

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

November 2013



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

SHLOA BOARD MEETINGS

Board meetings are generally held the second Saturday of each month. 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.**

Lake Access for All Lot Owners

Covenants provide for Perpetual Use and Access by Owners

One of the benefits of being a resident of Sleepy Hollow is our beautiful lake. Every lot owner has been granted, in perpetuity, access to the lake for the purpose of fishing, swimming, boating, etc. by the Sleepy Hollow covenants. The covenants are conveyed along with your property deed and are legal and binding on all owners.

The covenants provide a 10 foot wide “walking easement” around the lake. All lot owners in Sleepy Hollow are granted rights under our covenants to use this 10 foot easement for walking and fishing. However, lot owners are reminded that access to the walking easement should be through publicly accessible routes only; trespassing on private property is prohibited.

Lot owners on the lake which abut the easement may use the land for such purposes as they desire so long as the right of other lot owners to walk and fish from the easement area is not impaired. This means that a lot owner whose property abuts the lake may have a floating dock or sitting area down by the lake; however, they must not construct stairways, ramps, etc. across the “walking easement” which impede or obstruct access.

The covenants are specific to walking and fishing. They do not allow for the storage of boats or canoes on the walkway or berm. While all lot owners are encouraged to enjoy the lake, please do not store your canoe or boat on the walkway, berm, or private property. Please remove illegally stored vessels from the lake area or they will be removed.

The berm at the far end of the lake was reconstructed and dredged at considerable cost several years ago to improve water quality and prevent silt runoff from fouling the lake. Over the past couple of years, SHLOA Clean-up Day activities have included planting plants and ground cover around the berm to protect it from erosion. Residents are asked to help protect their investment and the quality of the lake by not using the berm as a boat ramp.

With the popularity of the Sleepy Hollow community growing, there are many new lot owners who may not know what our covenants provide. It is for this reason that we are highlighting some of the lake covenants in this newsletter. SHLOA Covenant numbers 14-16, which pertain to the lake, have been reproduced below for your convenience:

- 14) All lot owners shall have perpetual use of the Sleepy Hollow Subdivision Lake for the purpose of fishing, swimming and boating in and on same.
- 15) No boat motors or other motors of any nature whatsoever may be used in any way in or on Sleepy Hollow Lake.
- 16) The 10 foot easement shown on the plat above described and designated as a walking easement shall be for the benefit of all lot owners, but only for the purpose of walking and fishing thereon and therefrom; lot owners owning lots across which said easement passes may use such land for such purposes as they desire so long as the right of other lot owners to walk and fish therefrom is not obstructed or impaired.

A complete copy of the SHLOA governing bylaws and covenants can be accessed through our website at www.shloa.com.

FROM THE BOARD

As reported by President Mary D'Ovidio in our last newsletter, we now have a full Board of Directors in place to conduct the important work of maintaining roads and common facilities; monitoring our budget; maintaining records; tracking revenue; collecting assessments; approving expenses; handling legal matters affecting the community at-large; and assuring that we remain in compliance with state and local laws and requirements. The work of the Board is conducted by volunteers who draw no salary or benefits from SHLOA. The structure of our community is one of self-governance and volunteerism; a truly American community based upon American values! We will continue to need volunteers and ask for your support in the months and years ahead. It is anticipated that, after many years of faithful and dedicated service, several current Board members will not be able to run for reelection in 2014. We cannot continue to operate and keep assessments low without the direct involvement of community volunteers, so whether you live here full-time or part-time, **please consider running for the Board in 2014.**

Your Vice President of Common Facilities, Jamie Larson, has been working with a Board-approved civil engineering firm to complete the required inspection of the dam over the lake. This bi-annual dam inspection is required under West Virginia state law and failure to complete the inspection and certify same with the state could lead to the dam being closed. The Board is currently awaiting a final inspection report and associated recommendations from the engineering firm. We will summarize the inspection report and any issues related to same in a future edition of the SHLOA newsletter. Also, the contract for the porta-potties at the lake and ball field has been fulfilled for the 2013 season and they have been removed.

Your Board Secretary, Liz Larson, helps keep the Board on track and is responsible for recording and formatting the minutes of our Board meetings, handling correspondence, and in general assisting the Board in carrying out its responsibilities. Liz also assists her husband, Jamie, in carrying out the substantial duties associated with Common Facilities. Liz and Jaime worked tirelessly throughout the summer to oversee the lake attendants' schedules and hours, timesheets, and other related matters. Due to their efforts, and those of our lake attendants, we are happy to report another safe and enjoyable summer season at the lake.

Your Vice President of Roads, Roger Brown, has been preparing for the winter by stockpiling cinder/salt and working with our road and tree contractors to assure we are ready for any contingency when "old man winter" settles in. As part of our preparations, the Board has also approved the purchase and stockpiling of shale for use in the event of washouts, frost heaves, or other road damage brought on by winter weather. We ask that you please do not plow the dirt roads yourself, as this can cause unintentional damage that will have to be fixed. Please let our professional contractors take care of the roads. Also, please do not park on the roads or cul-de-sacs. We cannot remove snow if cars are parked on the roads.

Your Vice President, Rick Roscoe, is continuing his ongoing efforts to collect past due assessments from lot owners whose accounts are in arrears. This process requires a lot of time and effort, including the placement of property liens through our attorney and the legal system. We always want to avoid having to take legal action; however, we all have an obligation under our bylaws to pay assessments for the general upkeep and maintenance of our community. It would be wholly unfair to ask others in the community to pay more to compensate for revenue not collected from a minority of lot owners who fail to pay their fair share. Everyone uses the roads and has equal access to our common facilities. Therefore, in order to assure fairness to all, the Board will continue to fulfill its obligation under the bylaws to collect back-due assessments for the upkeep of the SHLOA community. On behalf of all the residents of Sleepy Hollow, thank you for paying your assessments.

Your Vice President of Communications, Rick Inclima, continues to seek ways to reduce the costs associated with the publication of the newsletter. As you may be aware, our 1st and 3rd Quarter newsletters are published on-line only at www.shloa.com. We continue to mail the 2nd and 4th Quarter newsletters to all lot owners of record in an effort to assure we do not disenfranchise lot owners who lack internet access. We are currently considering the feasibility of emailing the 4 yearly newsletters to interested lot owners to reduce our mailing and printing costs. Money saved will be reallocated to other pressing budgetary needs. If you would like to help us save assessment dollars by reducing mailing and printing costs, please fill out and return the email sign up form that will be mailed to you with your 2014 assessment notice. Please see related article on page 7 for additional information.

Your Treasurer, June Clark, is pleased to report that we are on budget for 2013 for our normal expenses. It is no secret that the cost of living continues to increase and we are all struggling to make ends meet; SHLOA included. Your Board uses every cost savings program and method available to us in our effort to keep expenses at a minimum while also upgrading the community. The 2013 budget as of October 29, 2013 is on page 5. The overage you see in Roads-upgrades is due to emergency repairs after a major rain storm. The expenses in Common Facilities – Maintenance include the cost for the upgraded guard rail over the dam. Both of these expenditures were necessary and approved by the Board. Money to pay for any overages (currently \$225.61) in our final budget will be transferred from reserve funds.

Because your Board has been diligent in managing expenses, we have established a budget for 2014 that does not require any increase in your annual assessment for 2014. The proposed 2014 budget is published on page 6. The Board will refine and finalize the proposed 2014 budget before the end of this year and a final 2014 budget will be published in the 1st Quarter newsletter.

2014 assessment notices will be mailed November 30, 2013. Please try and take advantage of the \$25.00 discount and mail your assessment by January 31, 2014.

Finally, the Board of Directors takes this opportunity to thank you for your efforts in making our community the enjoyable and livable place that it is. We wish all of you and your families a Happy Thanksgiving, a wonderful holiday season, and a healthy and happy New Year.

Please be safe, stay warm, and enjoy the season!



Happy Thanksgiving

2013 BUDGET AS OF OCTOBER 29, 2013	2013 BUDGET	YTD	DIFFERENCE
INCOME			
2013 HOME OWNER'S ASSESSMENTS	\$114,300.00	\$107,050.00	(\$7,250.00)
MISC INCOME	\$300.00	\$5.00	(\$295.00)
OPERATING INTEREST	\$100.00	\$0.00	(\$100.00)
TOTAL INCOME	\$114,700.00	\$107,055.00	(\$7,645.00)
2013 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$16,057.50	(\$1,087.50)
EMERGENCY FUND	\$11,430.00	\$10,705.00	(\$725.00)
AVAILABLE 2013 RESERVE FUND	\$10,675.00	\$4,855.74	(\$5,819.26)
TOTAL RESERVE ALLOCATIONS	\$39,250.00	\$31,618.24	(\$7,631.76)
2013 BUDGET	\$75,450.00	\$75,436.76	(\$13.24)
FIXED EXPENSES			
INSURANCE/TAXES/LICENCES/PERMITS	\$7,300.00	\$4,336.47	(\$2,963.53)
STORAGE	\$600.00	\$600.00	\$0.00
PHONE AT LAKE	\$500.00	\$396.84	(\$103.16)
LIGHTS AT LAKE & BALLFIELD	\$300.00	\$194.34	(\$105.66)
RELIEF STATION	\$1,000.00	\$941.28	(\$58.72)
COMMUNICATIONS	\$1,700.00	\$1,356.33	(\$343.67)
ANNUAL ELECTION/MEETING	\$400.00	\$412.07	\$12.07
TOTAL	\$11,800.00	\$8,237.33	(\$3,562.67)
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$250.00	\$223.95	(\$26.05)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$600.00	\$254.52	(\$345.48)
LEGAL FEES	\$4,500.00	\$4,600.01	\$100.01
TREASURERS/ACCOUNTING/INVOICING	\$3,200.00	\$2,343.12	(\$856.88)
TOTAL	\$8,550.00	\$7,421.60	(\$1,128.40)
ROADS			
UNPAVED MAINTENANCE	\$14,000.00	\$13,550.00	(\$450.00)
PAVED MAINTENANCE	\$10,000.00	\$6,100.00	(\$3,900.00)
UPGRADES	\$5,000.00	\$5,515.00	\$515.00
SNOW REMOVAL	\$11,500.00	\$8,645.00	(\$2,855.00)
TOTAL	\$40,500.00	\$33,810.00	(\$6,690.00)
COMMON FACILITIES			
LAKE ATTENDANT	\$4,500.00	\$5,735.00	\$1,235.00
LAWN CONTRACT	\$6,100.00	\$6,120.00	\$20.00
MAINTENANCE	\$4,000.00	\$13,900.46	\$9,900.46
TOTAL	\$14,600.00	\$25,755.46	\$11,155.46
TOTAL 2013 BUDGET EXPENSES	\$75,450.00	\$75,224.39	(\$225.61)

2014 PROPOSED BUDGET AS OF OCTOBER 29, 2013	2014 BUDGET	YTD	DIFFERENCE
INCOME			
2014 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)
2014 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$17,145.00	\$0.00	(\$17,145.00)
EMERGENCY FUND	\$11,430.00	\$0.00	(\$11,430.00)
AVAILABLE 2014 RESERVE FUND	\$9,405.00	\$0.00	(\$9,405.00)
TOTAL RESERVE ALLOCATIONS	\$37,980.00	\$0.00	(\$37,980.00)
2014 BUDGET	\$76,720.00	\$0.00	(\$76,720.00)
FIXED EXPENSES			
INSURANCE/TAXES/LICENCES/PERMITS	\$4,500.00	\$0.00	(\$4,500.00)
STORAGE	\$600.00	\$0.00	(\$600.00)
PHONE AT LAKE	\$450.00	\$0.00	(\$450.00)
LIGHTS AT LAKE & BALLFIELD	\$270.00	\$0.00	(\$270.00)
RELIEF STATION	\$1,000.00	\$0.00	(\$1,000.00)
COMMUNICATIONS	\$1,950.00	\$0.00	(\$1,950.00)
ANNUAL ELECTION/MEETING	\$450.00	\$0.00	(\$450.00)
TOTAL	\$9,220.00	\$0.00	(\$9,220.00)
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$300.00	\$0.00	(\$300.00)
COMPUTER, SOFTWARE, OFFICE EQUIP	\$400.00	\$0.00	(\$400.00)
LEGAL FEES	\$4,500.00	\$0.00	(\$4,500.00)
TREASURERS/ACCOUNTING/INVOICING	\$3,700.00	\$0.00	(\$3,700.00)
TOTAL	\$8,900.00	\$0.00	(\$8,900.00)
ROADS			
UNPAVED MAINTENANCE	\$14,000.00	\$0.00	(\$14,000.00)
PAVED MAINTENANCE	\$10,000.00	\$0.00	(\$10,000.00)
UPGRADES	\$8,500.00	\$0.00	(\$8,500.00)
SNOW REMOVAL	\$11,500.00	\$0.00	(\$11,500.00)
TOTAL	\$44,000.00	\$0.00	(\$44,000.00)
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 2014 BUDGET EXPENSES	\$76,720.00	\$0.00	(\$76,720.00)

Sign Up to Receive SHLOA Newsletters Electronically Via Email

Cost Saving Measure offered to Residents

As we are all aware, everything cost more today that it did just a few years ago. Upkeep and maintenance of the Sleepy Hollow community continues to rise along with everything else. Materials and labor simply cost more, and those higher costs are reflected in the contracts we sign for both routine maintenance and emergency services. Although we have been able to hold our assessments steady at \$250.00 for a number of years, we are getting very close to the breaking point. At some point in the near future, we may be forced to adjust our annual assessment to reflect the realities of rising maintenance costs.

Of course, every effort continues to be made to reduce costs and find additional savings. One relatively painless way to help SHLOA save money is to reduce printing and mailing costs associated with the SHLOA Newsletter.

When you receive your 2014 assessment notice in the mail this December, it will include a brief questionnaire to determine if you would like to begin receiving the SHLOA Newsletter by email rather than regular mail. If a sufficient number of residents sign up to receive the newsletter by email, we can reduce mailing and printing costs while simultaneously providing a convenient and cost free delivery option to residents via email.

Below is a SAMPLE of the brief questionnaire that will be mailed to you with your 2014 assessment notice.

<p><u>Mail this coupon to SHLOA 65 AUDUBON RD HEDGESVILLE, MD 25427 WITH YOUR PAYMENT</u></p> <p>SHLOA NEWSLETTER ELECTRONICALLY VIA EMAIL QUESTIONNAIRE</p> <p>() YES, I want to help keep annual assessments low and reduce mailing costs by receiving ALL Quarterly SHLOA Newsletters electronically by email.</p> <p>() NO, I do not want to receive Quarterly SHLOA Newsletters electronically by email. <i>(please print legibly)</i></p> <p>Email Address: _____</p> <p>Owners Name(s): _____</p> <p>Section(s)/Lot(s): _____</p> <p><small>SHLOA will provide electronic distribution of newsletter to those who check YES provided a sufficient number of lot owners sign up.</small></p>

SAMPLE

If you would like receive future SHLOA Newsletters by email, please fill out the form when you receive your 2014 assessment notice and return it to the address indicated. If a sufficient number of residents participate, we will provide electronic distribution of the newsletter to those who sign up. Thank you!



GOT TRASH?

*****PLEASE TAKE IT WITH YOU*****

Please do not dispose of household trash, deer carcasses, or rubbish anywhere in Sleepy Hollow. Unsightly piles of trash seem to accumulate every week at the ball field and lake. It is illegal to dump deer carcasses anywhere in Sleepy Hollow. Deer carcasses attract vermin and can spread disease.

*****PLEASE DISPOSE OF ALL REFUSE PROPERLY*****

Board of Director Elections Coming Soon

Candidates needed for 2014 SHLOA Board

As sure as Spring will follow Winter, the SHLOA Board of Directors will begin soliciting resumes for candidates to the Board in the early part of 2014. The 2014 Board elections are especially critical this cycle, due to the expectation that several long-serving members of the Board will likely not run for reelection in 2014.

The process of electing members to the Board of Directors begins with the publication of the 1st Quarter (Winter 2014) newsletter which will include a “Call for Resumes.” Similar to the 2013 election, we will also be mailing a “Call for Resumes” flyer to each lot owners’ address of record during the 1st Quarter of 2014.

The “Call for Resumes” is the official request for candidates to submit a brief description detailing their willingness to serve on the Board and any other information they would like to share with the community. Resumes are due by mid-April and will be published in the 2nd Quarter (May 2014) newsletter. Please consider serving your neighbors and the greater Sleepy Hollow community by submitting a resume when the call is issued in early 2014. Watch your mailbox for the “Call for Resumes” flyer in the early part of 2014. The name of every candidate who submits a resume will be printed on the official ballot mailed to all eligible lot owners in May 2014.

The SHLOA Bylaws require that the official ballot also provide a space for write-in candidates. You might be asking yourself, “What is a write in candidate?” A write-in candidate is simply a name you write in (usually your own name) on the ballot, basically voting for yourself (or another write in candidate) for a position on the Board. Write-in candidates are rarely elected, even in state and local political elections, due to the fact that most voters will have no way of knowing you are interested in being elected. Therefore, the Board strongly encourages you to submit a resume in 2014 so we can publish same in the 2nd Quarter newsletter and print your name on the official ballot.

If you think that running for election to the SHLOA Board is not important; think again! Our assessments are the lowest in the area by a long shot. Our neighbors in surrounding communities pay several times more in yearly assessments due to the lack of volunteers and the necessity to hire “professional managers” to run the affairs of the community.

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 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 submitting a resume and running for a position on the Board in 2014. We need your help and cannot do it without you!

If you have any questions about how to run for a Board position or what it entails, please contact any member of the Board. We welcome your inquires and will do everything we can to make your service to our community a rewarding and satisfying experience.

Additional information about the election process and the responsibilities of the Board of Directors can be found in the SHLOA Bylaws. The bylaws can be accessed on our website at www.shloa.com.

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. Please always wear your blaze orange in the woods, whether hunting or hiking.

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.

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

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>)

*****CHANGE OF ADDRESS OR OWNERSHIP*****

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 _____</p> <p>(if applicable)</p> <p>Street/POBox/Apt: _____ _____</p> <p>City: _____ State: _____ Zip Code: _____</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**

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

RETURN SERVICE REQUESTED