

CANDLEWOOD SHORES TAX DISTRICT
Budget Meeting Minutes
Wednesday, April 18, 2018

I. CALL TO ORDER

Marwan Sayegh called the Budget Meeting of the Candlewood Shores Tax District to order at 6:35pm on April 18, 2018. Seven (7) members of the Candlewood Shores Community were in attendance.

II. ROLL CALL

The following persons were present:

Marwan Sayegh – Vice President

Dee Ciancio – Secretary

Rebecca Schempp – Treasurer (arrived at 7:10pm)

Directors: Norah Lynch, Liz Longworth, Valerie Swatz, Brigid Knauer, Bob Fletcher

Travis Hyatt – Scalzo Community Manager

Katie Book – Scalzo Assistant Community Manager

Andrea Scalzo – President, Scalzo Property Management

Susan Nolan – Controller, Scalzo Property Management

III. REPORT OF CSTD BUDGET

Marwan reviewed the proposed **2018/2019 Annual CSTD Budget** by Line Item for the Tax District budget. The parameters that were used was to keep the mill rate flat so there is no tax increase.

Shared Expenses:

Line Item 521-Onsite Office Staff is a new line item. It had been previously included in line item 503 (Maintenance Contract) but is now its own line item for clarity.

Line Item 522-Compliance Officer is a new line item. The Compliance Officer will be a part-time Scalzo employee, available for permitting and other compliance issues. There was discussion regarding the low salary and a suggestion that the hours be decreased, and the salary increased, to encourage qualified applicants. Valerie will look at the salary.

Line Item 531-Insurance Binder was increased by \$4,226 due to an increase in coverage for liability reasons.

Line Item 545-Office Supplies was initially increased due to beach passes being included. The cost for beach passes will be removed from this item and put into a new line item, **546 – Office Operations**.

Line Item 550–Building Maintenance was reduced from past years.

Line Item 553–Equipment Operation was also reduced from past years.

Overall, there were no major changes in Shared Expenses.

Total Shared Expenses = \$419,626

Operating Expenses:

Line Items 610-Lifeguards, 615-Snow/Beach OT, 614-Security, and 640-Recreation were not changed from the current year.

Line Item 620-Brookfield Real Estate Taxes increased by \$3,000.

Line Item 630-Road Maintenance reduced by \$2,000.

Line Item 650-Lawn Maintenance increased by \$4,000 due to the cost of removing the leaves by dumpster from “The Pit” where they were being stored. Our water operator has recommended that we no longer store leaves in that area; it is too close to the wells.

Line Item 671-Beach Maintenance was not changed from current year. This line item includes the sand and portable toilets.

Line Item 680-Miscellaneous Expenses was absorbed into **Line Item 675-General Maintenance**. **Line Item 680** will be eliminated.

Total Operating Expenses = \$445,225

Capital Improvement Expenses

Line Item 800-Clubhouse Renovation initially increased by \$20,287 to allow for renovations to the office side of the building. Ideas included a handicapped bathroom, storage for chairs, and improvement in acoustics. This increase would not cover all the changes to the building. After discussion, Board agreed to move the \$20,287 to **Line Item 860-Road Expense**.

Line Item 820-Land Acquisition is not being funded (no change from current year).

Line Item 940-75th Anniversary Fund is retaining its \$5000 budget from current year, but no ideas yet.

Line Item 845-Beautification was not changed from current year.

Line Items 861-Sign Lighting, 863-Road Drainage, and 875-Playground Fund are not being funded.

Total Capital Improvement Expenses = \$123,819

Total Tax Expenses = \$569,044 (proposed)

IV. ADJOURNMENT

Marwan adjourned the meeting at 7:37 pm.

Minutes Taken By: Nancy Knorr

Minutes Submitted By: Dee Ciancio