



# The Spring Mills Bulletin

*"A planned community...A great place to live!"*

Volume 13– Issue 1

January 2018

## Inside this issue

|   |                         |
|---|-------------------------|
| <a href="#">President's Message.....</a>                  | <a href="#">1</a>       |
| <a href="#">Upcoming Events .....</a>                     | <a href="#">1</a>       |
| <a href="#">Community Manager .....</a>                   | <a href="#">2</a>       |
| <a href="#">Spring Mills 2018 Annual Meeting.....</a>     | <a href="#">2</a>       |
| <a href="#">Christmas Decorating Contest .....</a>        | <a href="#">3</a>       |
| <a href="#">Violation Enforcement Policy .....</a>        | <a href="#">4, 5, 6</a> |
| <a href="#">Election for 2018/19 Board of Directors .</a> | <a href="#">6, 7</a>    |

## President's Message

Happy New Year! I hope everyone had a wonderful Holiday Season and you're off to a great new year. Once again, the neighborhood was aglow in beautiful decorations. I remember this time last year we were enjoying much warmer weather than we are now, but so far not much snow. Perhaps we'll luck out and have a mild snow fall. I know the students and teachers in our neighborhood might not appreciate little to no snow, but let's wait and see what Mother Nature has in store for us.

## Upcoming Events



- Spring Mills 2018 Annual Meeting – Tuesday Feb. 27<sup>th</sup>, 7 PM. [\(See Pg. 2 for details\)](#)

Our community continues to grow with all the homes being built and new neighbors moving in. This is good news as Spring Mills continues to be a neighborhood where folks want to live and raise their families.

Everyone is invited to our Spring Mills Subdivision Unit Association's Annual Meeting on Tuesday, 27 Feb, at 7pm. (See Pg. 2 for details)  
The Board meets on the third Tuesday of each month (except December) at 7pm at the Bedington Fire Station on Bedington Road. If you would like to address the Board, please let us know through our website, <http://www.springmills.org> or leave a message on the association phone, 304-274-3086. This will allow us to schedule time for you on the agenda.

I want to take this time to thank my fellow Board members and all the volunteers who work hard throughout our community. If you see these folks around please tell them "Thank You". Without their hard work and dedication our HOA would not be as successful as we are.

*Stephen Casimir*

# X Community Manager X

## Spring Maintenance ~

Yes, we are currently in the middle of winter, but spring time is just around the corner. For some of us, it can't come soon enough!

With the arrival of spring comes a great opportunity to spruce up your home and property. Perhaps power wash your home's siding, deck, or fence, or spruce up your landscaping. At the very least, a fresh batch of mulch and even some annual flowers.

Some homeowners may need to take a look at their property, including front, side, and rear yards, and make sure any old or unused items are removed and all aspects of the property are tidied-up. Others may need to pay particular attention to mature trees that require pruning or even removal. Regardless of what your property may need, spring is a great time to do it!

Keep in mind that one of the main purposes of living in a homeowners association is to ensure that property values are maintained. This is best done by each owner properly maintaining their home, or even better, making enhancements!

Just keep in mind that any exterior additions will require an Architectural Change Request application. This application form can be found on the Spring Mills website, along with lots of other useful information.

As always, the management agent is grateful to be working with such a great group of homeowners. Spring Mills really is a great place to live!

~ Community Manager Heather Field, Clagett Management

# X Spring Mills 2018 X

## Annual Meeting:

Tuesday, February 27<sup>th</sup> X

MARK YOUR CALENDAR FOR TUESDAY, FEBRUARY 27, 2018 FOR THE SPRING MILLS SUBDIVISION UNIT ASSOCIATION'S ANNUAL MEETING!

All residents of the Spring Mills Subdivision are automatically members of the Unit Owners' Association by virtue of owning property in our subdivision. Our annual meeting is where you can learn about the activities of the managing Board of Directors and the issues regarding our subdivision.

Bring your questions, concerns and suggestions on how we can make Spring Mills an even better community to live in. You will get an update on our financial condition, changes in Board membership and much more.

We meet at the Bedington Fire Department's facility on Bedington Road roughly 1 ½ miles east of Route 11 on the north side of the road – you can't miss it (parking in the rear). The meeting will start at 7 p.m. and end no later than 9p.m.

*We hope to see you there.*



# Christmas Decorations Contest

Happy New Year and thank you all for making our neighborhood a Winter Wonderland. Our streets were truly stunning and lit up the night with holiday splendor. Once again it was difficult to choose the top three winners among all the great displays. Thank you all for your creativity, holiday spirit, time and effort in putting together your beautiful homes.

Everyone is a winner, please congratulate all our neighbors and start looking forward to December 2018.

1<sup>st</sup> Place - 71 Heron

2<sup>nd</sup> Place - 23 Clemson

3<sup>rd</sup> Place - 164 Amherst

Honorable Mention - 615 TJ Jackson



# VIOLATION ENFORCEMENT POLICY



As noted in the fall newsletter, the Association determined there was a need to specify the violation enforcement process for those properties which remain non-compliant when it comes to the Association's CC&Rs. Below is the formally adopted procedure, which becomes effective March 1, 2018:

## SPRING MILLS SUBDIVISION UNIT OWNERS ASSOCIATION, INC.

### POLICY RESOLUTION NO. 2017-02

#### VIOLATION ENFORCEMENT PROCEDURES

**WHEREAS**, Article III, Section 17 (f) of the Spring Mills Subdivision Unit Owners Association, Inc., ("Association") Bylaws, the Association's Board of Directors (Board) has the authority to make and amend rules and regulations;

**WHEREAS**, Article IX, Section 3 of the Declaration of Covenants, Conditions, and Restrictions (CCRs), provides specific authority to the Association's Board of Directors to make and enforce reasonable rules and regulations, as well as to impose reasonable monetary fines;

**WHEREAS**, the Board deems it necessary, prudent and in the best interest of the Association to adopt enforcement procedures for issues of non-compliance;

**THEREFORE, IT IS RESOLVED** that the Board of Directors hereby adopts this Resolution for Violation Enforcement Procedures, which supersede and replace in their entirety any previously adopted rules and regulations that address the same subject matters as addressed herein.

1. All property violations shall be categorized as follows:
  - a. **Architectural** violations requiring corrective action.
  - b. **Incidental/temporary** violations requiring correction or immediate abatement, i.e. trash cans, pet, maintenance, and vehicle violations.

- c. **Chronic** violations of a continuing nature, i.e., unabated and repeated violations.

2. As authorized under Article III, Section 18 of the Bylaws, the Association may employ a professional management agent and authorize that agent to enforce CCRs and Association governing documents on its behalf as defined in the management agreement. The management agent shall conduct routine periodic inspections throughout the property and record violations and/or confirm reports of violations from other residents. For complaints that cannot be verified by the managing agent (certain pet violations, noise complaints, etc.), the reporting resident must provide a written notification of the alleged violation.
3. Upon documentation of a property violation, the management agent will issue a series of warning letters, the first of which will be mailed via first class mail to the unit owner at the address of record with the Association. If the unit owner is a non-resident, a copy of the violation notice shall also be mailed to the tenant at the unit address.

[Continued on P.5, "Violation Enforcement"](#)

## **“Violation Enforcement”**

### **Continued from P4**

4. Should the violation persist uncorrected, the unit owner will be mailed via first class mail and certified mail, a written “cease and desist” notice, stating the alleged violation and the action(s) and time frame required to correct or abate the violation. The written “cease and desist” letter shall state the following:
  - a. The nature of the alleged violation,
  - b. The proposed sanction to be imposed,
  - c. A period of not less than ten (10) days within which the alleged violator may present a written request for a hearing before the Board of Directors,
  - d. A statement that the proposed sanction shall be imposed as contained in the notice unless a challenge is initiated within ten (10) days of the notice. If a timely challenge is not made and the violation remains unabated, the sanction stated in the notice shall be imposed.
5. If a hearing is requested in a timely manner, the hearing shall be held in accordance with Article III, Section 22 (b) of the CCRs, with an appeal provision as stated in Article III, Section 22(c) of the CCRs.
6. In any instance where a violation presents a health or safety hazard, the Association may take immediate action or abbreviated notification to correct the violation. Alternatively, the Association, upon a reasonable and timely request from a Member, is granted the authority to extend deadlines identified in any notification.
7. If sanctions are imposed, such amount(s) shall be set as follows:
  - a. **\$25.00** for the initial sanction.
  - b. If violation persists or recurs, after seven (7) days the sanction shall be **\$25.00** per day, per violation, until the violation is abated
  - c. The maximum fine shall not exceed **\$900.00** per calendar year per violation, plus any/all actual and/or legal costs should legal action be necessary to enforce these procedures.
8. The Association may also levy a Special Assessment against any Member to reimburse the Association for costs incurred in bringing a Member and his/her Unit into compliance with the provisions of the Declaration, any amendments thereto, the Articles, the Bylaws, and the Association rules. Such Special Assessment may become a lien upon the Unit, and such lien, when delinquent, may be enforced by suit, judgment, and foreclosure.
9. The Association may elect to enforce any provisions of the Declaration, Bylaws, or any rules and regulations of the Association by “self-help” (specifically including, but not limited to, the towing of vehicles that are in violation of parking rules and regulations) or by suit at law or both without the necessity of compliance with the procedure set forth above. In any such action, to the maximum extent permissible, the Owner or occupants responsible for the violation of which abatement is sought shall pay all costs associated with abatement, including reasonable attorney’s fees actually incurred.

[Continued on P.6, “Violation Enforcement”](#)

## "Violation Enforcement" Continued from P5

10. The failure of the Association to enforce any provision of the Declaration, Bylaws, or any rules or regulations shall not be deemed a waiver of the right of the Association to do so thereafter.
11. Decisions of the Association, Board of Directors, and Managing Agent will be made on a case by case basis upon uniform standards, and appropriate action will be taken in accordance with the above mentioned procedures.

Under the provision for the Association's adopting additional restrictions, the Association has **ADOPTED** these definitions and restrictions on **November 21, 2017**, to become effective **March 1, 2018**

## x Election for 2018/19 Board of Directors zzz

Your association Board of Directors is conducting an election for the continuity of the leadership of our community. We are asking for community volunteers to guide and manage the Spring Mills Subdivision, both residential and commercial.

In 2016 the Board of Directors, under the authority granted in its bylaws under Article III, section 18 – Management Agent, elected to engage a professional management company, Clagett Management, for the business management of our community. Although this greatly reduced the day-to-day administrative duties previously required of the board members, the community must still have a Board of Directors to advise the management company!

By engaging a professional community management company, the Board of Directors functions in its capacity as a Board rather than field managers. The net result is that serving on the Board is no longer an excessive burden for volunteers.

Included in this newsletter is a Nomination Form, which is your opportunity to run for the upcoming 2018/19 Board of Directors for the Spring Mills Subdivision beginning May 1, 2018. Please include in your résumé, any and all experience in management, budgeting, or life experiences, which would assist you in serving on the Board.

The Board's objectives remain the same – to protect the quality of life in our community and enhance the value of our properties. This can only be done with good management.

Interested parties may attend any Board meeting, 3rd Tuesday of each month at the Bedington Fire Station on Bedington Road, east of Route 11 – 7 p.m.

Please return your résumé/application form ([see Page 7](#)) by March 5, 2018, to be included on the ballot.



# SPRING MILLS

## Nomination Form – 2018/19 Board of Directors

This is your opportunity to participate in the important work of keeping our community the quality neighborhood we all want.

If you have a background in finance, property management, contracting services, newsletter publication, or any of the other functions of your Board, submit your name by March 5, 2018 to:

Spring Mills Unit Owners' Association  
c/o Clagett Management  
115 N. Queen St.  
Martinsburg, WV 25401  
Or email to: [hfield@clagett.com](mailto:hfield@clagett.com)

Yes, I would like to submit myself as a candidate;

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Brief background of qualifications:

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Signed: \_\_\_\_\_ Date \_\_\_\_\_

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