

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**October 18, 2017**

**I. CALL TO ORDER**

Marwan Sayegh called the regular meeting of the Candlewood Shores Tax District to order at 7:35 pm on October 18, 2017. Six (6) members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Marwan Sayegh – Vice President

Rebecca Schempp – Treasurer

Dee Ciancio - Secretary

Directors: Brigid Knauer, Bob Fletcher, Norah Lynch

Travis Hyatt - Scalzo Community Manager

**III. APPROVAL OF MINUTES**

Marwan requested a motion to approve Board meeting minutes from September 20, 2017.

Norah stated that, on page 4 under Old Business, third paragraph, “Once” should be changed to “One”.

Norah made a motion to approve the minutes with the correction.

Bob seconded the motion.

The motion passed: four (4) in favor, one (1) abstaining.

**IV. PUBLIC COMMENT**

Frank Costello of 49 North Lakeshore Dr. asked for updates on the boat ramp and the status of air in the water lines.

Brigid Knauer of 7 Skyline Dr. expressed concern regarding a resident nailing a sign to a tree. She questioned if that was allowed.

Marwan stated that no solicitation or advertising signs are allowed.

Linda Queiroz of 26 Clearview Dr. stated that she will be doing the Cookie Swap this year. No date has been set yet. She also asked if the new water meters will be electric.

Travis stated they will be battery operated.

A resident asked why the Board did not put the speed hump project back out to bid, given there were differences in the bids.

Marwan stated that the Board discussed the differences, but was comfortable moving forward with their original decision.

V. **TREASURER’S REPORT**

Rebecca provided the financial statements for the period July 2017 – September 2017. Target is 25% for both the Tax District and the Water Budget.

**Tax District**

Total Shared Expenses = 40.5%  
Total Community Expenses = 43.7%  
Total Shared and Community Expenses = 40.4%  
Total Capital Improvement = 21.4%  
Total Expenses = 35.8%

**Water Budget**

Total Water Dept Expenses = 20.0%  
Total Capital Improvement = 0.0%  
Total Expenses = 19.2%

VI. **MANAGEMENT REPORT**

Travis Hyatt asked our attorney about falling trees and who is responsible. The answer was: Assuming the tree neither was on CSTD property nor fell due to CSTD’s fault, the individual property owners would be responsible for fallen trees on their own private property. If someone else’s tree falls into the road, then CSTD should remove the part in the roadbed itself.

The \$4000.00 railing balance was moved from a Beautification line item on the General Ledger to a Clubhouse Upgrade line item. Beautification budget should no longer appear over budget.

In the Spring we will be rotating the leaf pickup schedule, so the same roads do not get picked up at the same time every year.

Regarding work in the Cove area, Rene is currently out of the country and unable to give us a proposal. Travis will get a proposal from another contractor.

Marwan asked if Scalzo is aware of any residents questioning the cove area work.

Travis said no questions or complaints so far.

Travis asked our attorney for a lease for the beach. Our attorney recommended we go to the Town Clerk’s office. According to the Town Clerk, the deed for the beach would be in the homeowner’s deed.

United Alarm was notified on 10/12/17 that CSTD will move forward with the VIP plan. Specs have been created for the playground renovation. Also received feedback from a resident; that information is in the Board’s packet.

The project to install “No Dumping” stickers on the catch basins is in progress. Was delayed due to weather and the Fall brush and leaf pickup. Should be completed within a few weeks.

Travis called the Assessor’s office to ask if CSTD can receive a tax rebate from the Town because we maintain our own roads. He was told they won’t give us a tax rebate because we are a private community.

The PURA/Hickory Hills issue has been closed. CSTD is no longer being considered as a water distributor for Hickory Hills. Aquarion now has that responsibility.

Regarding the Boat Ramp, the engineer is working with the Wetlands Commission and First Light to add additional plantings to the plan. Candlewood Lake Authority expects to

start a shallow draw-down on December 1, 2017. The engineer stated that we may need to install a barrier around the boat ramp work, which could cost us approximately \$5000.00 additional. Travis will ask for that quote in writing.

Regarding the upgrade to the BADGER system, Travis suggested that our Sales Rep give the Board a presentation on our options. There are two kinds of systems: what we have now, and a NEPTUNE product. Travis will arrange for our Sales Rep to attend the next Board meeting.

Marwan asked what the cap is for expenditures before the Board goes to RFP. Travis confirmed it is \$10,000.00.

## **VII. COMMITTEE REPORTS**

### **1. Safety Committee Report – Justin Felton**

Justin has heard from a lot of residents that they are concerned about the new speed humps. They consider them speed “bumps”, not “humps”, and think they will not be as effective as the larger speed hump near the ball field on Candlewood Shores Rd.

Marwan suggested those residents should let the Board know of their concerns.

So far, the Board hasn't received much negative feedback. He also asked that the Safety Committee consider additional places for speed humps.

Justin asked that the Board provide direction to the Committee for how they should move forward. There was discussion regarding Facebook, security, and a Community Watch program.

Marwan agreed that the Board owes the Committee guidance on which projects to pursue.

Justin will ask the security companies that he's been in touch with to put together proposals and he will bring those to the next Board meeting.

### **2. Beautification Committee Report – Nancy Knorr**

Mums have been planted in the street planter boxes. If the weather continues to be good, mums may also be put at the front entrance.

The planter boxes, especially the one near the Cove, need some maintenance. Travis will request that the boxes be repaired as needed in March 2018.

### **3. Recreation Committee Report**

No report.

### **4. Ordinance Committee Report – Bob Fletcher**

The Parking and Blight ordinances are finished. Copies have been emailed to our lawyer, the Committee is waiting for his reply. If no changes needed, expect these ordinances to be implemented the first of the year (January 2018).

There was discussion regarding not being able to keep residents without email addresses updated on news and changes within the Shores, since Community communications are sent via email.

Marwan requested a “snail mail” (paper) mailing be sent to all residents without an email address on file, stating we need their email address to keep them informed.

Travis said Scalzo will work on that.

**5. Playground Renovation Committee Report – Travis Hyatt**

Travis has put together instructions to bidders regarding the RFP. One homeowner also provided an RFP. Travis suggested that an engineer be asked to provide input on the retaining wall. The engineer’s recommendation would be included in the RFP. Travis recommended that we use the engineer who is working on the Boat Ramp project. The Board agreed to have Travis get a proposal from an engineer.

The playground, fence, and retaining wall will be three (3) separate bids.

Brigid stated she thought we were going to get community input for the playground.

Marwan stated that we should get a scope of the project first, so we have something tangible to show the community.

There was also discussion regarding the possibility of moving the location of the playground slightly (perhaps farther away from the road).

Travis will ask the engineer if it’s possible to change the playground location.

**VIII. ADMINISTRATION**

No report.

**IX. NEW BUSINESS**

No report.

**X. OLD BUSINESS**

No report.

**XI. SECOND PUBLIC COMMENT**

Frank Costello of 49 North Lakeshore Dr. asked if the pump house is ventilated.

Travis stated he will find out.

Linda Queiroz of 26 Clearview Dr. asked if an email can be sent to residents stating that Candlewood Shores Tax District does not endorse the existing “Shores” Facebook sites.

Travis will add language regarding this to our Community email templates.

**XII. ADJOURNMENT**

Marwan requested a motion for the Board to go into executive session at 9:11p.m. to discuss a personnel matter.

Rebecca made a motion.

Norah seconded the motion.

The motion passed unanimously.

**XIII. EXECUTIVE SESSION**

Bob made a motion to come out of executive session at 9:30pm.

Rebecca seconded the motion.

The motion passed unanimously.

**Minutes Taken By: Nancy Knorr**

**Minutes Submitted By: Dee Ciancio**