

Sleepy Hollow Lot Owners Association Newsletter

www.shloa.com

Contact the Board at: Sleepyhollowhoawv@yahoo.com

May 2020



	<u>SHLOA BOARD</u>	Contact info Removed for Web posting
President	Rick Inclima	
Vice President	Larry Znaniecki	
Treasurer	Rick Roscoe	
VP Roads	Roger Brown	
VP Communication	Beth Znaniecki	
VP Common Facilities	Stacey Weiant	
Secretary	Jane Munson	

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

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 **304-258-0000**
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.

ATTENTION HOMEOWNERS:

BLOCKED OR MISSING DRIVEWAY CULVERTS ARE A MAIN CAUSE OF EROSION ON UNPAVED ROADS!

Installing and maintaining driveway culverts is the responsibility of property owners. Please keep your driveway culverts clear of debris to facilitate rainwater flow into the ditch lines. Otherwise, the water flows out on the road and causes serious erosion damage, especially on the unpaved road. Please help us keep our roads passable and in a state of good repair by installing and maintaining your driveway culverts.

Periodic removal of accumulated leaves and debris from driveway culverts is a fairly straightforward task. However, for those who may need assistance, local contractors can help with culvert maintenance or installation. If you need a contractor for hire to clean or install a driveway culvert, residents may contact VP of Roads, Roger Brown, for a recommendation at Rbrown.shloa@yahoo.com.

Please do not leave unwanted items at the Mailboxes. This is not an exchange area and these items need to be removed.

SHLOA ANNUAL MEMBERSHIP MEETING

The Annual Membership Meeting will be held on Saturday, **June 20, 2020**, at 10:00 AM at the ball field pavilion. This is your opportunity to meet the Board of Directors, volunteer for committees, and get involved. All residents are invited to attend!

Note: Due to the Coronavirus pandemic and requirements to maintain social distancing, residents are asked to please bring a chair and wear a cloth facemask if those health precautions are still in effect at the time of our meeting. Likewise, residents and members of the Board with underlying medical conditions should consider their own personal safety with regard to attendance. Your health and safety is of the utmost importance.

Should health and safety conditions require us to reschedule and/or change the format of the Annual Meeting, we will post a notice on the ball field bulletin board and on the SHLOA website (shloa.com). Thank you.

FROM THE BOARD

FROM YOUR PRESIDENT

The focus of this newsletter is our annual elections for SHLOA Board of Directors. Serving on the Board is a great way to give back to the community and help address the needs of Sleepy Hollow.

This year, we have three (3) positions up for election. Unfortunately, we only received two (2) resumes, which are published below. Owners who did not submit resumes are encouraged to run as “write in” candidates. Simply write your name in the “write-in” section of your ballot (which you will receive by mail) and ask your friends and neighbors to “write” you in as well. Candidates garnering the most votes will be elected to a two-year term. You can do this, and we need you!

Serving on the Board is not difficult; however, it does require a bit of time and commitment. The Board meets on the second Saturday of each month to discuss and address matters affecting Sleepy Hollow and its residents. Board members also regularly communicate by email and phone to address emerging issues. Among other duties, the Board is responsible for road, dam and lake maintenance; snow removal; addressing legal matters; communications; approving budget items; maintaining a roster of owners; maintaining insurance coverage; and collecting assessments. Nothing happens by accident; it takes caring and committed people like YOU to make it work.

One hundred percent (100%) of annual assessments is invested back into the community. No member of the Board collects a salary or payment for their services. Without the tireless work of our Treasurer and the payment of assessments by lot owners, SHLOA would be unable to function. Without a functioning Board, our roads, common facilities, lake, etc. would quickly fall into a state of disrepair and Sleepy Hollow property values and quality of life would decline significantly.

We desperately need owners to run for the Board of Directors. Many Board members have served for years, and no one can do it forever. Currently, we have an immediate need to train someone on the duties of SHLOA Treasurer. Thankfully, our current Treasurer’s term will not expire for another year, but we need to begin training now to assure someone is able to fill this critical position going forward. I appeal to you to get involved and help us keep Sleepy Hollow a livable, well-maintained, and family-centered community for years to come. Again, nothing happens by accident; we have vacancies and we need YOU to make it work.

Rick Inclima-President

FROM THE TREASURER

The assessment collections were going well this year, however have slowed due to the Covid-19 virus. SHLOA still requires payment but will be providing a 45-day grace period for payment giving owners a chance to return to work. Please remit payment as soon as possible during this period.

Rick Roscoe Treasurer

Mail Boxes

Owners desiring a mailbox at the ball field must send an email to VP Roger Brown. Please provide your Name, Street Address, and Section/Lot number. A one-time fee of \$70.00 is required for keying costs. Mailbox will thereafter convey with the property.

Our Most Critical Asset: The Dam

As we drive in and out of our development, we often observe the little annoyances that need attention such as potholes, vegetation encroachment, illegally parked cars, etc. However, we often take for granted our most critical and visible asset: the Dam.

The dam is regulated by the WV-DEP Division of Dam Safety and must meet structural, maintenance, and inspection standards issued by the WV-DEP. State law requires a bi-annual inspection of our dam by a Registered Professional Engineer to assure that any issues potentially affecting dam integrity are identified and addressed by the dam owner. Failure of SHLOA to perform the bi-annual inspections or to address critical deficiencies could result in civil fines and/or condemnation of the dam by State Authorities. Loss of the dam would obviously be catastrophic to Sleepy Hollow and every lot owner; therefore, maintenance and inspection of the dam remains the Board's highest infrastructure priority.

Our last bi-annual dam inspection was conducted in Spring 2018. During that inspection, the following deficiencies were noted and reported to the WV-DEP:

- The surface of the recently cleared emergency spillway discharge area needs to be leveled out to remove small erosion channels and uneven ground surface and then reseeded with grass. This area should be maintained in a mowed condition.
- The deep eroded channel, downstream of the roadway culvert at this emergency spillway discharge area, needs to be properly armored (rip-rap) to protect this channel from further erosion.

In response to these observed deficiencies, the Board of Directors solicited bids and awarded a contract to address these issues. At the time of this writing, work on the dam spillway discharge area was near completion. Our contractor resurfaced and graded the emergency spillway, replenished tons of shale fill, and armored the culvert discharge channel with rip-rap. Drainage work at the beach area was also completed simultaneous with the emergency spillway work. As information, the next state-mandated dam inspection is scheduled to be conducted this year (2020).

A very special thank you goes out to VP of Roads Roger Brown for his competent handling and coordination of this critical infrastructure work. VP Brown not only coordinated and oversaw this work, he also saved SHLOA thousands of dollars in material (rip-rap) costs through his diligence and perseverance. Thank you Mr. Brown!

Donate your Abandoned/Unwanted Vehicle to Charity *Get Free Towing and a Tax Deduction*

In the last SHLOA Newsletter, we highlighted the issue of abandoned/unwanted vehicles within the confines of Sleepy Hollow and the applicability of Restrictive Covenant No. 12, which states:

12) No trucks, buses, old cars or unsightly vehicles of any type or description may be abandoned on said lot.

The bad news is that abandoned/unwanted vehicles in Sleepy Hollow present a safety/environmental hazard to residents and adversely affect your fellow property owners and property resale values. The good news is

you can donate abandoned/unwanted vehicle to charity, receive a tax deduction, and have it towed away free of charge.

Numerous charities accepting vehicle donations and offering free towing and a tax deduction can be found online. As a community service, we have listed several such charities below.

- Disabled American Veterans, 833-227-4328. www.dav.org/vehicle-donation
- Vehicles for Veterans, 855-838-5444. www.vehiclesforveterans.org/west-virginia
- Wheels for Wishes, 855-226-9474. www.wheelsforwishes.org
- Kars for kids, 877-527-7454. www.karsforkids.org/donate-car-wv.php
- Human Society of Morgan County, 304-258-5592. www.hsmc-wv.org

Please donate your abandoned or unwanted vehicle to the charity of your choice. It's a win-win for you, for Sleepy Hollow, and for those who are served by your charitable donation. Thank you.

SHLOA Corporation Board Elections and Annual Meeting

Ballots will be mailed to each lot owner of record 21 days in advance of the Annual meeting. Ballots must be signed by at least one lot owner and be received by June 18th. Election results will be announced at the Annual Meeting scheduled for Saturday, June 20, 2020, 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 2020 Board Elections.

Order of Business for Annual Meeting, June 20, 2020:

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 Submitted for Election to the Board:

1. Hello, My name is Rose Carpenter. I am interested in being on the SHLOA board. My husband bought a home here 16 years ago and we have truly enjoyed being here. I moved here with him full time 4 years ago and we were married. I have always been interested in what was going on in the community and would love to be more involved. I have worked hard over the years for my previous employer to organize company picnics and events. I have also organized the community yard sale the past few years and have gotten to know some great folks in the meantime and we've talked at length about our community.

I have worked at the VA hospital in Martinsburg for 13 years and recently was promoted to Associate Group Practice Manager. I absolutely love helping people. I am known as a hard worker and will put forth the effort to keep this community thriving. Our children and grandchildren deserve a safe place to play and swim and get to know one another. We, as adults, can ensure this community stays beautiful and clean.

I have some great ideas and would love the opportunity to be on the board. Thank you for your consideration.

Rose Carpenter

2. My name is Beth Znaniecki. I was elected to the board 2 years ago and have enjoyed the involvement in my community. I feel strongly about helping those living in this area maintain a beautiful living space and create a safe environment for all of us living in the community. I would like to continue my involvement.

I have learned from my involvement what a special community we are and that we have some unique challenges. I would like to see our community grow and meet our challenges to the benefit all.

Thank you for your consideration.

Beth Znaniecki

SAMPLE BALLOT

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 three (3) 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 Inclima, at 248-760-6966 for another ballot.
Only an official ballot issued by SHLOA will be accepted.

The candidates listed (alphabetically) are the only members who submitted resumes.

___ Icabod Crane ___ John Audubon ___ Rose Redbud

Write-In Candidate(s) Space

1. _____ 2. _____
3. _____ 4. _____

Owners' Signature: _____

At least one (1) Owner of Record must sign this ballot.
BALLOT MUST BE RECEIVED BY JUNE 6, 2018

Write-in Space

Candidates listed by name have submitted/published resumes

During these trying times and as we learn to live in a changed world please look out for your neighbor. That is what makes us a community.



2020 Budget as of March 31, 2020	2020 BUDGET	YTD	DIFFERENCE
INCOME			
2020 HOME OWNERS ASSESSMENTS	\$139,700.00	\$120,160.02	19,539.98
PAST DUE (2018 AND PRIOR) TARGET	\$3,000.00	\$2,792.83	207.17
MISCELLANEOUS INCOME	\$140.00	\$96.00	44.00
OPERATING INTEREST		\$0.00	0.00
REFUNDS	\$0.00		0.00
MAIL BOXES		\$75.00	
TOTAL INCOME	\$142,840.00	\$123,123.85	19,716.15
2019 RESERVE ALLOCATIONS			
CAPITAL IMPROVEMENT FUND	\$20,955.00	\$18,442.93	2,512.07
EMERGENCY FUND	\$13,970.00	\$12,295.29	1,674.71
TOTAL RESERVE FUND	\$34,925.00	\$30,738.22	4,186.78
FIXED ESPENSES			
INSURANCE/TAX/LICENCES/PERMITS	\$5,000.00	\$4,834.82	165.18
STORAGE	\$600.00	\$0.00	600.00
PHONE AT LAKE	\$600.00	\$179.63	420.37
LIGHTS AT BALLFIELD AND LAKE	\$320.00	\$93.87	226.13
RELIEF STATIONS	\$1,000.00	\$0.00	1,000.00
COMMUNICATIONS	\$1,800.00	\$844.38	955.62
TOTAL	\$9,320.00	\$5,952.70	3,367.30
ADMINISTRATIVE			
ADMINISTRATIVE/OFFICE SUPPLIES	\$500.00	\$76.77	423.23
COMPUTER, SOFTWARE, OFFICE EQPT	\$100.00	\$0.00	100.00
LEGAL FEES	\$5,000.00	\$0.00	5,000.00
TREASURERS/ACCOUNTING/INVOICING	\$2,500.00	\$642.75	1,857.25
TOTAL	\$8,100.00	\$719.52	7,380.48
ROAD UPGRADES			
UNPAVED	\$40,000.00	\$0.00	40,000.00
PAVED	\$1,000.00	\$52.00	948.00
SNOW REMOVAL	\$15,000.00	\$2,419.30	12,580.70
TOTAL	\$56,000.00	\$2,471.30	53,528.70
COMMON FACILITIES			
LAKE ATTENDANT	\$5,500.00	\$0.00	5,500.00
LAWN CONTRACT	\$6,100.00	\$0.00	6,100.00
MAINTENANCE	\$5,000.00	\$0.00	5,000.00
CASUAL LABOR	\$1,500.00	\$0.00	1,500.00
COMMUNITY ACTIVITIES	\$1,000.00	\$0.00	1,000.00
TOTAL	\$19,100.00	\$0.00	19,100.00
2020 RESERVE FUND			
	\$15,395.00		
TOTAL 2020 EXPENSES	\$127,445.00	\$39,881.74	83,242.11

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