

CANDLEWOOD SHORES TAX DISTRICT
Board Meeting Minutes
August 16, 2017

I. CALL TO ORDER

Frank Cavalea called the regular meeting of the Candlewood Shores Tax District to order at 7:34 pm on August 16, 2017. Fifteen (15) members of the Candlewood Shores Community were in attendance.

II. ROLL CALL

The following persons were present:

Frank Cavalea – President

Marwan Sayegh – Vice President

Dee Ciancio - Secretary

Directors: Brigid Knauer, Bob Fletcher, Norah Lynch

Travis Hyatt - Scalzo Community Manager

Paul Scalzo Jr. – Scalzo Asst. Community Manager

III. APPROVAL OF MINUTES

Frank requested a motion to approve Board meeting minutes from July 19, 2017.

Dee expressed that on page 1, it needed to be added that Bob replied to Kevin O'Connor's comment about the baseball diamond stating it needs discussion as there are things that need to be talked about such as drainage, mud, maintenance, and weeds. Also, the treasurer's report for the Tax District needed corrected numbers and they are, Total Community Expenses 88.3%, Total Shared and Community Expenses 97.3% and Total Expenses is left blank as we do not have a number for that yet.

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

Bob seconded the motion.

The motion passed unanimously.

IV. PUBLIC COMMENT

Doug Fisher of 19 Berkshire Dr. questioned if we are asking for an electrician to possibly volunteer their services, why aren't we doing this with a plumber and carpenter as well. He also suggested since we have had multiple water main breaks, we should think about possibly putting extra money in the budget so things can be updated.

Maureen Casey of 137 North Lakeshore Dr. asked why it was decided to pave in the summer during busy season.

Linda Queiroz of 26 Clearview Dr. discussed her concern with communication issues. One regarding lack of communication about the double water bills and the other about cancelling band night and it wasn't posted on the website due to office not being open. With the money spent on the website, we should have access to post at all times.

Joan Polzin of 16 Twilight Ln. asked about the plans for speed bumps and the locations of them, as there needs to be some on her road.

Frank replied that the old ones will go back to where they were and no other decisions have been made regarding the placement of others. Will work with Safety Committee to get this together.

Rick Skarzenski of 19 Candlewood Shores Rd. discussed that he received a letter stating he needed to maintain the area outside of his property. He does not believe he should have to as it is not his property.

Marwan replied that it is in fact his property CSTD just has the right of way 25' from the center of the road. He stated that we do not maintain any property's right of way and that everyone is responsible for maintaining up to the curb.

Yoanna Francini of 32 Candlewood Shores Rd. asked if the fencing at the playground can be fixed ASAP as little ones are sneaking out because there are a couple posts missing.

Tori Ludwig of 19 Mountainview Dr. asked how many Treasurer resumes were received.

Frank responded that they have received 3 and 1 more is coming in. He also stated that legally they can appoint a Treasurer now or they can leave the position open until next election.

Travis added that there is no statute concerning having a cutoff date for submission of resumes.

Frank replied that the cutoff will be Friday, August 18, 2017.

V. **TREASURER'S REPORT**

Marwan provided the most recent financial statements for fiscal year July 2017 – June 2018.

Goal 8.3%

Tax District

Total Shared Expenses = 9.0% (Higher than goal due to large payment for liability insurance)

Total Community Expenses = 24.3% (Higher than goal due to real estate taxes that were paid and seasonal expenses)

Total Shared and Community Expenses = 13.7%

Total Capital Improvement = 14.5% (Higher than goal due to office building work and roads being done)

Total Expenses = 14.0% (Higher than goal due to seasonal line items)

Water Budget

Total Water Dept Expenses = 9.3%

Total Capital Improvement = 0.0%

Total Expenses = 9.0%

VI. **MANAGEMENT REPORT**

Travis Hyatt reported that he spoke with the security company about checking the cove area and using as a checkpoint. He will speak to Bryan about installing a checkpoint fob. Meeting minutes and agendas are now posted on the website. Meeting minutes will be posted once they are approved. An email was sent to the community regarding having hangtags when they are in the common areas. Received a list of projects from Rene. A report is anticipated shortly from Philadelphia Insurance about the playground. Rene has been asked for a plan for the cove area. Letters were sent to residents about maintaining the overgrown hill on Candlewood Shores Road. A copy of the speed report was provided to the Safety Committee. American Pools was notified that a guard needs to be

on the dock when it is busy. They will be getting a new megaphone. An email was sent to the community asking if anyone is interested in volunteering or willing to bid on electrical work in the common areas. The staff was asked to weed by the boat ramp. Prices are in the board packet showing how much it would cost to install a new basketball hoop. All American Pools was asked to tell their lifeguards that no tents are allowed on the sand due to safety concerns. The security company was spoken to about how they are not allowed to issue fines.

Frank stated that we reserve the right to have cars removed if they are at the common areas with no hang tags. If a car is there and does not have a hang tag the first time, they will get towed.

Marwan stated that the cove was supposed to have a nice walkthrough and not just trees cut down. If it is beyond what Rene can do then we will go out and get someone else to do it.

Brigid is concerned that this may be a violation with the town and wetlands.

Travis will look into this.

VII. COMMITTEE REPORTS

1. Safety Committee Report – Justin Felton

An idea for Candlewood Shores Road would be to put a 3 way stop sign coming out of North Lakeshore and then narrowing the road with an island so it forces people to slow down coming down the hill. Also mentioned having Clearview and Mountainview be a one side of the road parking year-round. Talked about having lines for parking spots in the common areas and also has heard a lot of people mention rethinking having a gated community. He suggested sending a survey to all residents to get their input on various things. Bids were received from 3 companies regarding cameras and one was \$53K. He suggested possibly financing this and is waiting on information from the financing company. He suggested putting up signs.

Travis mentioned that signs are being made for the North Lakeshore and Candlewood Shores Road intersection.

Yoanna Francini suggested putting a mirror on the pole so traffic can be seen coming down the hill.

Frank suggested for the Safety Committee to solicit input regarding one side of the street parking.

Marwan stated to plan and prioritize projects so they don't lag on. Send out surveys to residents.

2. Beautification Committee Report –

No new updates

3. Recreation Committee Report – Dee Ciancio

The annual picnic went well with a good number of volunteers. Band night for 8/12 the band cancelled and rescheduled for 8/19 6-10pm the Band of New York. 8/27 3-7pm Hazzard County Band will be playing at the beach.

4. Ordinance Committee Report – Bob Fletcher

Blight and parking ordinance are ready for the lawyer to look at. There are questions that need to be sent to the lawyer. Set up a possible conference call.

5. Playground Renovation Committee Report – Brigid Knauer

Three bids for the playground, retaining wall, and fencing were received. CT Fence & Landscaping looks to be the best one with O'Brien & Sons for the playground structure. Would like to start playground project after the season is complete. Deposits are needed for both vendors to start. No building permit is needed from Brookfield.

Brigid made a motion to approve O'Brien & Sons to construct the play structure with ground covering and for CT Fence and Landscaping to construct the retaining wall and fencing for the playground area to begin work after Labor Day for a cost of no more than \$95K.

Bob seconded the motion.

Motion passed unanimously

Travis stated that the playground contract would be created by management and signed by the Board president only.

Marwan made a motion stating that the Board will not delegate bidding projects to any committee that will be more than \$10K.

Norah seconded the motion.

Motion passed unanimously.

VIII. ADMINISTRATION

No New Business

IX. NEW BUSINESS

Brigid gave an overview of the costs she received to install and line mark ten 24x10 speed humps, location to be provided by CSTD. Received three bids. Requesting a deposit so CSTD can be added to the schedule.

Frank replied that these bids will be added to the bids that were already received and they will decide based off these quotes plus one more.

Bob discussed golf cart parking at the beach and stated golf carts should not be parked in the regular parking area, they should be parked on the grass. Discussed possibly making a designated parking area for golf carts in the grass down by the fence.

Travis discussed the newsletter that will include positive information and was looking for input as to whether it should be monthly or quarterly and what we wanted to add into the newsletter. Already to include projects and happenings in CSTD.

Travis stated that many letters were sent out regarding garbage cans on the roadways. Some people were upset and others understood and were asking for alternatives. Questioned what needed to be done if someone does not respond to the letters and how did CSTD want to enforce this.

Frank - Frank replied first violation, send warning letter. Second violation, send letter to have a hearing with the Board.

Travis provided basketball hoop quotes and stated that if only the hoop is replaced then it will break up the existing asphalt and court will have to be repaved.

Marwan suggested re-paving the basketball courts since the playground is being done.

Marwan made a motion to improve the basketball court spending no more than \$9,800 on re-paving and replacing the basketball hoop.

Norah seconded the motion.

(4) in favor, (1) abstained

Motion passed.

X. OLD BUSINESS

Travis stated he followed up with the engineering company regarding the boat ramp and First Light's approval. Currently the representative for First Light who makes the decisions is away. Engineering company was asked to see if someone else can approve. The engineering company will resubmit a new application to a new representative.

Frank stated that the outside work at the clubhouse is now complete and can be removed from the agenda. Per the Fire Marshal, emergency lighting needs to be improved and exit signs need to have battery back-up.

XI. SECOND PUBLIC COMMENT

Doug Fisher asked if we can get the tags for the storm drains stating that the water goes into the lake.

Alexis Corral of 32 Candlewood Shores Rd. commended Tori Ludwig for all the work she put into the playground committee and also commends the Board for being flexible.

Frank asked if Board wanted to consider reimbursing the security guards for fuel used to do the drive arounds.

Brigid stated this should be the security company's problem.

XII. ADJOURNMENT

Frank requested a motion for the board to go into executive session to discuss a mail correspondence at 10:28pm.

Brigid made a motion.

Marwan seconded the motion.

The motion passed unanimously.

XIII. EXECUTIVE SESSION

Marwan made a motion to end the executive session at 11:20p.m.

Bob seconded the motion.

The motion passed unanimously.

Minutes Taken By: Michelle Wallace

Minutes Submitted By: Dee Ciancio