

**CANDLEWOOD SHORES TAX DISTRICT**  
**Board Meeting Minutes**  
**December 20, 2017**

**I. CALL TO ORDER**

Frank Cavalea called the regular meeting of the Candlewood Shores Tax District to order at 7:31 pm on December 20, 2017. Seven (7) members of the Candlewood Shores Community were in attendance.

**II. ROLL CALL**

The following persons were present:

Frank Cavalea - President

Marwan Sayegh – Vice President

Rebecca Schempp – Treasurer

Dee Ciancio - Secretary

Directors - Norah Lynch, Valerie Swatz, Liz Longworth, Bob Fletcher

Travis Hyatt – Scalzo Community Manager

Katie Book - Scalzo Assistant Community Manager

**III. APPROVAL OF MINUTES**

Frank requested a motion to approve Board meeting minutes from November 15, 2017.

Norah made a motion to approve the minutes.

Valerie seconded the motion.

The motion passed unanimously.

**IV. PUBLIC COMMENT**

Doug Fisher of 19 Berkshire Dr. asked about tree trimming in the community. He also expressed concern about a strong chlorine odor coming from his tap water, ice forming on the hill on Candlewood Shores Road, near the intersection of North Lake Shore Drive, and dog owners not picking up after their pets. He has a video of the dogs that he can share.

Regarding the tree trimming, Travis stated that we are trying to get guidance from the Town on how to proceed with this. He will continue to reach out to Ralph Tedesco at the Town's Public Works.

Frank stated that we have an automated chlorinator; Travis will ask Tomascak to check it.

Travis will ask Bryan to keep an eye on the icy area and make sure it is well salted and sanded.

Travis asked Doug to send him the video of the dogs.

Linda Queiroz of 26 Clearview Dr. stated that the Cookie Swap was a success. They had 10 adults and 3 children attend. She also mentioned that leaf piles were still on Clearview, waiting to be picked up.

Travis will speak to Bryan about the leaves.

Jon Lepler of 3 Longview Dr. complimented the Recreation Committee and their successful, well-attended activities.

**V. TREASURER’S REPORT**

Rebecca provided the financial statements for the period July 2017 – November 2017. She asked Travis to double-check several line items: Building Maintenance at 80%, Computer Maintenance, and Banking Expenses.

**Tax District**

Total Shared Expenses = 49.6%

Total Community Expenses = 93%

Total Expenses = 55%

**Water Budget**

Total Water Dept. Expenses (from July 1, 2017 through December 15, 2017) = 37.4%

**VI. MANAGEMENT REPORT – Travis Hyatt**

Boat Dock Proposal – Travis has spoken with Rich Tucker, who will contact First Light regarding the possibility of installing docks in the Cove.

Prevention of Weeds/Poison Ivy near boat ramp – Travis has talked to Rene, who stated that the weeds, etc. will be difficult to prevent. He will treat them on a regular basis, as needed.

Letters to Homeowners regarding hillside maintenance along Candlewood Shores Road – Letters sent on 12/15/17. We have received one reply so far and that homeowner is already working to clean up his portion of the hillside.

Email Template – The template for our Candlewood Shores emails has been updated to state that we do not recognize any “Shores” Facebook pages. If residents have concerns about what they are seeing on those pages, they should contact Scalzo Property Management.

Road Maintenance and Railing Budget Adjustments – The railing project was moved from “Beautification” to “Clubhouse Modification” and the road project was moved from “Road Maintenance” to “Roads”.

Boat Ramp Update – Travis reported that we have a letter from the Town stating that our application has been approved. Frank C. added that the vendor is ready to do the work, but First Light hasn’t responded to him. Also, the Lake hasn’t been lowered yet. We will continue to communicate with the vendor and First Light to get updates.

Badger System – Our Badger sales representative could not attend tonight’s meeting and also will not be available for our January meeting. The Board asked Travis to invite the representative to our February 21, 2018 meeting. Options to be discussed will include: do we want new meters, new modules, or both?

CDAR Rates – We have CDARs for our reserve funds which are coming up for auto-renewal. The Board asked Travis to confirm if the CDARs were staggered, so they don’t all renew at the same time. We need some of those funds to pay for the recent road work. The Board instructed Travis to use CDAR funds as needed to pay the road work bill. In

the January meeting the Board will review the remaining CDAR accounts (when they expire, how much in each), and decide how to best invest those funds going forward.

**VII. COMMITTEE REPORTS**

**1. Safety Committee Report – Jon Lepler**

There was discussion regarding which are the top safety priorities for the community and how should they get addressed. The Board suggested that more speed humps be considered as one of the priorities. They asked the committee to provide their top two priorities to the Board by March 2018.

**2. Beautification Committee Report – Liz Longworth**

Holiday Decorating is complete.

**3. Recreation Committee Report – Doug Fisher**

Santa’s visit to the Shores last weekend was successful. There were 25 entries for the holiday lighting contest and Santa visited all 500 homes in the community!

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

Blight and Parking ordinance drafts were provided to the Board. The Board was asked to review them and be prepared to discuss in the January meeting. Bob suggested that we have a meeting separate from a Board meeting, to discuss the ordinances with the community.

**VIII. ADMINISTRATION**

No report.

**IX. NEW BUSINESS**

Refuse Removal Proposals – Travis has received proposals from two companies, offering us discounts for servicing our community. The Board reviewed the proposals and asked Travis to respond to both companies, stating that we are not interested in their current discounts. If they can give us lower rates, we will reconsider.

Aging Water Mains – Frank stated that we have aging infrastructure - some of our water mains are 70 years old and are very expensive to repair or replace. He suggested that the Board consider starting a program to raise funds for future water main replacements. Over a twenty-year period, we could potentially raise enough funds to cover the costs. Bob asked if we have “carte blanche” to adjust water rates without State approval. Travis will confirm with our attorney.

**X. OLD BUSINESS**

Playground Discussion – Travis stated that he spoke with the engineer from Artel, who confirmed that the retaining wall does need to be replaced as part of the playground renovation project. Travis needs the retaining wall specifications to complete the RFP. The Board asked Travis to ask the engineer what our options are for the retaining wall (grading, types of materials), so he can complete the RFP. The Board also requested that the RFP include integrated equipment for different age groups.

Cove Proposal – Travis stated that Rene contacted Sabin Landscape Architects for a proposal. Their fee would be \$4000.00 to provide us with a plan, which has not been budgeted. The Board decided to table this project for now. Instead, Travis will meet with Brian Wood of First Light and ask if we are allowed to do maintenance on that property (example: cut down dead trees).

Operations Manager – The Board is considering hiring a part-time Operations Manager to help enforce our ordinances, ensure permits are obtained, and educate the community about the rules and regulations of the Shores. Someone with a construction and/or inspection background might make a good candidate. Weekend hours will be required. The Board needs to decide on compensation and job description, so Travis can place an ad for the position.

**XI. SECOND PUBLIC COMMENT**

John Knauer of 7 Skyline Drive asked when contracts for our three main vendors (Rene, Tomascak, and Scalzo) are due to expire and will the Board put them out to bid. The Board stated that Rene’s contract will expire at the end of June 2018 and Tomascak’s contract is month to month. Scalzo’s contract expire date will be confirmed. The Board stated that they want to be mindful of the implications of going out to bid, before deciding to do so. So far, the community has saved \$150,000 by using our current vendors and has also accomplished lots of project work by doing so. If the Board believes the community can do better in the future, they may consider bidding on new vendors in the future.

**XII. ADJOURNMENT**

Frank requested a motion for the Board to go into executive session at 9:55p.m.

Valerie made a motion.

Liz seconded the motion.

The motion passed unanimously.

**XIII. EXECUTIVE SESSION**

Valerie made a motion to come out of executive session at 10:25pm to vote on bonuses for Bryan, Angel, and Nancy.

Liz seconded the motion.

The motion passed unanimously.

**Minutes Taken By: Nancy Knorr**

**Minutes Submitted By: Dee Ciancio**