



# The Spring Mills Bulletin

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

Volume 15 – Issue 1

January 2021

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### Happy New Year!

I hope everyone had a wonderful and safe holiday and New Year. I'm hopeful 2021 will be a great year. The holiday decorations were amazing and lit up the neighborhood in a very festive glow. I would like to welcome all our new neighbors and invite them to go out and enjoy Spring Mills and all the wonderful folks and activities we have to offer.

## Upcoming Events

**SMHOA Annual Meeting – Tuesday, Feb 23, 7 PM (See Page 2 for details)**

### A Note about Facebook and Website:

Be mindful to give plenty of notice to Michelle and plenty of details if you want something shared on Facebook or the website. We will definitely share something for all to see if it's appropriate or for a good cause.

Be sure to follow our Facebook page, "Spring Mills Unit Owners' Association" Also join our email list for quick notifications or updates about the neighborhood. Send an email to Michelle at [mshowers@clagett.com](mailto:mshowers@clagett.com) to join the email list. Don't forget to check out the website, [Springmills.org](http://Springmills.org). Thank you!!

### New Construction Update

Welcome to all of our newest members! Panhandle Builders continues their building of Villa homes off of Saffron Terrace. The end is in sight, there are only seven more units plus the model home to be sold/settled. At this time, Spring Mills has a total of 655 residential and commercial units

The Spring Mills Subdivision Unit Association's Annual Meeting is scheduled for Tuesday, 23 Feb. This year we'll be meeting virtually. Please see the Newsletter, page 2, for further information on this meeting. I encourage you to attend this meeting as well as the monthly Board meetings on the third Tuesday each month.

If you would like to address the Board, please let us know through our website, <http://www.springmills.org> or call Michelle with Clagett Management at 304-596-6630. This will allow us to schedule time for you on the agenda.

I would like to thank the Board and the many volunteers who help throughout our community each year. These folks help to make Spring Mills a great place to live.

*Stephen Casimir*

Winter is officially here! Lower back strain is one of the most common injuries related to shoveling snow. The following measures can help you prevent injuries while shoveling:

- Before the first snowfall is predicted, make sure you have a proper shovel. The best shovel is one that is light weight, ergonomic and has a curved handle. Your shovel should also be long enough so that you can avoid bending over while shoveling and short enough so that the load on the blade when you lift it is close to your body.
- Make sure that you have other essential equipment, like warm, waterproof and skid-proof boots, as well as gloves, a hat, a coat and sunglasses to protect against glare.
- Warm up before you start shoveling by walking around for five or ten minutes, then stretch your arms, legs and back.
- If possible, shovel when the snow is fresh rather than after it has been packed down and is heavier.
- If the area you need to clear is large, shovel in stages starting with the most critical path first.
- Switch hands often, and keep your hands separated with one hand closer to the blade.
- Keep the loads light, rather than piling large amounts of snow on your shovel blade. If the snow is deep, shovel in layers.
- Avoid bending and twisting as you lift, and empty each shovel full of snow. When possible, push the snow to one side as you clear the path
- Avoid throwing snow off the shovel blade, especially over your shoulder.
- Take a break every 15 or 20 minutes to straighten and stretch your back.
- Stay hydrated.
- Stretch again when you are finished shoveling. If you do experience any back strain, apply ice packs for the first 24 hours, then apply heat to loosen the muscles.

~ Michelle Showers, Community Manager

### 2021 Annual Meeting - Tuesday, February 23, 2021 @ 7:00pm

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

Feel free to bring your questions, concerns and/or suggestions on how we can make Spring Mills an even better community to live in. Or better, email your questions prior to the meeting to [mshowers@clagett.com](mailto:mshowers@clagett.com) or call Michelle at 304-596-6630 so that the BOD can be prepared to answer your questions during the meeting. Also, be reminded that you may address questions to the HOA and management company at any time via email or phone.

For the safety of residents, the Board of Directors, and management, this year's meeting is going to be held virtually. Please reach out to Michelle to register for the meeting and she will provide you with the meeting link and/or dial information to join the meeting.

**Due to meeting virtually, voting will be by mail in ballot, whether you attend the virtual meeting or not. Please complete the ballot section of the Ballot form which will be found on page 8 to submit your vote for the one (1) open position. Please be reminded that delinquent owners are not eligible to vote.**

**If you cannot attend the virtual meeting, please fill out the proxy section on the Ballot form to help establish quorum. Without quorum, the election cannot occur.**

## Decorating Contest Winners

This year's light judging was tough! It was great to see all of the houses decorated for Christmas. We broke it up into two categories this year. Top 3 prizes for Villas/Townhouses and top 3 prizes for Single Family homes. Congratulations to all the winners!! Special thanks to Clagett Management for supplying the prizes for the winners.

Shout out to Steve Kidwell and his family at 61 Phoenix Lane for spreading the holiday cheer! Mr. Kidwell and his family not only put the time and effort into decorating their own home, which won the 2020 decorating contest for the single-family homes, but graciously purchased holiday decorations and decorated four other homes in the community!

Per Ms. Riley who also lives on Phoenix, "Steve Kidwell is a great neighbor and friend, ready to help anyone in the community. At my age, it's hard to do things like decorate for the holidays and to shovel snow but Steve and his family are always there to give a helping hand. I am glad to have neighbors like the Kidwell's and believe that he deserves recognition for his kindness and generosity".

**Honorable Mention:** In addition to the six award winners shown below, two decorations were judged to be worthy of Honorable Mention. Due to space constraints the photos are not shown but we wish to congratulate the owners at 17 Bryn Mawr and 16 Sanford for jobs well done.

### Villas/Townhouses



### Single Family homes



## Updated Policy Resolutions

With managing a community, it is necessary for the Board to review the policy resolutions and make updates accordingly. Recently, the Board revised both the Parking Rules and Regulations and the Collections Procedure. Please see the current policies below:

### **SPRING MILLS SUBDIVISION UNIT OWNERS ASSOCIATION, INC.**

#### **POLICY RESOLUTION NO. 2020-11**

#### **REVISED PARKING RULES AND REGULATIONS**

**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 XII, Section 2 of the Declaration provides restrictions related to parking; and **WHEREAS**, the Board deems it necessary, prudent and in the best interest of the Association to adopt and clarify the vague terms in Section 2, and provide additional rules and regulations for parking;

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

1. The term "vehicles" is limited to properly licensed and inspected, operable over-the-road vehicles and does not include inoperable, off-road or toy vehicles which may be covered in other sections of the Declaration. Such vehicles may be stored within a garage and out of sight from the community.
2. The term "off street parking" is defined as paved or graveled areas adjacent to the dedicated streets for the temporary parking of residents and invitees.
3. "Temporary and unusual irregular overflow parking" is defined as additional street parking for residents and invitees in excess of the off street parking described above. In any case, temporary and unusual parking on the streets shall not restrict traffic or prevent emergency vehicle access.
4. "park on a regular... basis" is defined as repeated parking.
5. "... continuing basis" is defined as repeated parking in less than 72 hours.
6. The "Two (2) registered vehicle" restriction is considered unduly restrictive.
7. Parking is not permitted on grassy or planted areas, i.e. in front or back yards.
8. Parking is not permitted on sidewalks, nor should sidewalks be blocked at any time.
9. Parking is only allowed in driveways, garages, and in designated, paved parking areas. Street parking and double-parking is prohibited.
10. Guest parking, park & pool parking on common properties is for the temporary parking convenience of guests and invitees, not for ongoing parking or storage of excess vehicles from the residential properties.
11. Temporary and unusual overflow street parking is restricted to recognized holidays including but not limited to Thanksgiving, Christmas, Memorial Day, etc. (For special family events such as birthdays, graduations, anniversaries, reunions, etc., notice to the Association is recommended). Normal parking restrictions resume within 24 hours of the event.
12. No trucks larger than  $\frac{3}{4}$  ton capacity, no commercial vehicles, camper tops, or mobile or stationary trailers of any kind shall be permitted to remain on any lot.
13. No unregistered vehicles of any kind, including, but not limited to, automobiles, trucks, pickups, buses, motorcycles, vans, motor homes, trailers, boats, farm tractor and equipment, or recreational vehicles shall be parked, stored, or in any way maintained on any street, right-of-way or Common Area or on any Unit, except within a garage or other permitted improvement on the Unit.

**PARKING VIOLATIONS MAY BE ENFORCED BY THE FOLLOWING METHODS:**

- Parking violations on private property are subject to fine; violations along streets or common area are subject to fine and/or towing.
- "Regulations and fines adopted by the Association" may include a daily escalating fine for continuous violations and/or an escalating fine for repeated periodic violations.

***Herewith adopted by the Board of Directors of the Spring Mills Subdivision Unit Owners Association, Inc., to become effective immediately.***

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**Spring Mills Subdivision Unit Owners Association, Inc.  
Collection of Assessments Procedure  
Revised Effective 11/17/2020**

Pursuant to Article X of the Spring Mills Subdivision Unit Owners Association, Inc. Declaration of Covenants and Restrictions, and with the intent of the Board of Directors to establish uniform and consistent procedures for collection of delinquent accounts, the Spring Mills Subdivision Unit Owners Association, Inc. herewith adopts the following procedures for collection of assessments.

**ROUTINE COLLECTIONS**

1. The annual assessment shall be billed on May 1 and due by May 30. Payment of any special assessment shall be due and payable in accordance with the payment schedule established by the Board of Directors. Annual Assessments and Special Assessments are hereinafter referred to as "Assessments."
2. All documents, correspondence, and notices related to Assessments shall be mailed to the Owner's address that appears on the books of the Association or as modified in writing by the Owner, or as otherwise required by law. It is the responsibility of the Owner to notify the managing agent in writing of any changes to their address. Failure to do so in no way alleviates the Owner's responsibility to pay their Assessments in full and on time.
3. For the Owner's convenience, the Managing Agent may supply a bill to be submitted with the payment. Non-receipt of a bill shall in no way relieve the Owner of the obligation to pay the amount due in full by the due date.
4. All Assessments shall be made payable to the Spring Mills Subdivision Unit Owners Association, Inc.

**REMEDIES FOR NON-PAYMENT OF ASSESSMENT**

5. 30 DAYS DELINQUENT - If payment is not received in the office of the Managing Agent by May 30, the account will accrue interest at the rate of eighteen percent (18%) per annum, and, thereafter, be a part of the continuing amount due. A "Late Statement" shall be mailed to the Owners who have not paid the Assessment amount in full.
6. 60 DAYS DELINQUENT - If, after sixty (60) days of the due date the full amount of the Assessment remains unpaid, including interest charges, a "Notice of Delinquent Assessment" shall be mailed to the Owners who have not paid the Assessment amount in full.
7. 90 DAYS DELINQUENT - If payment in full, including interest charges, is not received in the office of the Managing Agent by the ninetieth (90<sup>th</sup>) day after the due date, a "Notice of Intent to File a Lien" will be served to the Owner, by regular and certified mail. This notice shall state the Association's intent to file a lien on the property and shall state that any remaining Assessment installments for the calendar year shall be accelerated (due and payable immediately) if the total delinquent amount, including late fees and interest charges, is not paid in full within thirty (30) days from the date of the notice. The delinquent owner will be charged an additional fee of \$20.00 + the cost of postage for mailing/collections costs for such notice.

8. FILING OF LIEN – If payment in full, including interest, collection costs, and attorney fees (if any), is not received within thirty (30) days after proper service of the Notice of Intent to File a Lien, a Statement of Lien shall be recorded against the property for the amount of unpaid accelerated Assessments, together with interest, late fees, any unpaid charges and collection costs, and attorney’s fees.
9. SUIT – If payment in full, or a payment arrangement, is not made within thirty (30) days after a lien is filed, the Association may file suit against the Owner to obtain a money judgment and may take other action to collect Assessments and other charges that remain unpaid.
10. OTHER LEGAL REMEDIES – The Board of Directors may also direct the Association’s attorney to take legal action to foreclose the lien to collect Assessments and other charges which remain unpaid. The Association’s attorney may also file a Writ of Execution against the Owner, which could result in the seizure of Owner’s personal property in an effort to collect Assessments and other charges. Further, the Association’s attorney may also file for garnishment of bank and/or payroll accounts.
11. COLLECTION COSTS – The delinquent Owner(s) shall be liable for payment of all collection costs, including legal and administrative expenses, resulting from the Owner’s failure to pay Assessments when due.
12. PRIORITY OF PAYMENTS - Payments received from Owners shall be credited to the Assessment account according to the following order of priority:
  - a. Attorney’s fees
  - b. Collection costs
  - c. Late fees
  - d. Interest
  - e. Special Assessments, if any
  - f. Assessments (payments applied to oldest debt first)
13. SUSPENSION OF RIGHTS – A delinquent owner shall not be entitled to vote and the Owner’s right to use the Association’s recreational facilities and/or the Common Areas may be suspended until such time as the Owner’s account is paid in full.
14. PAYMENT PLANS – The Board of Directors in its sole discretion may, but is in no way obligated to, consider a payment plan or other resolution with a delinquent Owner, provided such a request is submitted in writing by the Owner for the Board’s consideration. The Board may authorize the Management Agent or the Association’s attorney to accept payment plans that meet predetermined criteria. Proposing a payment plan in no way alters the Owner’s obligation to continue to pay all assessments when due. Submitting a request or written payment plan proposal may not stay collection action. An approved payment plan does not alleviate any “Suspension of Rights” as noted above.
15. WAIVER – Except as otherwise required by law or the Association’s Declaration or Bylaws, the Board may, in its sole discretion, alter the timing and/or sequence of any of the above-described actions it may take or authorize to collect unpaid assessments from delinquent Owners.
16. This Collection of Assessments Procedure shall replace and supersede any previously-adopted similar procedures and shall be updated/revised with a majority vote of the Board.

***Herewith adopted by the Board of Directors of the Spring Mills Subdivision Unit Owners Association, Inc., to become effective immediately.***

## Pool Renovation Update

### It's COLD OUT...think WARM THOUGHTS...

Although we are in our winter months, looking forward to warm, sunny days is a pick me up. Our pool is fully renovated and will be ready Memorial Day Weekend for sun and swimming. We are hoping for some COVID relief and the ability to engage in increased social events with minimal restrictions.

During the winter months, your pool staff discusses changes and plans, and staffing for the coming year. This past year, we had to forgo some of our events but are hoping for a change this year.

We are always open to suggestions, questions, concerns, etc. If you have any of these, please contact: Erin Schenzel [jeschenzel@yahoo.com](mailto:jeschenzel@yahoo.com) Patrick Ditto [paditto01@gmail.com](mailto:paditto01@gmail.com) Tammy Catlett [tlcatlett@frontier.com](mailto:tlcatlett@frontier.com) *Happy New Year and Be Safe!!*

## A Winter Scavenger Hunt

I have loved nature since I was a child and still do! My siblings and I were lucky to grow up in northeast Ohio in a house surrounded by many acres of forest where we were able to explore out-of-doors practically every day during all sorts of weather. One of the activities that we enjoyed as kids was looking for "treasures" in the woods. We liked doing this in all seasons, even when it was cold outside.

Here in the Spring Mills Subdivision, we are fortunate to have a nice network of walking trails. Especially great is the portion of the trail that meanders through the forest just west of the swimming pool. Perhaps you would enjoy using this Winter Scavenger Hunt to find your own nature's "treasures."

### Winter Scavenger Hunt

#### LOOK FOR:

- |                                |                                  |                     |
|--------------------------------|----------------------------------|---------------------|
| _____ a squirrels' drey (nest) | _____ pine needles on the ground | _____ mud           |
| _____ a leaf still on a tree   | _____ an animal footprint        | _____ a pine cone   |
| _____ berries on a branch      | _____ chimney smoke              | _____ an icicle     |
| _____ birdseed on the ground   | _____ snow on a tree             | _____ a bird flying |
| _____ a blooming flower        | _____ acorns                     | _____ moss          |

#### LISTEN FOR:

- |                |                                 |                     |
|----------------|---------------------------------|---------------------|
| _____ the wind | _____ birds singing or chirping | _____ leaves moving |
|----------------|---------------------------------|---------------------|

#### SMELL THE:

- |                 |                   |                 |
|-----------------|-------------------|-----------------|
| _____ fresh air | _____ a pine tree | _____ tree bark |
|-----------------|-------------------|-----------------|

#### STOP AND FEEL:

- |                |                    |                 |
|----------------|--------------------|-----------------|
| _____ the wind | _____ the sunshine | _____ tree bark |
|----------------|--------------------|-----------------|

Enjoy! Submitted by Louise Black, AKA The Science Lady

# Spring Mills Subdivision Unit Owners Association

115 N. Queen Street, Martinsburg, WV 25401, 304-596-6630

## BALLOT

### PLEASE VOTE FOR ONE (1) CANDIDATE ONLY

The Unit Owner whose name appears below hereby votes for the following candidate to serve as a Director of the Spring Mills Unit Owners' Association for a period of three years:

[  ] **Ed Flake** – Ed has served on the Board for over 10 years and has gained much experience and knowledge on what it takes to run an HOA. Ed oversees pool and park operations and has been a valuable asset to the community.

[  ] **Mike Mason** – Mike is a lifelong resident of Berkeley County and has lived in Spring Mills for the last 3 years. Mike has diverse technical experience that should be useful when applied to the operation of the HOA.

[  ] **Wes Yates** – Wes retired from working in the travel industry after 35 years. Wes developed the Spring Mills Community Neighborhood Watch Program and lived in Spring Mills from 1998-2004. He later returned to live in Spring Mills in November 2018. Wes currently serves on many Boards in the community including the Apollo Civic Theatre, Main Street Martinsburg, and Martinsburg High school Soccer.

Unit Owner(s) Name(s): \_\_\_\_\_

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

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**This ballot must be received by mail at the association address listed above, or by email ([mshowers@clagett.com](mailto:mshowers@clagett.com)) on or before Friday, February 12, 2021. If you choose to return this ballot via email, please make sure to scan this form in order for your form to be valid.**

**\*This ballot must be signed to be valid**

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## PROXY

The undersigned unit owner(s) whose name(s) appear below is/are in good standing with the Spring Mills Subdivision Unit Owners Association, cannot attend the virtual annual meeting, and hereby appoint:

[  ] Clagett Management to represent me/us for quorum purposes only

Unit Owner(s) Name(s): \_\_\_\_\_

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

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**If you cannot attend the virtual meeting but would like to help establish quorum for the annual meeting, this proxy form must be received by mail at the association address listed above, or by email ([mshowers@clagett.com](mailto:mshowers@clagett.com)) on or before Friday, February 12, 2021. If you choose to return this proxy via email, please make sure to scan this form in order for your form to be valid.**

**\*This proxy must be signed to be valid**

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Michelle Showers – Editor

Ron Little – Layout and Design

Email letters to the editor, article ideas, and suggestions for community events to [info@springmills.org](mailto:info@springmills.org).