

2012

**SLEEPY HOLLOW LOT OWNERS
ASSOCIATION, INC. (SHLOA)
OWNERS
INFORMATION
PACKET**

TO CONTACT THE BOARD

Mail all correspondence to:

SHLOA
65 Audubon Road
Hedgesville, WV 25427

email sleepyhollowhoawv@yahoo.com

FOR UP-TO-DATE INFORMATION: check bulletin board @ mailboxes or
go to: www.shloa.com

Updated 9/17/2012

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

ASSESSMENTS, BY-LAWS AND COVENANTS

BOARD MEETINGS

A notice announcing the Date, Place & Time of monthly and special Board meetings will be placed on the bulletin board at the mailboxes approximately 10 days before each meeting. If you have any questions contact a Board member.

ANNUAL ASSESSMENTS

By-Laws Article II:D, 2

“The Assessment is due on January 31st of each year, and if the Assessment is paid by that date, the lot owner is entitled to a \$25.00 discount. The obligation of the Assessment is imposed upon each lot owner and becomes a lien upon the property against which such Assessments are made and recorded in the offices of the Clerks of the County Commissions of Berkeley and Morgan Counties, West Virginia, as stated in Item 2 of the Covenants.”

Assessment notices for the next calendar year will be mailed by November 30 of each year to each lot owner at the address on file with SHLOA.

The annual assessment for calendar year 2012 is \$250.00. (\$225.00 if paid by January 31)

BY-LAWS AND COVENANTS

The Board manages the affairs of SHLOA as set forth in the by-laws of the Corporation and the covenants. The covenants are part of your deed. These are legal documents. You should have a copy and become familiar with them.

If you do not have a copy of the by-laws and covenants, please contact the Board secretary to obtain a copy.

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

BALL FIELD AND PAVILION

The ball field and pavilion are part of the Common Facilities of SHLOA. They are available to all Lot Owners in Good Standing.

**RESERVING THE
BALL FIELD AND
PAVILLION**

***Call the VP Common Facilities
to reserve the facilities.***

The Board has approved the use of the ball field by organized youth baseball teams on a pre-approved schedule. The schedule will be posted on the bulletin board. During these times, the field is reserved for that use only. You can reserve the ball field and/or pavilion for large gatherings at no charge to you.

ELECTRIC USE There is a \$5.00 per day charge for the use of the electric at the pavilion.

HOURS 7am – 10pm

PARKING Because there is no parking area, park along side the roads Redbud and Audubon keeping the roads open and with limited use of the grass at the roads edge.

Listed below are *NOT ALLOWED* at the ball field area.

- NO** Drunkenness or Loud Parties
- NO** Foul Language
- NO** Littering (including cigarette butts)... Please pick up after yourself
- NO** Trespassing or disturbing the peace
- NO** Activities harmful to you, environment or the rights of others
- NO** Parking or driving on the grass.
- NO** Camping
- NO** Fires of any kind
- NO** Fireworks of any kind are allowed in the ball field area

DO NOT LEAVE ANY TRASH

“IF YOU BRING IT, TAKE IT BACK WITH YOU”

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

LAKE

The lake is available for all Lot Owners in Good Standing for swimming and non-motorized boating.

HOURS

The Lake is open for use from 6am to 10pm.

DOCKS/PIERS

The main pier and the dock by the beach only are part of SHLOA Common Facilities. All other docks or piers are owned by lot owners' with lake front property and are not to be used by any other lot owner or guest without permission of the owner.

FISHING

Fishing from the pier around beyond the beach area is not permitted while swimmers are present. There is a path along the sides of the lake that can be used by owners and guests to walk around the lake or for fishing spots.

LAKE PASSES

Two Lake Passes will be issued to each lot owner (upon request). It is the responsibilities of the lot owner to keep track of their lake passes and make their guests aware of the lake rules.

LAKE SIGN-IN

A Lake Attendant is usually on duty during specific hours from Memorial Day weekend through Labor Day weekend. The Lake Attendant will have a sign-in sheet and will ask you to show a lake pass and sign-in. The Lake Attendant will have a list of all lot owners in Good Standing.

PARKING

Angle parking is limited and only allowed on the left hand side of the parking area before the sand/beach. Overflow parking is allowed in the grassy area on the other side of Audubon Road. **PARKING IS NOT PERMITTED ANYWHERE ALONG SIDE THE FENCE!**

PETS

Pets are not allowed on the sand at any time. Pets are not allowed in the swimming area while swimmers are present. (usually between noon and 6pm)

PORTABLE TOILET

There will be a portable toilet along side the road on the hill above the lake for your use between Memorial Day weekend and Labor Day weekend. **PLEASE USE IT!**

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

LAKE

TELEPHONE The payphone at the lake is for making outside calls only (i.e. such as for emergencies). There is limited cell phone service in the lake area.

The following are not allowed at any time.

- NO** Glass Containers
- NO** Drunkenness or Loud Parties
- NO** Foul Language
- NO** Spitting, urination, or defecation **in** the lake or woods (use the port-a-potty)
- NO** Littering ... Please pick up after yourself
- NO** Smoking on sand. Smoking is permitted only in the parking lot or on the main dock. Please use "butt cans" to dispose of your cigarettes.)
- NO** Pets on Sand Area/Beach whatsoever! Or on the grass or parking lot between 10AM and 6PM
- NO** Motors of any kind on the lake
- NO** Nude bathing ... adults or children
- NO** Trespassing or disturbing the peace
- NO** Activities harmful to you, environment or the rights of others
- NO** Fires of any kind
- NO** Illegal substances
- NO** Do not feed the ducks
- NO** Fireworks of any kind are allowed in the lake area, including docks, beach and parking lot.

DO NOT LEAVE ANY TRASH

"IF YOU BRING IT, TAKE IT BACK WITH YOU"

Swim at your own risk! There are no lifeguards.

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

OTHER THINGS YOU SHOULD KNOW

ADVERTISING

Soliciting is not allowed in our community. You are welcome to put your advertisement on the bulletin board by the mailboxes at the ball field. As a lot owner, you are also welcome to place an ad in the quarterly newsletters (space permitting) for a small fee. **Call the VP of Communications for more information.**

ANIMAL NUISANCES

All homeowners should keep their dogs secured, whether on their own property or taking walks in the neighborhood. Berkeley and Morgan Counties do have leash laws and nuisance laws.

Let's also be reasonable. Dogs do bark and get loose and wander from time to time. If you are having a problem with your neighbor's dog, discuss the problem with your neighbor first.

As a last resort or if the animal is aggressive toward you or your children – Call the local County's Animal Control and file a complaint.

Berkeley County Animal Warden – 263-4729

Morgan County Animal Control – 258-6363

ATV'S, BIKES AND MOTORS ON OUR ROADS

“BE CAREFUL OUT THERE”

This is a reminder to all of us to be careful and obey the rules of the roads. Our roads are heavily traveled with more than 180 families living here full-time.

Speed Limit is 20mph.

Our roads and community are not to be used as a dirt bike track.

No wheelies, donuts, spinning, spitting gravel or otherwise damaging the roads. Do not drive on private property. Riding in the State Forest is illegal. This is a State Law. Your ATV or motorbike can be confiscated.

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

OTHER THINGS YOU SHOULD KNOW

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**CHILDREN,
TRESPASSING &
PROPERTY DAMAGE**

We are responsible for our children's behavior. However, we all know when children are out of sight of a supervising adult, children *may* not always do what they know is right.

**FIRE ARMS WITHIN
OUR COMMUNITY**

There are specific guidelines from the counties and states that govern discharging of firearms. We urge you to keep yourself updated on the regulations. If you witness an action that you believe is in violation you must report it to the proper county sheriff's department or State Police and be prepared to appear in court, as a witness, if such action is required. The Board has no control over this issue.

GARBAGE & TRASH

Trash Pickup services are available in both Morgan and Berkeley Counties. Check the phone book for the names and numbers for trash pickup companies. Also, the third Wednesday of every month WV residents have access to the dump on Allentown Road – Free. Call 754-9153 for hours and restrictions. Keep your property clean. Trash and Garbage on your property is offensive to all of us. Trash and Garbage cause rats.

In extreme cases – Call the local county's Health Department and file a complaint.

LOUD NOISE

Occasionally some of us will have loud parties. On these occasions, cut the noise out/down at a reasonable time in the evening.

SLEEPY LOT OWNERS ASSOCIATION, INC. (SHLOA)

OTHER THINGS YOU SHOULD KNOW

MAILBOXES AT THE BALL FIELD

If you want your mail delivered to your address in Sleepy Hollow, you must purchase a mailbox at the ball field for a one-time fee of \$70.00. If you sell your property the mailbox conveys to the new owner. The new owner is responsible for having the box re-keyed. The Post Office will do that for a small fee.

Contact Roger Brown for more information or to purchase one.

911 STREET ADDRESSES

For emergency purposes, the State Police, County Authorities and Fire Department required that you post your street number (also called your 911 address) at the entrance of your driveway in 4" reflected numbers.

PROPERTY LINES/PLATS/TAXES, ETC.

Call the appropriate County office for information.
SHLOA does not have that information.

PUBLIC ACCESS TO SLEEPY CREEK

There are two major public accesses to Sleep Creek that are open to the public. One is at the end of Audubon Road. The other is at the end of Maverick Trail. Under ideal conditions, these entrances are opened by The Department of Natural Resources and a space is cleared in Sleepy Creek for parking. However, sometimes these accesses are not properly maintained by DNR and a vehicle cannot drive into the parking area. If you live at the end of these roads and the accesses are not drivable, please call DNR and report it. Until DNR fixes the problem areas and unless they are blocking your right-of-way, be courteous to the public if they park in the cul-de-sac. Sleepy Creek is open to all and Sleepy Hollow's roads are open to all as a right-of-way.

WHO TO CONTACT FOR HELP

Ambulance, Fire, Law Enforcement Emergencies	911
	or 304-258-9911
Poison Control Center	800-222-1222
Emergency Alert System Radio	WEPM-AM 1341
	WLTF-FM 97.5

NON-EMERGENCIES

Department of Natural Resources	304-267-0037
Hedgesville Volunteer Fire and Rescue	304-754-3662

Law Enforcement - Berkeley County	
City Police (Martinsburg)	304-264-2100
Sheriff's Office	304-267-7000
State Police	304-267-0000
FBI	304-263-3421

Law Enforcement - Morgan County	
City Police (Berkeley Springs)	304-258-1198
Sheriff's Office	304-258-1067
State Police	304-258-0000
FBI	304-263-3421

Health – Berkeley County	
City Hospital	304-264-1000
Emergency Room	304-264-1215
Berkeley County Health Department	304-263-5131
Ambulance Authority	304-262-3134

Health – Morgan County	
War Memorial Hospital	304-258-1234
Emergency Room	304-258-6536
Morgan County Health Department	304-258-1513
Fire & Ambulance	304-258-0305

Hedgesville Post Office	304-754-3013
Morgan County 9-1-1 Address Service	304-258-0326

Animal Control – Berkeley County	304-263-4729
Animal Control – Morgan County	304-258-6363

Frontier (telephone)	800-921-8101
Potomac Edison (electric)	800-255-3443

Mail to: SHLOA, 65 Audubon Rd, Hedgesville, WV 25427

CHANGE OF OWNERSHIP OR ADDRESS/UPDATE YOUR INFORMATION

Date:	
Section(s) and Lot(s) _____	Section(s) and Lot(s) _____
County (for each lot) : _____	Date of Settlement or Title Change: _____
911 Address (for each applicable lot): _____ _____ _____	
<i>Current Information:</i>	<i>New Information</i>
Your Name(s) : _____	New Owner's Name(s): or change of address _____
Street/POBox/Apt: _____	(if applicable) Street/POBox/Apt: _____
_____	_____
City: _____ State: ___ ZipCode: _____	City: _____ State: _____ ZipCode: _____
Do you own a mailbox at the ball field? _____	Phone Number at above address: _____
Unit and Box? _____	Sleepy Hollow Phone # _____
Phone Number at above address: _____	(if different from above)
Sleepy Hollow Phone # _____	email address: _____
(if different from above) _____	
email address: _____	Emergency Phone #: _____
Emergency Phone #: _____	Emergency Contact: _____
Emergency Contact: _____	

SUGGESTIONS/CONCERNS/COMMENTS

Do you have a resolution?
committee? _____

Would you like to help by volunteering on a

Signed _____

Date: _____

How to Contact; _____