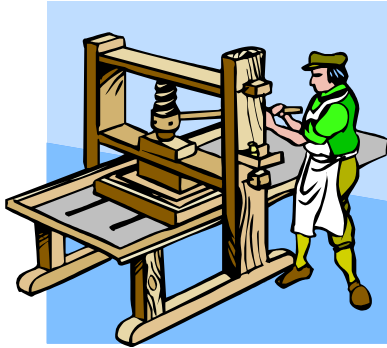
Community Yard Sale held September 22, 2012

On September 22, the SHOLA Board sponsored our annual yard sale at the ball field. As in past years, Cindy Fitz organized the event on behalf of our community. Ten vendors set up tables to sell their wares and one additional vender sold BBQ pulled-pork sandwiches, hotdogs, chicken, refreshments, etc. to nourish the hungry crowd. It was a great day to come out to meet new and old friends, enjoy the fresh air, and do some buying and selling. It was also a great day for SHLOA, which collected \$110.00 in "vender fees" which will be used for the benefit of our community. Thanks to all our vendors, shoppers, and eaters for a great day!



*****CLEAN UP DAY 2012*****

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

THINGS YOU SHOULD KNOW

IT'S HUNTING SEASON

It is hunting season in West Virginia and both hunters and hikers must take appropriate precautions while in the woods. Everyone in the woods must wear "blaze orange" outerwear so that others can see you. Hikers should limit hiking to Sundays. Please always wear your blaze orange in the woods.

Find the WV Hunting Rules and Regulations at www.wvdnr.gov. There you will find the scheduled hunting seasons and rules for various game and fowl.

Remember to keep firearm shooting at least 500 feet away from any dwelling. 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.

USE OF ATVs IN SLEEPY CREEK STATE FOREST

ATV Use in Sleepy Creek

All-terrain vehicles (ATVs) are not allowed in Sleepy Creek Wildlife Management Area. In an email interview with the West Virginia Division of Natural Resources, Wildlife Manager Larry Hines says illegal use of all-terrain vehicles at Sleepy Creek Wildlife Management Area has become a "big problem" and he is always trying to get the right information to outdoor enthusiasts.

"People are usually surprised to discover that ATVs are not permitted on any public lands in West Virginia," Hines said. "In most of the state, you can drive an ATV on unlined state roads." He went on to point out that both counties where the Wildlife Management Area is located (Morgan and Berkeley) do not allow ATVs on any roads.

Read more: [ATV Trails in Sleepy Creek Wildlife Management Area, West Virginia | eHow.com](http://www.ehow.com/info_8524545_atv-management-area-west-virginia.html#ixzz2BYbzh5GJ)
http://www.ehow.com/info_8524545_atv-management-area-west-virginia.html#ixzz2BYbzh5GJ

§58-31-2. General Rules Governing Public Use of State Parks, State Forests, and Recreational Areas in State Wildlife Management Areas under the Division of Natural Resources.

2.19. Motor vehicles including, but not limited to, trail bikes, motorbikes, snowmobiles, and all terrain vehicles may be operated only on public roads usable by automotive vehicles, and on trails and areas designated for their use by the area superintendent by posted signs. It is unlawful for any unauthorized motor vehicle to go beyond a gate, cable, or other obstruction, or to proceed beyond any sign prohibiting such travel. All persons operating motor vehicles in state recreational areas shall obey and comply with all applicable state laws and rules. (Visit http://www.wvstateparks.com/reg_3.htm for additional information.)

Prevent Chimney Fires

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>)

*****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>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>

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

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RETURN SERVICE REQUESTED