



# The Spring Mills Bulletin

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

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I hope you are doing well, staying safe and enjoying some beautiful weather. We find ourselves in unprecedented times with COVID-19 and all the difficulties it has brought to our families, communities, state, country and world. Although the hardships are many, I hope you have experienced some positive, enjoyable experiences.

For me, I've been blessed to have my whole family together under one roof. My oldest daughter is home from WVU along with my wife and youngest daughter, who is a senior at Spring Mills High School. I enjoy and treasure their company during walks, playing games, watching movies and working on outdoor projects. For me, this is a blessing that's come out of this tremendous tragedy we find ourselves living through.

I'm hopeful we'll get through this sooner than later and will be able to get back to some sense of normalcy. To this end we continue to work on the pool, grounds maintenance and planned events over the next few months. As this is a fluid situation, we will continue to update the community with the most current information on these events, such as the pool opening, concerts at the gazebo, yard sales, etc.

Please stay safe and I hope to see you around the neighborhood.

*Stephen Casimir*

## Upcoming Events

- May 25th, Amanda Wilkins Band playing at the Gazebo ([See Pg. 2 for details](#))
- Yard Sale Number 1 – June 13 ([See Pg. 2 for details](#))
- Yard Sale Number 2 – October 10 ([See Pg. 2 for details](#))

## Manager's Message

These certainly are challenging times for all homeowners, residents, and the nation. COVID-19 has changed how we congregate, interact, and function, which has added stress to both our personal and professional lives. The virus will recede, and the economy will recover. Before that can happen however, we must follow the directives that our Governor has issued.

Be assured that the Board of Directors and Clagett Management continue to work "behind the scenes" to ensure services continue to be provided as expected. Although we must limit interactions with customers, vendors, and with each other, the day-to-day operations such as common area grounds care, following up with contractors, processing architectural applications, emergency and safety inspections, processing accounts receivables and payables, reconciling accounts, and holding virtual board meetings, if needed.

We wish you and your families good health and safety.

If you should have any questions or concerns, please email me at [mshowers@clagett.com](mailto:mshowers@clagett.com). If you do not have access to email, you can call me and leave me a message at 304-596-6630, ext. 1111. Although, I am not physically working in the office during this challenging time, your voicemail will be forwarded to me and I will respond promptly.

## New Construction

Welcome to all of our newest members! Panhandle Builders continues their building of Villa homes off of Saffron Terrace. The end of residential construction is in sight! Panhandle expects to have the final new homes sold by the end of 2020. At this time Spring Mills has a total of 640 residential and commercial units.

## Summer Events

### Gazebo Concert

May 25th, Amanda Wilkins Band will be playing at the Gazebo from 1pm to 3pm. Bring a chair and enjoy some live music.

Please practice CDC guidelines and keep your distance if you would like to join in. Hope to see everyone there.

Thank You

### Community Yard Sales

We have 2 dates scheduled for community Yard Sales this year! June 13th and October 10th from 7am to 1pm. They will be advertised in the paper.

We will also schedule the GOODWILL truck at 1pm until filled to be at the Tennis court parking lot to take anything that you would like to donate.

Thank you!!

## Exterior Modifications

Spring and summer are the time when we soak up the sun and work on our home. Please be reminded that you need prior approval from the Board of Directors for any project on your unit. Items requiring approval include but are not limited to, installing decks, patios, and fences, exterior color changes, and any major landscaping.

You may download the application form from the association Web site, [www.springmills.org](http://www.springmills.org) or contact your community manager to have one sent to you. Please allow up to 30 days for approval.

Remember to only use properly licensed and insured contractors and be sure to check their references. Make sure you get a certificate of insurance as well as labor and materials lien releases before making final payments.

**A**s we approach pool season during this critical time in our country, we will focus on safety first for all of our residents. We will post the status of our opening on Facebook, email blasts, and the HOA website regarding the restrictions and guidelines sent forth by the State and Federal government.

Just as an update regarding the management of the pool, here is a bit of information:

1. We are replacing the pump (current one is the original one from when the pool was built)
2. Repairs for safety around the pool are being completed (coping, chipped paint, etc.)
3. We are exploring how we can get the kiddie pool to function more efficiently
4. We have hired a new pool manager who will eventually replace Tammy Catlett and Erin Schenzel, as they bow out gradually after 16 years of service. They will be mentoring and training this person. Patrick Ditto will be stepping in for them.
5. Many of you know Patrick, as he was one of our lifeguards years ago. He is currently a teacher at Musselman High School with a Master's degree. He is quite knowledgeable in the areas of pool and water management. He has great management skills and a pleasant

demeanor. He is quite familiar with the pool and management styles of Tammy, Erin and the Board. He will be a nice asset to our community.

6. Plans are being made for some community events at the pool, once we are no longer under restrictions.
7. Please remember to follow the guidelines for obtaining your pool pass this year. This procedure makes it easier for You and Our Staff.

***Looking forward to some social time, warm weather, and your smiling faces!***

### **POOL SCHEDULE**

Saturday-Thursday- 12pm-8pm

Friday- 11am-7pm

### **ADULT SWIM/LAP TIME**

Saturday-Thursday- 11am-12pm

Friday- 10:30am-11am

**NO ONE UNDER 18 is PERMITTED ON THE DECK OR IN THE POOL DURING ADULT SWIM/LAP TIME.**



## Property Inspection Process



As everyone should be aware, the Spring Mills Subdivision is governed by recorded documents, or CC&R's (Covenants, Conditions, and Restrictions), which generally outline the "rules" for how the association and its members should conduct themselves. A prominent portion of the CC&R's has to do with property maintenance, and activities of members and their guests. This includes everything from where garbage containers should be stored to making sure maintenance of the home is performed in accordance with the "Community-Wide Standard."

So, what happens when a member isn't following the rules? The association, most often through its community manager, conducts routine property inspections in order to ensure all aspects of the community are being maintained as required. This includes common areas as well as private home-sites. If a property is found to be in "violation" (for instance, a trash can is not properly stored out of public view), a written notice will be sent to that member, outlining that a property violation was observed, and the action required to correct the violation.

If you observe what you believe to be a property violation at a neighboring address, you have the option to pass that information along to the community manager via a "Code Violation Report" form, which may be downloaded from the Spring Mills website ([www.springmills.org](http://www.springmills.org)). The form requires you to provide details of the violation, including the section of the covenants to which the violator is not adhering.

(See Page 5 for a sample of the Code Violation Report)

Once observed or reported, there is a process that is followed when enforcing such violations, which is outlined in the adopted "Violation Enforcement Procedures." The process typically involves a series of letters and ultimately fines being imposed for continued non-compliance. For some violations, enforcement can include removal of the violation – for instance a parking violation may be enforced by towing a vehicle.

Ultimately each property owner is expected to respect the CCR's that were agreed upon when each member joined this subdivision. Doing so will help maintain the quality and value of our community.

**Note 1:** Please note that any Code Violation Reports that are received are confidential and are only viewed by the manager and Board of Directors.

It is important for you to submit a Code Violation Report so that there is a record of the alleged violation and it allows for the manager to follow up with you on the concern. Sending anonymous letters is not an effective way to report violations as it does not leave any contact information for us to follow up with you.

**Note 2:** All property owners should have received a copy of the CC&R's when they closed on their property. However, it has come to our attention that this has not always occurred.

If you need a copy of this document, because you never received one or you just misplaced it, please request a copy from the Community Manager online at [mshowers@clagett.com](mailto:mshowers@clagett.com) or by phone at 304-596-6630.

If the property is rented, it is the property owner's responsibility to make sure the renters knows the rules that everyone in the division observes.

**Covenants, Conditions and Restrictions Violation Form**  
Spring Mills Unit Owners' Association

Note: Your name and other personal information will not be revealed to the alleged violator. We only need this information in case we need to contact you for further details of the alleged violation. (\* required information)

\*Your Name \_\_\_\_\_ \*Date (mm/dd/yyyy) \_\_\_\_\_

\*Street & Number \_\_\_\_\_

\*City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_

Note: Only those who own property in Spring Mills Subdivision may submit code violation reports. If the above address is not in Spring Mills, please list the address of the property in Spring Mills that you own:

Street Number \_\_\_\_\_, Falling Waters, WV 25419

\*Your Telephone Number \_\_\_\_\_

\*Your Email Address: \_\_\_\_\_

Alleged Violator's Name (if known) \_\_\_\_\_

Alleged Violator's Address \_\_\_\_\_, Falling Waters, WV 25419

\*Detail the facts and circumstances of the alleged violation of the covenant, condition or restriction, and date(s) of the alleged violation - continue on back if needed.

\*List the section of the Declaration of Covenants, Conditions and Restrictions of Spring Mills Subdivision or the rule or regulation that you believe is being violated by such facts and circumstances:

Return to:

Spring Mills Unit Owner's Association  
115 N. Queen Street  
Martinsburg, WV 25401  
304-596-6630  
Email [info@springmills.org](mailto:info@springmills.org)

**\*\* All personal information will be confidential and not disclosed.**

Signature \_\_\_\_\_

# Do's & Don'ts

## Pets in the Community

Please be reminded that dogs need to be leashed when walking in the community or not within a fenced area.

Please clean up after your dog when visiting the common areas, and never let your dog "go" in a neighbor's yard. There are several doggie waste stations located throughout the community and as construction ends, there will be more installed.

Additionally, please be aware of your dogs' barking and don't allow it to become excessive or a nuisance. As many people are home due to the Stay at Home order, we encourage you to be mindful and considerate of your neighbors.



## Yard Waste

Please do not dump your yard waste, (branches, grass clippings, excess dirt) in the woods along the walking path or on any common areas throughout the community. It is unattractive and requires more maintenance/upkeep for the HOA.

There are many disposal options available for Yard Waste. Please contact your trash service to inquire about their yard waste pick up procedure and to schedule collection or take it to the Berkeley County Recycling Center on Grapevine Rd and recycle it.

Thank you for your cooperation!

## Tree Stumps

Often, when residents have trees removed from their lot for whatever reason, they tend to leave the stump in the ground. Please take the time to remove these stumps to keep our neighborhood attractive and appealing.



# Spring Cleaning

With the warm weather here and many owners at home due to COVID-19, now's the time to prepare your home for spring/summer. The steps you take now can help avoid costly maintenance and repairs later. Here's what to do inside and outside your home:

- Inspect the roof and gutters. Hire a professional to check the roof for damage, then clear gutters of debris; a clog can lead to water damage.
- Check the HVAC system. Hire a professional to clean and service your system. You also should clean or replace filters; it'll help ensure your system is running efficiently, keep energy costs in check and remove extra allergens from your home.
- Clean and repair driveways, fences, decks and patios.
- Examine windows, doors and seals. Look for damage. Sealants can crack in extreme cold, leading to water damage and drafts. Clean the window panes, drapes and blinds too.
- Inspect & paint inside and outside. Make any necessary paint repairs or try a fresh look. Please be reminded that if you want to make any exterior color changes that you must submit an architectural application.
- Replace smoke detector batteries. If you didn't do this when daylight saving time began, do it now.
- Steam-clean floors and carpets.
- Examine your chimney. Hire a chimney sweep to check the exterior for damage and clean the flue.
- Vacuum underneath and behind your refrigerator. A dusty, dirty fridge also increases electric bills.
- Clean out the refrigerator, freezer and pantry. Toss expired foods, clean surfaces and reorganize.
- Declutter closets. Donate, repurpose, recycle or set aside clothes to donate to the Goodwill or sell at the community yard sale!



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