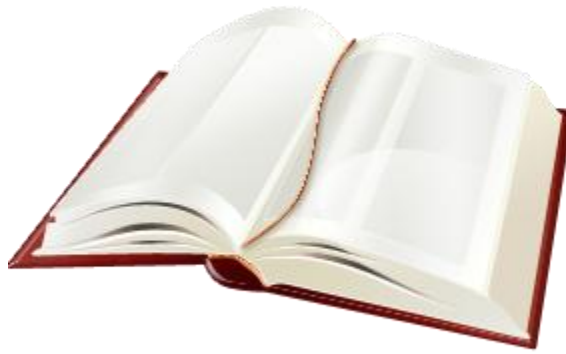


Candlewood Lake Association, Inc.



Board of Trustees Policy Book

Updated through June 27, 2016
(given to Board)

July 25, 2016 – remove 4-166 & 4-367 from sales list
Lot sales – auditor sales

August 22, 2016 – Split Contiguous Lots 7-129 & 130
Sales Policy-Realtors
Off Road Vehicles-moratorium
Search Committee – Finance Manager

September 26, 2016 - Leaves
Recycling Program

October 24, 2016 – confirmed Boat Storage (removed from Policy book and added to CWL Info handbook
Parking Policy)
Emergency Phones
Leaves

This page intentionally left blank

Policy Book**Policy 04.050.08****4/28/08**

Don Davis, Chairperson of the Ad Hoc Policy Committee presented the updated Policy book and explained the procedures for keeping it up-to-date. Copies were distributed to Board Members. He explained that each month a page of additions and corrections for the Policy Book will be distributed to Board members to place in the new book. Those pages would be added at the back of the book. Motion made and approved to accept the new Board Policy Book.

AEDs**Policy 07.067.15****7/28/15**

Approved motion to place AEDs at both the Main and the RV pools to be used at the pool by lifeguards trained in the use of AEDs or to be used anywhere needed by association members. Additionally, place AEDs at both the main and RV lodge and the lobby of the association office for use by association members. AEDs will be placed by October 1, 2015. Candlewood's responsibility will be to maintain all AEDs per manufactures recommendations.

Assessment**Policy 02.036.91****02/21/91**

Approved motion for any people who are deployed in active service and are not able to pay assessments for a 12 month period, Candlewood Lake Association will defer assessments or try to arrange partial payments if possible.

Assessment**Policy 01.015.00****01/24/00**

Approved motion that the board of Candlewood Lake Association will not assess the Morrow County Board of Commissioners any annual fees or assessments on Candlewood Lake Association, Inc lots that Morrow County takes in lieu of collections of delinquent real estate taxes. This is a continuation of past practice.

Board Meetings (Agenda/Packets)**Policy 12.127.13****12/2/13**

Motion approved to provide the Board agenda and attachments, excluding confidential information, on the CWL website for members by the Friday before a regular Board meeting.

Beach/No Smoking**Policy 07.092.07****07/25/07**

Motion approved to place "No Smoking" signs on the beach and playground areas.

Boats/Docks**Policy 09.122.99****09/20/99**

Updated fees & permits

Policy 12.123.13**12/02/13**

Simple dock structures (single deck) that either run parallel with the shoreline or not more than 15' from the shoreline will have a permit fee of \$25.00. The plans will be reviewed by the ECC members and inspected by the ECC members.

1. The shoreline MAY NOT BE altered in any way without ECC approval on any deck structure.
2. Boathouse/Boat lift dock permit fee will be \$150.00. There will be three inspections made by the ECC and approved by the Board of Trustees.
 - a. Plan Review
 - b. Prior to deck placement
 - c. Final Inspection
 - d. Any shoreline alteration (i.e. digging back) must be approved by ECC at plan review and verified at the first inspection.

Boats/Docks **Policy 04.052.05** **04/25/05**
Motion approved to allow reservation of available docks for temporary rentals for \$15.00 per weekend or \$30.00 per week.

Boat Dock Access– North & South Dock Rentals **Policy 06.067.14** **06/23/14**
Motion approved to limit access to the North and South boat docks, beyond an established point, to members who rent the docks and their guests. Signs will be posted at each dock, information will be in the Chronicle, and the Security Committee will also review the enforcement procedure.

Boat Dock Rental **Policy 12.098.15** **12/7/15**
Approved motion to increase all boat dock rentals to \$275 per year for CWL owned docks. This increase to be effective with the 2016 rental season and will make all dock rental fees consistent and as recommended by the Finance Committee.

Boat Storage **Policy 07.089.99** **07/26/99**
Approved motion that whereas some members are storing their boats and/or trailers year round at the dock parking areas and due to the increased volume of boaters and the limited amount of space available for parking for members who trailer their boats to and from Candlewood and have no space to park without blocking a boat and/or trailer in the parking area.
IT IS THEREFORE RESOLVED:
That no permanent trailer or boat parking be permitted at the North and South Dock area during the boating season, and that signs be posted at both the North and South docks stating, “No Permanent Boat-Trailer parking – May 1st to October 31st. Seasonal (May 1st – October 31st) Boat, trailer parking will be permitted on the North side of Candlewood Drive at the North Dock area. Violation of this policy will result in Lake privileges being revoked for the balance of the year in which the violation occurs.

Boats **Policy 07.040.06** **07/24/06**
Approved motion that in fairness to people currently registered and using their boats, but ordered to remove their boats from the lake because of boat size, be allowed to continue use of their boats until such time as this resolution is fully resolved.

Boat Length **Policy 08.059.06** **08/28/06**
Approved motion to required Candlewood Lake security personnel to approve only power boats with length of 20 ft. 6 in. (246 total inches or under) as listed on original title for operation on Candlewood Lake. Only the original title or its equivalent is to be used for documenting the length of the boat being registered. No copies of titles of registrations may be used.

Boat Registration **Policy 09.082.06** **09/25/06**
Approved motion to give each person registering a boat a copy of CWL boating rules and have them sign a document that they totally understand the rules and take responsibility for them and any misconduct associated with boating will result in a fine without negotiation.

Boat Registration **Policy 06.034.07** **06/25/07**
Approved motion to approve the owner is required to present the original copy of the title or registration for the boat. Copies will not be acceptable.

Boat - Registration**Policy 12.263.10****12/13/10**

Motion approved to increase the permit fee for power boats to \$25.00 for two years and non-power boats to \$10.00 for two years.

Boats**Policy 07.098.08****07/28/08**

Approved motion to require the unit and lot number be placed on Paddle Boats, Canoes, Kayaks, and any other watercraft not requiring State of Ohio Registration numbers. This will be done instead of registering the above boats with Candlewood Lake.

Budget Planning**Policy 05.91.126****05/10/91**

Approved motion that prudent fiscal management provides the keystone for an efficient system of sound financial operation. To maintain a solid foundation for operation of Candlewood Lake Association, the Board of Trustees will explore all practical sources of income, encourage advance planning, review and guide proposed expenditures to achieve the greatest financial value, and require an accurate, current system of accounting and reporting.

The Board shall annually approve the operating budget for the Association. The budget shall be designed to reflect the Board's objectives for the sound financial operation for the Association. Therefore, it must be carefully organized and planned to insure adequate understanding of the financial needs associated with program operation and development.

To meet the objectives of this policy the Board directs the Finance Committee to prepare a long-term year-by-year plan for the maintenance and replacement of facilities and equipment, maintain a plan of anticipated revenues based on changes in assessments and charges for services, and report to the Board any serious financial implication arising from the budget plan.

Budget Planning**Policy 05.91.126****05/10/91**

Approved motion that annually the Finance Committee shall prepare and present to the Board a budget for adoption by November 1. Verification of fund sources and a defense of the projected budget shall be provided to the Board for review.

The budget should evolve primarily from the needs of the individual programs as expressed by the Finance Committee and the needs of the operational supervisors and be compatible with the approved Board plans.

In preparing the budget the responsible administrator shall set the following general priorities for expenditures:

1. Staff for the maintenance of current programs.
2. Equipment and supplies for the maintenance of current programs.
3. Maintenance of existing facilities and equipment.
4. New staff for improvement or expansion of current programs.
5. New equipment and supplies for the improvement or expansion of current programs.

When presented to the Board for review, the budget shall contain the number of managers, supervisors, and all other employees for the current and budgeted, the proposed expenditures in each financial category for the revenues by sources, and explanation of each item of expense proposed, and an estimate of the employee population for the coming year by program.

Capital Improvement Project **Policy 09.160.04** **09/27/04**

Approved motion that \$1,500.00 is approved as the minimum to qualify as a Capital Improvement Project.

Check Signer Authorization **Policy 10.147.08** **10/09/08**

Approved motion that approves current Board of Trustees, the General Manager and the Treasurer as authorized check signers for the Association. Any two signatures of at least one trustee and the General Manager or the Treasurer are required on all checks and electronic payments.

Charitable Contribution **Policy 04.058.97** **04/21/97**

Approved motion that Candlewood Lake Association is a not for profit organization and its only source of income is from funds paid to the association in the form of operating fees paid to it by the property owners. The Board of Trustees does not feel they should donate these funds on behalf of the property owners.

Chronicle Newsletter **Policy 07.097.03** **07/15/03**

Approved motion that in order to publish a cost effective and efficient Candlewood Newsletter with the available equipment, the newsletter should be six sheets or equal to 24 pages.

CLO's & Rules **Policy 03.039.98** **03/16/98**

Approve motion that appeals of CLO or other violations issued by our Security Staff will not be considered, unless appealed in writing within 60 days of the date of the citation.

CLO Violations **Policy 04.188.10** **04/26/10**

Approved motion for disregarding and blatant violations of CWL rules, deed restrictions and polices: after the third offense in 30 days each subsequent offense is double the fine for the third offense.

Collections **Policy 07.067.09** **07/08/09**

Approved motion to accept the following Water and Sewer Collection process:

Step 1 – Normal billing cycle net 30. (Bill account on 1st, due the 25th, review accounts unpaid on the 30th)

Step 2 – Day 45 issue a letter of intent to shut of Water and Sewer if not paid in full in the next 15 days (Day 60).

Step 3 – Day 48 the office collection person will contact and advise them verbally of the pending disconnect.

Step 4 – Day 50 issue a shut off notice at the home. Paste, hammer, nail, tape the disconnect notice on the door.

A property owner can make payment arrangements via a Payment Agreement. This payment agreement must be signed prior to water shut off or reconnect and will not exceed six months. If one scheduled payment is missed, then services will be shut off and balance in FULL will be required before reconnect.

Collections**Policy 10.117.09****10/26/09**

Approved motion for the C.A.L.F. –Collection Process:

- (C)andlewood Lake;
- (A)gency;
- (L)ien;
- (F)oreclosure.

As the standard for Candlewood Lake to collect any moneys owed to Candlewood Lake by current or past association members, as recommended by the Finance Committee.

Collections-Publish Names**Policy 03.042.11****03/28/11**

Motion approved to publish the names of delinquent property owners who are 90 days or more past due in the Chronicle as recommended by the Finance Committee.

Collections-Foreclosure**Policy 06.075.11****06/27/11**

Motion approved to have CWL initiate foreclosure proceedings on vacant lots if the following criterion is met as recommended by the Finance Committee:

- An existing CWL member has an interest in purchasing the delinquent lot and that purchase would result in positive income for CWL,
- The member who is interested in purchasing the lot signs a document indicating that they are willing to pay any and all legal cost associated with foreclosing on the lot, and
- Prior to CWL initiating any foreclosure action, the member who is interested in purchasing the lot negotiates an acceptable price for the lot with the General Manger and signs a document noting the price they will pay CWL for the lot after foreclosure is completed.

Collection – Delinquent Assessment Settlement Policy 06.075.11**06/27/11**

Motion approved to have CWL negotiate a settlement on delinquent assessments with a potential buyer, on vacant lots if the following criteria are met:

- An existing CWL member has an interest in purchasing the delinquent lot and that purchase would result in positive income for CWL,
- The member who is interested in purchasing the lot signs a document indicating that they are willing to pay a pre-negotiated amount of the delinquent assessments to CWL, and
- The potential buyer must contact the existing property owner and initiate the deed transfer into the name of the potential buyer at no cost to CWL. Once the deed has been recorded, the agreed upon delinquent assessments must be paid in full.

Committees**Policy 09.164.95****09/01/95**

Approve motion that the Lakes and Siltation Committee is empowered to make decisions regarding leaving downed trees in the lake.

Committees**Policy 02.159.10****02/8/10**

Approve motion to form Ad Hoc Committee with the purpose of presenting local issues of interest to CWL members, and communicating CWL sentiments to members of township and county government.

Committees **Policy 02.163.10** **02/8/10**

Motion approved to establish a Welcome Committee at CWL. This committee will offer communications to new CWL members.

Committees **Policy 03.026.15** **03/23/15**

Approved motion to add an Ad Hoc Committee for Political Events, chaired by Bob Miracle, to present local issues of interest to CWL members and communicate CWL member's sentiments to members of township and county government.

Committees **Policy 04.190.10** **04/26/10**

Motion approved to establish an Ad Hoc Committee called "Community Events". This committee's purpose is to suggest events to promote CWL.

Committees **Policy 02.004.15** **2/9/15**

Motion approves to include the Landscape Committee under the Long Range Planning Committee as recommended by the Long Range Planning Committee.

Committees **Policy 06.068.16** **6/27/16**

Approved motion to form an Adhoc Committee for the purpose of evaluating the Standing and other Adhoc Committees. Names Evaluation Committee.

Communications **Policy 06.054.13** **6/24/13**

Motion approved that no public communication is to be displayed without the approval of the General Manager.

Community Center - Fitness Facility **Policy 02.161.10** **02/8/10**

Approved motion for exercise and fitness facility with the appropriate safety rules before usage for CWL members at the Community Center. It will be for a one-year trial basis, will be furnished by donated workout equipment, and will have appropriate safety guidelines. The fee will be \$5-10 per month for members.

Community Relations **Policy 03.178.10** **03/22/10**

Motion approved authorize General Manager to enroll CWL as a Morrow County WEP (Work Experience Provider) provider. CWL members who receive public assistance are required to work for WEP in order to continue to receive their public assistance.

Concealed Weapons **Policy 06.109.04** **06/28/04**

It is prohibited to carry concealed weapons on Candlewood Lake premises and facilities, i.e. green areas, buildings/facilities and must be posted NO concealed weapons permitted.

Construction **Policy 08.147.04** **08/31/04**

Approved a motion to prohibit construction of pole type buildings for the purpose of housing.

Contiguous Lots **Policy 11.147.99** **11/10/99**

Any contiguous residential off shore, mobile home or R.V. Candlewood lot may be purchased at a 50% discount and any 1st tier lot may be purchased for a 25% discount. (Limited to the purchase of one contiguous lot only)

Contiguous Lots**Policy 06.67.03****06/3/03**

If the affidavits for Contiguous lot status are received and approved by the 15th of the month, it will become effective the 1st of the following month.

Contiguous Lots**Policy 09.079.06****09/25/06**

Approved motion that a property owner, prior to splitting any contiguous lots, must have a mortgage survey that is less than 30 days old to show current location of any building, structures, setback or easement and property pins. Further, the building inspector must verify the survey to be current before the transfer is approved, and a fee of \$75.00 will be charged for this transaction.

Contiguous Lots**Policy 04.186.10****04/26/10**

Motion made to allow marrying up to five lots with the fifth lot paying the same assessments as the third and fourth lots currently pay. Motion amended and approved to refer to Finance Committee. (No further recommendation from Finance. See July 2010 Finance Committee minutes)

Contiguous Lots – Split**Policy 08.097.16****08/22/16**

Motion to allow Unit 7 Lot 129 to be split from Unit 7 Lot 130 contingent on a survey and all other applicable procedures as to verify no violation of the contiguous lot Deed Restriction P306 regarding permanent structures as recommended by the ECC Committee.

Credit Card Program**Policy 02.014.08****02/04/08**

Motion approved to establish a credit card program with First Knox National Bank in order to facilitate accepting payments by members using credit cards.

Debt Service**Policy 05.063.02****05/5/02**

The Debt Service will be separate from the Reserve Fund in the accounting ledger.

Docks/Parallel**Policy 10.110.06****10/23/06**

Approved motion that CWL shall not be responsible for water depth or dredging their dock areas and that all dock on Unit 10 Lots 178-187 inclusive, shall be constructed parallel to the lot and shall not extend more than 4 (four) feet into the water from the water line, into the water, as determined by the General Manager of Candlewood Lake.

Document**Policy 07.210.087****07/25/87**

The Board of Trustees requires two signatures on behalf of the Association on any document to offer, to accept or to finalize the sale of Association property. The document must be approved prior to signing or confirmed after the signing in order for it to be a legal document. The first signer must be an officer of the Association, and the second signer must be a Trustee of the Association.

Dredging Program**Policy 05.052.16****05/16/16**

Approved motion to retain Jim Hostetler at a rate of \$35 per hour to implement the dredging plan and turn over a functioning dredging operation by August 2017.

Dredging Program**Policy 12.101.15****12/7/15**

Approved a motion to initiate the dredging program, and to offer to current members as of the date of record, a special vote to select one of three funding options for the program as recommended by the Finance committee. The option receiving the highest number of votes submitted will be the option selected.

Dredging Program – Date of Record Policy 12.102.15 12/7/15

Approved motion to set Friday December 11, 2015 at 4:00 p.m. as the Date of Record for voting in the Special Dredging Funding Vote. Ballots must be returned by January 6th to the CWL Association Office.

ECC - Building Permit Requirement Policy 07.094.99 07/26/99

Approved motion that property owners and builder are required to meet with two members of the ECC prior to issuing a building permit.

ECC - Building Codes Policy 08.064.06 08/28/06

Approved motion to acceptance of the Residential Code of Ohio as the code for Candlewood Lake Association as presented and recommended by the Environmental Control Committee.

ECC - Building/Foundation Policy 09.080.06 09/25/06

Approved motion, the top of the foundation shall be thirty-two inches (32”) above the street on all lots, where, in the opinion of the building official, this height is necessary to provide adequate drainage away from the foundation.

ECC-Building Codes Policy 06.065.07 06/25/07

Approved motion to approve ECC code update for Unit 4 as recommended by the Environmental Control Committee related to foundation inspection, material specifications, etc. (Attachment D 2007.06.25)

ECC-Building Inspector

Approved motion to retain Ross Bigalow to take over as interim building inspector duties as of June 1, 2016.

ECC – Exterior Colors Policy 06.076.14 6/23/14

Approved motion to approve exterior colors as discussed and recommended by the ECC Committee. (Color palette of acceptable colors was passed around to Board members and are available at the Association Office)

ECC – Exterior Color Addition Policy 09.114.14 9/22/14

Approved motion to add black as an acceptable color for roofs and exterior trim only.

Emergency Action Plan Policy 09.157.04 09/27/04

Approved motion for contract modification of the Candlewood emergency action plan for the dam.

Emergency Defibrillation Policy 03.036.12 03/26/12

Motion approved to sell the defibrillators at the current market price.

Emergency Phone **Policy 10.139.16** **10/24/16**
Approved motion to remove the six (6) emergency phones located at various areas around CWL and replace them with signs to include Security's phone number as recommended by the Security Committee.

Employee - Attendance Policy **Policy 04.062.11** **04/25/11**
Motion approved to accept the attendance policy that will address absenteeism for full and part time employees.

Employee - Christmas Bonus Policy **Policy 02.021.04** **02/23/04**
The following policy is for full time and permanent part time employees of Candlewood Lake Association, Inc. and will be in effect until revised, revoked or amended by action of the Board of Trustees.

The purpose of this policy is to express the gratitude of the Board and the property owners to the full time and permanent part time employees for their performance and dedication to making Candlewood Lake a better place to live, play and work.

Full time: Over six months, up to one year, \$150
Full time: Over one year \$300
Permanent part time \$150

This policy supersedes all previous Board resolutions made prior to adoption date.

First reading: January 26, 2004.

Second reading: February 23, 2004

Employee – Handbook **Policy 04.062.08** **04/28/12**
Motion approved by acclamation to accept the Employee Handbook as written with the exception of the item recommending five weeks vacation, listed on page 35. This was not approved.

Employee – Harassment Policy **Policy 06.081.11** **06/27/11**
Motion approved to update the harassment policy as discussed and have all employees, trustees, and subcontract employees sign the policy.

Employee – Health Insurance **Policy 02.011.07** **02/05/07**
Approved motion to accept changing employee health care coverage from United Health Care to Anthem with \$2,000 deductible and establishing a Health Savings account in the amount of \$546 for each eligible, full-time employee.

Employee – Life Insurance Board **Policy 08.237.10** **8/23/10**
Approved motion to provide \$10,000 life insurance for part time employees defined as 30 hours per week.

Employee – Staff Pay Ranges **Policy 02.027.11** **2/7/11**
Motion approved to require a minimum, midpoint, and maximum pay range for each position that is staffed at Candlewood.

Erosion**Policy 01.006.05****01/24/05**

Approved motion to provide necessary funds for erosion control for any excavating done by Candlewood Lake.

External Antennas**Policy 09.173.95****09/18/95**

Approved motion for the installation of antenna for the reception or broadcasting of television and/or radio signals are permitted within the Candlewood Lake subdivision, providing the property owner or their authorized agent first obtains a permit from the office showing location, type, landscaping, size and purpose. Antennas, which are mounted on houses, need not be masked. However, antennas, which are mounted on the ground, must be within property boundary lines and masked or concealed to minimize their appearance and so they conform to the overall aesthetics of the subdivision. The Environmental Control Committee reserves the right to refuse a permit and/or require a modification if in their opinion, the installation is not in keeping with the overall décor of Candlewood.

There is no charge for this permit. However, failure to obtain a permit will result in a fine of at least \$10.00 and possible removal of the antenna by Candlewood after proper notice to the property owner.

Farm**Policy 07.071.09****07/8/09**

Approved motion to disapprove the sale of approximately 6.75 acres of the Rhodebeck Farm, for the amount of \$33,750.00 offered by Ron Harper Realty. It was further stated that Ron Harper Realty be advised that Candlewood Lake is not interested in selling any of the farm and any future bids should go to the General Manager who would present it to the Board.

Farm**Policy 02.013.13****02/04/13**

Approved motion to accept the farm bid at \$255.00 per acre.

Fees**Policy 12.143.98****12/14/98**

Past due, delinquent or non-payment is defined as follows:

1. Any MONTHLY WATER, SEWER, OR UTILITY DEBT REDUCTION FEE that is not paid by the due date indicated on the bill or within thirty (30) days of the date on the bill, if due date is not indicated.
2. Any QUARTERLY WATER, SEWER OR UTILITY DEBT REDUCTION FEE that is not paid by the due date on the bill or within thirty (30) days of the due date of the bill if the due date is not indicated. These due dates are usually April 1st, July 1st, October 1st, and January 1st of the next year but may be changed.
3. The operating fee that is not paid in full by April 1st of the yearly bill, or if the quarterly payment plan is chosen by the property owner, the due dates and amounts that are sent with the first operating fee billing of the year.
4. These dates are usually April 1st, July 1st, October 1st, and January 1st of the next year.
5. Any mowing charge that is not paid by the due date indicated on the bill or within thirty (30) days of the date of the bill if due date is not indicated.
6. Any miscellaneous service fee (could include fines, traffic citations, ECC fines, charges for work done by Candlewood and other similar charges) not paid by the due date indicated on the bill or within thirty (30) days of the date of the bill if due date is not indicated.

7. Any other charge, fee, or assessment, dues, rent or other charge made by the Association that is not paid by the due date indicated on the bill or within thirty (30) days of the date of the bill if due date is not indicated.

Fee - Reserve Fund

Policy 06.28.06

06/26/06

Approved motion to approve transferring \$5.00 of each monthly assessment received, from the general operation fund to the reserve fund, as recommended by the Finance Committee.

Fees - Assessments

Policy #12.141.07

12/3/07

Approved motion to impose an assessment increase of \$6.20 for the 2008-2009 budget year with a 3% increase in future years if needed and for the allowance of ½ person for Security.

Fee Schedule

Policy 12.160.08

12/08/08

Approved motion to accept the 2009-2010 Operating Budget proposal Option 1. (see official Board Minutes binder for detailed rates)

Fee Schedule

Policy 12.160.09

12/08/09

Approved motion to accept the 2010-2011 Operating Budget as recommended by the Finance Committee and allow assessments to stay at the same current rates.

Fee Schedule

Policy 12.264.10

12/13/10

Approved motion to accept the 2011-2012 budget as presented and recommended by the Finance Committee.

Fee Schedule

Policy 12.135.11

12/05/11

Approved motion to accept the 2012-2013 budget as presented and recommended by the Finance Committee with no increase in member assessments.

Fee Schedule

Policy 12.139.12

12/03/12

Approved motion to accept the 2013-2014 budget as presented and recommended by the Finance Committee with a 4% (\$2.20 per month) addition to the operating fee.

Fee Schedule

Policy 12.124.13

12/2/13

Approved motion to accept the 2014-2015 budget with a 4% (\$2.30 per month) increase to Operating Fee and \$2.40 per month (prior loan repayment fee) from the Operating fund to a Restricted Reserve Fund as recommended by the Finance Committee.

Fee Schedule

Policy 12.144.14

12/1/14

Approved motion to accept the 2015-2016 budget with specific earmark of monies as follows: the boat registration income to the Reserve Fund for dredging and lake maintenance; the 2015 Reserve fee increase to the Reserve Fund for culvert repairs and dredging; and \$24,000 of the water and sewer increase to the reserve fund for maintenance of the water and sewer infrastructure as recommended by the Finance Committee.

Fee Schedule

Policy 12.099.15

12/7/15

Approved motion to accept the 2016-2017 budget with a \$1.50 (2.6%) increase in the Operating fee monthly assessment to be effective February 1, 2016 as recommended by the Finance Committee.

Fee – Deed Transfer Fee/New Member Fee Policy 10.092.15 10/26/15

Approved motion to increase the new member fee to \$500 as recommended by the Finance Committee.

Fee – Deed Transfer Fee/New Member Fee Policy 03.025.16 03/28/16

Approved motion to determine a member is “new” if they have not owned property within the last 12 months at CWL. This is for the purpose of charging the new member fee.

Fee - Permit & Fees Policy 12.201.05 12/05/05

Approved motion to put \$850.00 of each \$1,250.00 building permit fee for houses and \$600.00 of each \$900.00 building permit fee for mobile homes into a special fund for roads.

Fee-Building Fee Policy 02.013.11 02/7/11

Motion approved to increase the building fee from \$1,250.00 to \$1,750.00.

Finance Director in Charge Policy 11S.157.08 11/19/08

Motion approved to authorize the Finance Director to serve as “General Manager-In-Charge” when the General Manager is absent and unable to fulfill daily duties in the office.

Fines Policy 03.020.06 3/1/06

The ECC Building Codes Handbook shall be amended by changing Page 29, 504.1 to read as follows: “Environmental Control Committee rules or regulations with no existing fines shall be subject to a minimum fine of \$5.00 per day to a maximum of \$25.00 per day to be imposed at the sole discretion of the Environmental Control Committee, the ECC Chairman, or the General Manager.”

Fines Policy 04.188.10 4/26/10

Disregarding and blatant violations of CWL rules, Deed Restrictions and policies, after the third offense in 30 days, will result in each subsequent offense being doubled the fine for the third offense.

Fire Department Policy 06.090.02 06/24/02

Johnsville Fire Department is permitted to house a tanker truck in the old maintenance building.

Fire Department Policy 12.193.04 12/06/04

Approved motion that use of the maintenance building is extended to the Johnsville Fire Department for 10 years.

Fire Department Policy 07.215.10 7/26/10

Approve three year rental contract for Johnsville Volunteer Fire Department to rent bay at old maintenance building.

Fire Hydrant Expansion Program Policy 06.069.14 06/23/14

Approved motion to implement a fire hydrant installation plan in accordance with the “Candlewood Lake Fire Hydrant Expansion Program” to expand the number of hydrants on CWL property in the years 2014, 2015, 2016. This would include the installation of 3 fire hydrants in 2014 at locations marked on the “Fire Hydrant” attachment at a cost not to exceed \$13,000 with funds from Capital Fund.

Firewood**Policy 12.180.01****12.03.01**

The following change has been accepted and added to the ECC Handbooks. Also indicated that it is for Unit 4 only and is per Health Department code: All firewood must be stacked in a neat fashion 6 inches off the ground.

Financial Report**Policy 05.91.126****5/10/91**

The Board shall receive at each regularly monthly meeting statements showing the financial position of the Association as of the last day of the preceding month.

The Finance Director shall be responsible for the submission of the monthly financial report.

Said report shall include obligations incurred last month and to date by account, expenditures last month and to date by account, and funds received last month and to date by source.

Fish Rules & Regulations**Policy 07.90.96****7/19/90**

The limit on size and quantity on Bass shall be – minimum length 14 inches and 6 in quantity per day. Crappie – no size limit - 20 per day; Catfish – 16 inches in length – 6 per day except Bull Heads. They can take them all. Any fish beyond limit on size or undersize, fisherman subject to \$25.00 fine per fish per violation, excluding fish that might be snagged or were going to die anyway.

Flowers for Board Members**Policy 04.91.105****4/25/91**

Approved motion that a planter of live flowers shall be sent whenever any Board Member is in the hospital.

Garages**Policy 12.212.95****12/5/95**

Approved motion that the ECC shall not permit garages to be built prior to construction of a house, mobile home or dwelling.

Garage drains**Policy 01.04.03****1/20/03**

Approved motion that no interior garage drains are permitted. Slip drains in front of garage doors will be permitted. (New Construction)

New modulars and trailers must have series smoke detectors.

New basement must have floor drains along with sump pumps.

Garage Sales**Policy 06.066.16****06/27/16**

Garage sales or moving sales are permitted on any weekend between May and October as determined by the Board of Trustees.

THIS POLICY SUPERSEDES ALL OTHER BOARD POLICIES ON GARAGE SALES.

This period will be a time when people from outside Candlewood can come in for the event.

Permits must be purchased from the office for a minimal fee of \$5.00. Allow those who participate to put a sign at the intersection of their road and in front of their home not to exceed the size of 18" x 24". All signs are restricted to the days of the sale only. Signs must be removed by the person who put them up and must have the person's unit and lot number on the sign. Garage Sales are allowed at residence only and cannot be permitted on bare lots.

A special permit may be issued in the case of moving sales at the discretion of the General Manager.

If a permit is not obtained, you will be fined \$15.00.

Garage Sales-Food Sales**Policy 07.080.09****7/27/09**

Approved motion to authorize the following procedure for future garage sales in Candlewood Lake:

A person, who has a commercial food license, and wishes to sell food in Candlewood Lake during the garage sale times, shall go to the Candlewood Lake Office and get approval for the garage sale days only.

Garage Sales – Parking and/or restricting traffic Policy 06.083.14**06/23/14**

Approved a motion to not allow parking restrictions at homes that have Garage Sales.

Gates**Policy 01.07.94****1/31/94**

Approved motion that any person who claims that our gates have damaged their vehicles will be informed to file a claim with their insurance company.

Gates**Policy 10.144.05****10/24/05**

Approved motion that when a visitor come to the Main Gate and wants to be admitted to Candlewood Lake the following procedures must be followed:

1. If the visitor has a seasonal pass, they shall be admitted.
2. If a member of their representative has left the name of the visitor with security, the visitor must then be registered with Security and a Guest Pass issued.
3. In the case of an Open House, Security must be notified in writing of the Open House stating the unit and lot number of Open House. The visitors coming to Candlewood to view the Open House must then register with Security and a temporary pass will be issued.

All registration requires the following information:

1. Name (verified by drivers license)
2. License plate number

Gates**Policy 03.036.08****03/24/08**

Approved motion to replace Gate C and redesign the entrance/exit as recommended by the Security Committee and Maintenance, with cost allowed up to \$8,000.00, paid from the Reserve Fund.

Gate Cards**Policy 02.011.11****02/7/11**

Motion approved to charge \$5.00 each for all gate cards to new members and offer a refund for up to two (2) gate cards to the owner transferring property to new owner within thirty days of property transfer as recommended by the Finance Committee.

Gate Cards/Remotes**Policy 07.081.12****07/23/12**

Motion approved to allow each household to purchase up to seven (7) gate control devices for the new gate system with each card costing \$5.00 and each clicker costing \$25.00.

Gate Cards**Policy 08.108.12****8/27/12**

Motion approved to give 2 gate cards for the current gate system to new members at no cost as of the date the new gate system was approved. (see policy 06/25/12 below).

Gate Cards**Policy 10.130.12****10/22/12**

Motion approved to issue one gate card to a new property owner purchasing a lot from Candlewood and to take the cost of the card out of the sale proceeds.

Gate Cards **Policy 06.068.14** **06/23/14**
Approved motion to replace the old style gate key fobs with the same style until the inventory is depleted. At that point, old style key fobs will be replaced with a gate card at no charge to the member.

Gates – New Gate System **Policy 06.065.12** **06/25/12**
Approved motion to purchase a new gate control system as described in the bid from Viper Protection Services and six new gate arms for a total cost not to exceed \$33,000 from the Capital Fund.

Gate – New Gate System **Policy 09.119.12** **9/24/12**
Approved motion to purchase and install siren activated gate entry modules personnel to enter CWL.

Gates – New Gate System Timeline **Policy 07.082.12** **07/23/12**
Approved motion for possession of gate cards as discussed and documented at meeting and to establish a tentative timeline for the transition to the new gate system as presented with an actual change over date of ~~October 1, 2012~~. (see 09.117.12 below)

Gates – New Gate System Timeline **Policy 09.117.12** **09/24/12**
Approved motion to move the change over date for the new gate system from October 1, 2012 to October 15, 2012.

General Manager Approval Authority **Policy 06.081.08** **6/23/08**
Approved motion to increase in the spending limit of the General Manager from \$2000 to \$5000 as recommended by the Finance Committee.

General Manager Contract Expense Cap **Policy 10.119.09** **10/26/09**
Approved motion to authorize a board approved expense cap, up to 10% over the original cost approved by the Board for expenditures, in order to allow for contingencies as recommended by the Finance Committee to enable the General Manager to authorize payment.

General Manager – Lift Station Pumps **Policy 06.204.10** **6/28/10**
Approved motion to allow the General Manager the authority to purchase lift station pumps as needed without the approval of the Board of Trustees. Timing of when pumps are needed and the process of approval from Finance and Board is too lengthy and the pumps are needed to conduct normal business.

General offense **Policy 12.160.99** **10/25/99**
Approved motion that whoever shall engage in conduct, that violates the By-Laws, deed restrictions of Board Policy shall be considered an offender even though there is not a CLO that specifically covers the violation. The fine for violation is \$25.00. All such violations can be appealed to the Security Committee and if not satisfied to the Board of Trustees.

Green Areas **Policy 01.016.98** **01/12/98**
Approved motion to grant Sprint an easement on our Green Area by gate D for an access point.

Green Areas **Policy 02.013.01** **2/26/01**

Approved motion to place Unit 10, Lots 62 and 250 into Green Area and file petition with Morrow County to reduce the current tax rate.

Green Areas **Policy 03.043.03** **3/7/03**

Approved motion that the following lots are assigned into "Green Area" for perpetuity:
Unit 2 - Lot 360, Unit 7 - Lot 266, Unit 10 - Lots 43-204-205-211-261-360, Unit 9 – Lots 15-18-19-207.

Grinder **Policy 03.91.061** **3/21/91**

Motion approved that any maintenance problems between the grinder and the dwelling will be the responsibility of the property owner.

Hours of Operation **Policy 07.098.03 & 07.068.13** **7/15/03 & 7/22/13**

Motion approved that the office be open on Saturdays from 8:00 A.M. to 12 Noon effective August 2, 2003 through October, restarting on the 1st Saturday in April.

Operating hours at Candlewood Lake Association are to be 8:00 A.M. 4:30 P.M. Monday through Friday. Lunch will be on half an hour.

7/22/13 Motion failed to change above policy.

Hours – Property **Policy 09.92.238** **9/24/92**

Motion approved that, due to the increased use of Candlewood Lake parks and common areas, the Board of Trustees has determined the need to establish operating guidelines for the parks and common areas. All park and common areas within the Candlewood Lake Subdivision shall have the following operating guidelines.

1. The Main/RV Lodge shall be open at 8:00 A.M. every day. The closing time for the Lodges shall be 10:00 P.M. unless other arrangements have been made.
2. All other parks and common areas shall be closed at dusk unless proper arrangements have been made in advance.
3. Due to the fact that sound carries throughout Candlewood because of the lake, the noise level of any activity must be maintained at a moderate level. It shall be the responsibility of the Security Officer to enforce these regulations.

House Checks **Policy 12.173.03** **12/8/03**

Approved motion

- A. That random house checks be done approximately once per week by Security.
- B. That there be no charge for house checks.
- C. That this is to be done with the understanding that there are two reasons this can only be done as a random service.
 1. Availability of time by Security
 2. Random checks serves as an element of surprise, rather than a routine check.
- D. That members will sign a risk and release form provided by Candlewood to release Candlewood Lake Association, Candlewood Security, Morrow County Sheriff's Department, County Commissioners and all associated with Security of Candlewood Lake. This form must be signed to qualify for this service.

02/05/07

Motion approved increase liability insurance from \$2,000,000 to \$4,000,000 for directors and officers at a total cost not to exceed \$3,400.

10/27/14

Approved motion to allow Bresco Boardband to provide wireless internet services within CWL at the rate schedule provided.

03/23/15

Approved a motion to allow Bresco Board and Solutions to install a transmitter on the CWL water tower in accordance with guidelines presented for the purpose of providing internet service to the members.

4/20/91

Approved motion that investment of Board funds may be made by the Finance Director when operating within the constraints of Association C C's & R's and Board policy, provided that no commitment of this Board may be put in default at time due but be paid properly and promptly. Policy requires that the Finance Director place money at the highest interest bid.

The Finance Director upon approval of the Board may make investment of the Board funds.

The Finance Director shall include in the monthly report to the Board all cash in all funds on deposit as well as all investment assets of the Board.

The Board also requires that the Finance Director report to the Board monthly the total interest earned to date this fiscal year, the types and amounts of each investment and the interest earned on each, and the transactions occurring since the last report.

Funds of the Board may be withdrawn from approved public depositories or negotiable instruments owned by the Board may be sold before maturity only with prior approval of the Board.

The ByLaws of the Association specify that any or all of the Association's money shall be deposited in the name of and to the credit of the Association with such depositories as may be designated by the Board of Trustees.

12/7/09

Approved motion to establish a “Satellite” Kiwanis club in CWL.

07/26/10

Approved motion to reserve the donations collected at this year's Labor Day event to be used at next year's Labor Day event.

4/25/11

Motion approved to implement the lake level monitoring policy as follows and as recommended by the ECC Committee:

1. Water height gauges will be installed at the North and South Docks. These gauges would read lake level increases up to 3 feet and decreases up to 1 foot in 2 inch increments.
2. Security will monitor these gauges every 30 minutes 24/7 during any heavy rain event.

3. Security will notify the General Manager when the lake level has risen more than 4 inches.
4. The General Manager will make the decision whether or not to open the lake drain.

Lake Security – Volunteers Board **Policy 12.262.10** **12/13/10**
 Motion approved allowing volunteer CWL members in good standing to be trained to man the security boat as recommended by the Security Committee. Once trained, these volunteers would be authorized to issue citations to any member violating Candlewood Lake Boating rules or boating CLOs.

Lake Security – Volunteer Observers **Policy 03.038.11** **03/28/11**
 Motion approved to allow trained volunteers to observe from the shoreline and notify security of any boating violations as recommended by the Security Committee.

Lake – Wake Enhancement Devices **Policy 12.265.10** **12/13/10**
 Motion approved to prohibit the use of wake enhancement devices on Candlewood Lake to artificially enlarge the wake a boat produces as recommended by the Security Committee.

Lawn Length **Policy 07.091.11** **7/25/11**
 Approved motion to set a lawn length limit of ten inches for residential members and Unit 4 members with RVs on their lot as recommended by the ECC Committee.

Leaves **Policy 09.113.16** **09/26/16**
 Approved motion to examine options to burning leaves for the members in CWL and to expedite and offer options to the members.

Leaves **Policy 10.142.16** **10/24/16**
 Approved motion to allow the General Manger to implement a leaf removal schedule for property owners and set a rate not to exceed \$65 for 3 pickups or \$25 for each pickup.

Local Purchasing **Policy 08.91.187** **8/8/91**
 Approved motion that the Board recognizes its position as a major purchase in the county, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the county from established merchants. The Board authorizes the Finance Director to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when their quotation is competitive, freight charges are a factor, maintenance service may be required or promptness of delivery is a consideration provided that all policies pertaining to purchasing are duly observed.

Lodge - Main Lodge **Policy 10.101.06** **10/23/06**
 Motion approved to adopt new Main Lodge Rental policy. (see Main Lodge Rental & Usage Policy Agreement)

Lodge - Main Lodge **Policy 09.176.06** **9/16/06**
 The upper floor and the Main Lodge may not be rented on Memorial Day or Labor Day weekends, i.e. Saturday, Sunday, or Monday or the Fourth of July. If July 4th falls on a weekend, then it cannot be rented on Friday, Saturday, Sunday or Monday. (Effective 10/01/96)

Approved motion to place a moratorium on reclaiming lots at this time, but complete those currently in the process.

Lot Reclamation

Policy 02.022.11

2/7/11

Motion approved to take back lots only if the lots would be beneficial to Candlewood Lake. The sales committee and office leadership will review each request and recommend to the Board as needed.

Lot Reclamation

Policy 08.077.15

8/24/15

Approved motion to take back lot, at the option of the Board, when a property owner wants to give their lot back to Candlewood, the member's account must be paid current with no prior litigations (collections), and real estate taxes paid current with Morrow County. At that point, if it is decided that taking back the lot would be advantageous to Candlewood, the following guidelines would be followed:

- Have owned the property for over 20 years – 1 year of current assessments
- Have owned the property for 11-19 years – 2 years of current assessments
- Have owned the property for 2-10 years – 3 years of current assessments
- Have owned the property for less than 2 years – 4 years of current assessments

Lot Reclamation

Policy 10.091.15

10/26/15

Approved motion that all income derived from the lot take back program (08.077.15) go into the Capital Fund.

Lot Prices/First Tier Accounting

Policy 09.085.06

09/25/06

Approved motion to approve the Sales Committee's recommendation to increase selling price for first tier lots from \$10,500 to \$15,000. It was noted that the 25% discount still applies to the second lot. The commission remains the same. Everything but lakefront is 10%. (see 02.155.10 below)

Lot Prices/Increase

Policy 09.086.06

09/25/06

Approved motion to approve the Sales Committee's recommended price increase for Unit 2 Lots 155 and 156, and Unit 2 Lots 214 and 215 from \$9,000 to \$11,000.

Also, flag lots were discussed and it was determined there was a need to examine those.

Lot Prices/Decrease

Policy 02.155.10

02/8/10

Approved motion to reduce the selling price of CWL owned 1st tier and off shore lots by 50% as recommended by the Sales Committee.

Lot Prices/Increase

Policy 06.054.15

6/22/15

Approved motion to increase the price of the remaining two Turtle Island lots (10-178 & 10-187) from \$40,000 to \$75,000 as recommended by the Finance Committee.

Lot Price Unit 8 Lot 203 & 204

Policy 06.073.12

06/25/12

Approved motion to set the selling price of two lots owned by CWL at \$125,000. One lot is Lake Front and the other is a contiguous lake view lot. The final price is to be negotiated by the General Manager and the lots must be sold as a pair.

Lot Price Unit 8 Lot 203 & 204**Policy 09.124.12****9/24/12**

Approved motion to accept the offer of \$45,000 for a lake view property as presented to the General Manager by a Sales Committee member. The other lot next to this lot will be sold at a fair market value as determined by the General Manager.

Lot Sales**Policy 03.038.08****03/24/08**

Approved motion to approve the following recommendations from the Adhoc Lot Sales Evaluation Committee (items #8 of the twelve presented was not approved)

1. Referral Policy – Discussed but have no recommendation at this time.
2. Density Policy – The current policy of selling CWL lots, which are contiguous to a member's lot, at 50% discount for off-shore lots, and a 25% discount for a first tier lots should continue. However, it is recommended that a maximum of three (3) contiguous lots may be purchased at this discounted price.
3. Lot "On Hold" Policy – The committee recommends that the current "on hold" policy, of holding a lot for 30 days without any obligation on the part of the buyer, should be terminated. Any necessary extenuating circumstances can be written into the "Agreement to Purchase" Form.
4. First Tier Flag Lots – The committee recommends that any Flag lots with a 15 foot access from Candlewood Drive to the lot that lays behind the first tier lot is an off shore lot and should be priced as an off-shore lot.
5. ~~Selling of CWL lots by Realtors, who are CWL members, is permissible and encouraged. The selling Realtor should receive the same commission as is paid to the CWL Tour Guide.~~ (revised by Board Policy 08.100.16; see further for Lot Sale-Realtor below)
6. Survey to verify lot survey pins. The committee recommends any CWL lot sold after April 1, 2008 be surveyed for the purpose of locating and verifying that the lot pins are at the correct location. ~~Candlewood Assoc. should pay \$50.00 of the survey cost.~~ (see revised policy 04.043.12 below) They buyer will pay the balance of the survey cost, at the sales closing. The salesperson making the sale shall order the survey.
7. Lot "Take Back" Policy – After much discussion, it was the general consensus of the committee, that at this time, it was not in the best interest of Candlewood Lake Association to take back lots from members, with the exception of foreclosures.
8. ~~Unit 10 waterfront lots—There appears to be some confusion and possibly some misunderstanding regarding the "no dredge" policy that was established by the Board at the time the 10 lots were placed back into the Lot Sales Inventory. The committee believes that the issue can be clarified and helpful if the Board would adopt a statement that the passageway around Turtle Island will be kept navigable.~~
9. The committee also recommends an additional "Open House" Day and that the dates be established at a later date upon the recommendation of the Sales Committee.
10. Candlewood Lake Assoc. currently has 464 lots for sale. Of these 464 lots, 118 are contiguous to other unsold lots. There are 43 groups of contiguous unsold lots. It is the recommendation of this committee that several of these lots be put together and sold as larger lots, at a reduced price. This concept will continue to promote green space and it can be used as an advertising and promotional tool.
11. There are currently 28 unsold CWL lots located on Candlewood Blvd. This committee recommends that the Board consider removing all 28 unsold lots from the sales inventory. This action would further promote green space on our entry road which we feel would continue to assure a positive first and lasting impression of Candlewood Lake.

12. Finally, this committee urges the Board to consider establishing a special day for which Candlewood Lake can be well known. It was suggested that possibly a day that would feature an Antique and Classic Car Show, a 5K Run and several other activities to draw people from north and central Ohio to Candlewood Lake. The Realtors have volunteered to chair the event. A budget would have to be established to take care of advertising.

Lot Sales **Policy 04.042.12** **04/23/12**
Approved motion to raise the commission to 7.5% on waterfront lots and, in the event the lake property values return to \$75,000 per lot, then the commission will be restored to 5%.

Lot Sales **Policy 12.138.12** **12/03/12**
Approved motion to place 20% of all future lot sales into the Reserve Fund.

Lot Sales **Policy 12-097-15** **12/7/15**
Approved motion to add a 2% charge to lots purchased with a credit card effective 12/8/15 and to be calculated on the amount being charged on the credit card as recommended by the Finance Committee.

Lot Sale – Realtor **Policy 08.100.16** **08/22/16**
Motion to amend Board Policy 03.038.08 Item #5 to read: Selling of CWL owned lots shall be sold by the Sales Committee. Realtors shall refer any and all lot sales to the Sales Committee. A referral fee of 2% of the purchase price or \$150, whichever is less, will be paid to the real estate broker or agent for referring a person or persons who purchases a CWL owned lot. The Sales Committee member selling the lot will receive commission for the sale of the lot as approved less the amount paid to the Realtor as recommended by the Sales Committee.

Lot Sales – Survey **Policy 04.043.12** **04/23/12**
Motion approved for Candlewood to pay \$100 of lot survey cost and the new buyer to pay the balance of the cost.

Lot Sales – Remove from Sales List **Policy 07.075.16** **7/25/16**
Motion approved to remove Unit 4 Lot 166 and Unit 4 Lot 367 from the sales list. Lot 166 has sewer lines running through the property and lot 367 has a large valley in the lot and is not suitable for RV.

Lot Sales – County Auditor Sale **Policy 07.078.16** **7/25/16**
Motion approved to remove all past due assessments owed on accounts that are sold at Morrow County Auditor sales.

Main Lodge Beach **Policy 04.007.06** **4/1/06**
The General Manager's recommendation to permanently close the Main Lodge Beach was accepted. There will be a "No Swimming" sign posted and grass planted in the area.

Membership **Policy 10.146.08** **10/27/08**
Approved motion to amend Bylaw Article 3, Section 4 by establishing a limited membership classification to provide outside water and waste water serviced from Candlewood Lake utilities.

Mileage Reimbursement **Policy 06.076.11** **6/27/11**

Approved motion to use the federal mileage reimbursement rate for reimbursing mileage associated with conducting CWL business as recommended by the Finance Committee.

Mileage Reimbursement-ECC Chair **Policy 07.090.11** **7/25/11**

Approved motion to reimburse all Candlewood mileage expenses incurred by the chairman of the ECC Committee as recommended by the ECC Committee.

Mobile Homes **Policy 09.090.147** **9/20/90**

Approved motion that the ECC committee shall send a letter approved and signed by the Board that they have 30 days to bring their mobile home up to presentable conditions and correct any problems or Candlewood will go in and either remove it or repair it at their cost. Whatever the cost, it will be a lien on the property. If they don't respond beyond 30 days then there will be a \$10.00 fine per day until it is corrected.

Mobile Homes **Policy 03.021.06** **03/1/06**

Approved proposal has been adopted for the ECC Manual to have section 404.15 amended to read, "All mobile homes shall have masonry skirting with permanent frost footings under them, effective April 1, 2006" with appropriate language to be drafted by the ECC Committee.

Morrow County Heath Dept **Policy 02.002.11** **02/07/11**

Motion approved to enter into an agreement with Morrow County Health Department to establish the Main Lodge as a mass medication dispensing point in the event of a catastrophic biological incident.

Motorized Vehicles – Unit 10 **Policy 04.044.16** **4/25/16**

Motion approved to place signs at all entrances to Unit 10 green space that read "No off Road Riding – Fine will be \$100 per occurrence" as recommended by the Security Committee.

No Smoking **Policy 07.084.00** **7/24/00**

All Candlewood Lake buildings are no smoking areas.

Off Road Vehicles **Policy 08.104.16** **8/22/16**

Motion to approve a moratorium on registering off road vehicles from November 1, 2016 to March 1, 2017 to allow the Security Committee to review the current rules.

Oil & Mineral Rights **Policy 04.049.12** **04/24/12**

Motion approved for Bylaws committee to explore the oil and mineral rights and at the appropriate time, it be presented to the membership for a vote prior to any action being taken by the association. *The following is further clarification of the motion as approved by the Board at the July 23, 2012 meeting: The Board (1) will require a vote of the members before any sale of any mineral rights, (2) to request the Bylaws committee to begin the process of investigating a bylaw change requiring a vote of the members for any sale of mineral rights, and (3) to implement a committee to investigate the issues regarding fracking.* 07.076.12

Oil Well **Policy 12.149.12** **12/03/12**

Motion approved to retain Attorney Snider to pursue the lawsuit against Maram and the Oil Well lease.

Open House – Community Wide **Policy 04.048.15** **04/27/15**
Motion made and approved to make the Candlewood Lake Open House an annual event on the last Sunday of June each year.

Outdoor Furnaces **Policy 10.127.14** **10/27/14**
Approved motion to declare a moratorium until December 2, 2014 on the building of outdoor furnaces in CWL until more research is completed regarding chimney height requirements for furnaces of that style.

Outerbanks Subdivision **Policy #SBM** **06/07/06**
Approved motion to accept the agreed judgment entry filed in Morrow County Courts on June 5, 2006 as presented.

Outerbanks Subdivision **Policy 07.042.06** **07/24/06**
Approved motion to approve the resolution for the Cutrupi Development and Outerbanks Subdivision annexation as follows:

WHEREAS the Cutrupi Development Corporation sought membership into Candlewood Lake Association under its own terms, and

WHEREAS Candlewood Lake Association Board of Trustees desired the membership of the homeowners of the Cutrupi's "Outerbanks Development" part of the former Harmon property, and

WHEREAS Candlewood Lake Association requested its own terms, and

WHEREAS negotiations occurred with both sides being represented by counsel, and

WHEREAS agreement took place and the court so ordered, and

WHEREAS the Candlewood Lake Association Bylaws require a vote of the membership for ratification of changes to the Bylaws, and

WHEREAS a vote was taken in full compliance with the Bylaws and the vote demonstrated a clear approval of the membership for annexation of the subdivision into the Association and allowance for the operation of a restaurant in the subdivision,

BE IT HEREBY RESOLVED that the Trustees unanimously accept the terms of the court ordered agreement and fully comply with it and with the wishes of the members as demonstrated by the balloting.

Outerbanks Subdivision **Policy 10.102.06** **10/23/06**
Motion approved to approve the Outerbanks Development Unit 12, Lots 1-16 upon the Engineer's approval.

Outerbanks Subdivision **Policy 12.163.08** **12/08/08**
Approved motion that the construction gate at Unit 12, Outerbanks Subdivision on County Road 40, be locked until the need for entry of heavy construction equipment, and that Candlewood Lake personnel only be given the key to the lock.

12/05/11

8/21/93

12/6/04

8/8/91

6/25/07

2/4/08

4/27/15

27

A list of members and dependents living in their residence must be kept on hand at the pool and at the Association Office.

SEASON GUEST POOL PASS: Non-transferable, seasonal guest pool passes will be permitted at a charge of \$35.00 a season.

CONCESSION FOOD: Concession food will be sold at the Main Lodge Pool. A Food Service Operation License must be obtained from the Morrow County Health Department and must be displayed in the concession area at all times. Only prepackaged food will be sold at the RV pool that does not require a Food Service License.

POOL RULES: Will be posted at both pools in a visible area for all swimmers to read.

ADULT SWIMS: The Main Lodge pool will be restricted to adult swim on Tuesdays, Thursdays, and Saturdays 11:30 a.m. – noon. The rope will be removed to allow lap swimming. Children are permitted during these designated swim hours but only for lap swimming. No horseplay, use of the diving board, or non swimming during this time.

REST PERIODS: Must be 18 years or older to be in the water during rest periods. Toddlers or younger may only be in the pool during rest periods if being held by an adult.

SWIM TEST FOR DEEP END: Anyone showing difficulty swimming will not be permitted in the deep end of the pool unless a swim test is passed. The swim test will be administered by a lifeguard on duty during rest period times only. If a swimmer fails the swim test, he/she must wait 24 hours before taking the test again. The use of floatation devices are not permitted in the deep end. No one is permitted to jump off the diving board into the arms of another person.

BABY POOL – Parent or the responsible individual must stay in baby pool area with child at all times; swim diapers are required.

SWIM LESSONS: Swim lessons will be provided for members and their dependents at the discretion of the General Manager.

MINOR ACCOMPANIMENT: Children under the age of 13 must be accompanied by a responsible person while at the pool. A responsible person should be a parent, guardian, adult, babysitter approved by the parent or guardian, or other person of a mature level to provide adequate supervision of the child. A Pool Minor Accompaniment Agreement must be signed by a parent of the minor(s). The parent must designate in writing a person at least 13 years of age to accompany and be responsible for their child when the child is at the pool.

RENTALS: The pool may be rented to members, only before or after regular hours, at a rate of \$2.50 per person attending the event plus a charge for each lifeguard of \$15 per hour. A refundable deposit of \$50 for damage or cleaning will be collected at the time of rental. Rental of the pools for swim meets must be approved by the Board of Trustees.

LIFEGUARDS:

- Must have current lifeguard and CPR certification accepted by the Morrow County Health Department.
- Lifeguards on duty are to enforce the pool rules and must notify the pool manager with any difficulty in enforcement.
- Lifeguards are the persons in charge, and have authority to ask anyone to leave who is not obeying the rules of Candlewood Lake or pool rules. Lifeguards are required to inform the pool manager on duty before asking a member to leave. Improper behavior, foul language and rule infractions are some of the reasons for being asked to leave.
- 15 year olds may be hired as lifeguards under the following conditions:

- Must have a current and valid lifeguard and CPR certification.
- When school is IN session, 15 year old lifeguard cannot:
 - Be employed before 7:00 a.m. or after 7:00 p.m.
 - Work more than 3 hours on any school day
 - Work more than 18 hours in any school week.
 - Work during school hours, unless employment is incidental to a bona fide vocation training program.
- When school is NOT in session, 15 year old lifeguards cannot:
 - Be employed before 7:00 a.m. or after 9:00 p.m.
 - Work more than 8 hours per day.
 - Work more than 40 hours per week.
- The pool manager or assistant manager must be present while 15 year old lifeguard is working.

WATER AEROBICS: Water Aerobics will be offered on days and times as approved by the General Manager.

MEMBER POOL PARTIES: Member pool parties must be approved by the Board of Trustees.

RV POOL : RV Pool will be closed when the outside temperature is 70 degrees or lower and the weather forecast does not indicate a significant increase in temperature. A sign will be placed on the RV pool gate indicating that swimmers should access the Main Pool.
(prior Policy #04.037.07 and reinstated 08.078.15)

Pool Operating Hours-Saturdays Policy 04.035.16 4/25/16

Motion made and approved to open the Main Lodge Pool and the RV Lodge Pool two hours earlier on Saturdays as recommended by the Pool Committee. This would make the operating hours 10:00 a.m.-8:00 p.m. during the regular pool season. The Board will re-evaluate this change at the June 28, 2016 Board meeting. **(See Pool Opening Hours-Sundays 06.060.16)**

Pool Operating Hours – Holidays Policy 04.036.16 4/25/16

Motion made and approve to open the Main Lodge Pool and the RV Lodge Pool two hours earlier on Memorial Day, July 4th, and Labor Day as recommended by the Pool Committee. This would make the operating hours 10:00 a.m.-8:00 p.m. on these three holidays.

Pool Operating Hours – Sundays Policy 06.060.16 6/26/16

A motion was made and approved to continue the pool opening early on Saturday and Holidays and now to include Sundays to open at 10:00 a.m.

Pool – Foul Language Usage Policy 04.037.16 4/25/16

Motion was made and approved to warn a person on the first offense of using foul language at the Main Lodge pool and the RV Lodge pool. A second offense would be in violation of CLO-35 General Offense and the person/member will be fined under CLO-35. A third offense within 30 days of the first warning will result in a blatant offense fine and the person/member will be banned from the pool for 30 days.

Purchases Not Budgeted Policy 05.91.126 5/10/91

Approved motion to this end, the Board shall require that it approve, in advance, all expenditures of funds in excess of amounts budgeted for each and every item in the annual budget; all expenditures identified as the restricted funds; all transfers from one fund to another; any

purchases that would exceed the major line amount appropriated by more than \$500.00 or was not contemplated in the budget adopted. The Finance Director may place other expenditures provided a sufficient amount is available in the budget for subsequent transfer by the Board to cover the purchase.

When the proposed purchase would exceed the appropriation by more than \$500.00 and up to as much as \$600.00, the order may only be placed upon the approval of the Finance Director.

In the event of an emergency, which exists whenever the time required for the Board to act in accordance with regular procedures, would endanger life or property, the Finance Director may authorize a purchase order up to \$500.00.

It is not intended by this policy that “emergencies” be permitted to occur as a result of inadequate planning, delay, etc.

Any expenditure in excess of appropriation made in conformance with this policy shall be reported to the Board at the next meeting, with a recommendation of funds to be transferred to cover said purchase.

Quote & Bid Policy

Policy 10.167.04

10/25/04

Approved motion that it shall be the policy of the Board of Trustees and of the General Manager, to insure that the best pricing and highest quality of work is obtained on all repairs, improvements, services and capital projects. This policy shall also establish guidelines to insure that all pricing and bids are obtained in the highest ethical manner.

This policy shall set forth guidelines for their General Manager to identify those items for which competitive bids and sealed bids shall be obtained. This policy shall also establish guidelines for obtaining competitive bids and sealed bids. This policy shall also establish guidelines for the bidding procedures to be conducted in an orderly and efficient manner.

It shall be the duty of the General Manager to put into effect the guideline of this policy.

For whomever the Board approves expenditures to build, repair, replace, enlarge, and improve or for the purchase of capital outlay, the following guidelines shall apply. The General Manager shall complete a specification sheet outlining all required specifications and requirements. The General Manager shall obtain a minimum of three (3) bids for each expenditure over \$10,000.00. If at any time the General Manager is unable to obtain three written bids, he/she must put into writing any explanations as to the reasons why the required numbers of bids could not be obtained. His explanation should include all vendors/contractors from whom the bids were requested.

1. No Bids: No bids are required on amounts up to \$10,000.00 if approved in the budget or within the parameters of the budget.
2. Written Bids: A written bid shall be obtained on all expenditures of \$10,000.01 to \$15,000.00. A written bid shall be defined as a bid placed in writing. A written bid shall be binding for a specific period of time.
3. Sealed Bids: Sealed bids shall be obtained on all expenditures over \$15,000.00. A sealed bid is defined as a bid submitted to be opened at a specific time and place. A sealed bid shall be binding for a specific period of time. *

Procedure for Sealed Bidding

The General Manager shall furnish all bidders with the required information to insure that the bidding process is conducted in the highest ethical manner. This information should include but

not be limited to, the bidding specifications, written rules for bidding, return envelope marked "BID ENCLOSED" and any other information that may be required.

All bids shall be opened publicly at the time and place specified by the Board of Trustees. The lowest/or best responsible bidder shall by Board resolution be awarded the bid.

Whenever a bidder submits a bid and later claims a mistake, error or omission in preparing their bid, the bidder shall, before the bids are open, make know the fact and in such case the bid shall be returned unopened and the bidder shall lose the right to bid on that proposal. If for any reason Candlewood determines that a mistake has been made in the requirements, specifications or any part of the bidding information that was provided the bidders that may affect the outcome of the bidding process, all bids shall be returned to the bidder unopened and the bidding procedure shall start over.

BID/PRICE POLICY

A. Price quotes are to be obtained from up to three (3) vendors, if possible for all work or equipment in excess of \$10,000.00.

Brands, types of materials, make and/or other types of information should be specific so that quotes are comparable.

Warranty, completion or delivery dates should be requested of those who submit quotes.

Proof of workers compensation coverage and proof of liability insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence must be provided.

Environmental Protection not less than \$5 million per occurrence.

B. Sealed bid prices are to be obtained from up to three (3) vendors, if possible for all work or equipment in excess of \$15,000.00.

Brands, types of materials, make and/or other types of information should be specific so that quotes are comparable.

Proof of workers compensation coverage and proof of liability insurance in an amount not less than one million dollars (\$1,000,000.00) per occurrence must be provided.

C. For major construction projects, the architect or engineer that is employed by Candlewood Lake should prepare a contract. Candlewood's corporate attorney accepts the contract language and format of the American Institute of Architects (AIA) contracts. The AIA also has a standard form for "instructions to bidders", "the bid form", "change orders", and "application and certificate for payment". Proof of workers compensation coverage, and liability coverage of not less than One Million dollars (\$1,000,000.00) is required. In the case of larger projects where construction of a structure is the project, the contractor should be required to have property insurance in the amount of the contract, for work in progress, in case of damage or destruction of the property by fire or other event. All contracts for construction should have a retainage of 5 to 10% from all progress payments to be paid at the satisfactory completion of the job.

In case of large construction jobs where sub-contractors are likely to be used by the general contractor, an Original Notice of Commencement should be used. This document must be recorded with the County and be posted on the job. This prevents sub-contractors from filing against Candlewood if the general contractor does not pay them. Candlewood Lake shall be listed as additional insured.

D. Enclosed are examples of:

- a. Letter from attorney explaining notice of commencement, etc.
- b. Example of Original Notice of Commencement
- c. Contractor agreement for smaller jobs.
- d. Change order
- e. Application and certification of payment
- f. Request for sealed bid as used by Sprint. (Could be used for quotes, bids, etc.)

LARGER JOBS

E. All changes should be in writing. If there is an architect or engineer being used, the following procedure should be used:

1. Builder or owner requests change.
2. Whoever requests change is referred to the engineer or contractor.
3. Engineer or architect must agree with the changes.
4. The engineer or architect fills out the change order and signs it. It must be signed by the owner (Candlewood) and contractor.

Payment will made only after an application and certificate for payment is approved and signed by the architect or engineer and contractor.

Quote & Bid Policy: Policy 10.106.13 10/28/13

Motion approved to accept the new bid form as presented and recommended by the Finance Committee. (Form includes scope of work, description of product or service needed, dates, terms, and change specifications).

Real Estate Auctions Board Policy 09.92.245 09/24/92

Motion approved that there will be no auctions in Candlewood Lake by any real estate agency.

Real Estate Offer Policy 02.009.08 02/04/08

Motion approved motion to table the proposal from Harper Realty for the sale of 6.75 acres for \$33,750.00. More information and discussion is needed. Additionally, a sale of this type would require membership vote for approval.

Recycling Policy 09.122.16 09/26/16

Approved motion to partner with DKMM to place an 8' x 24' recycle container at the back of the Association office for recyclables as recommended by the ECC Committee.

Registration Boat/Utility Trailers Policy 03.04.98 03/16/98

Motion approved that boat and utility trailers within Candlewood Lake property must display a state license plate or a 5" by 8" white metal plate with black lettering with the property owners unit and lot number in letters 3" high.

Registration-all within CWL Policy 02.026.94 02/21/94

Motion approved that all boats, autos and other vehicles may not be parked or stored on Candlewood property or on property owner's property without having current Candlewood, State or other required registration sticker, numbers or license.

Procedure:

1. Owner shall be notified of violation as soon as practical.

2. Twenty days after written notice, a second notice shall be sent notifying owner that fines will be imposed after ten days from the date of the second notice, thirty days after the first notice.
3. After a total of 30 days, a fine of \$3.00 per day shall be imposed and is collectable through normal legal collection action and will become a charge against the owners' property if owner is at that time a property owner.

Rip-Rap **Policy 03.033.08** **03/24/08**
 Approved motion that requires rip-rap to be maintained 24" above and as far below water level as practical. Sea walls must be 24" above normal water level, or may be built up to correspond to the height of surrounding grade.

Rockaway Pond **Policy 12.213.96** **12/02/96**
 Approved motion that piers may be installed by property owners with lots extending into the pond at Rockaway Drive, but shall extend out no further than 4 feet from the shoreline. The length shall be at the discretion of property owners with approval from the ECC. This is effective immediately.

Rockaway Pond **Policy 12.214.96** **12/02/96**
 Swimming is not permitted at the pond on Rockaway Drive.

Rustic Campground - Seasonal **Policy 09.087.06** **09/25/06**
 Approved motion to delete seasonal camping requirements from the CWL information book as recommended. This is to permit seasonal campsites to be rented for daily campsites and daily campsites to be rented seasonally, which allows for the rental of any open campsite.

Rustic Campground Security **Policy 09.111.00** **9/25/00**
 Approved motion that persons with seasonal lots are allowed to leave campers in place if they sign a waiver and pay the next season's fee in advance. This fee is non-refundable. Campers may not occupy the camper during the off-season.

Rustic Campground Security **Policy 06.92.143** **06/13/92**
 Approved motion that members are allowed to reserve no more than two weeks in the PC Area for a non-member.

Rustic Campground Security **Policy 09.126.94** **09/19/94**
 Approved motion that the PC Campground will be closed on October 31st for the season.

Rustic Campground Security **Policy 04.050.05** **4/25/05**
 Approved motion that the number of units on an individual campsite in the P.C. Campground is limited to 2 habitable units consisting of 1 camping unit and 1 tent or 2 tents as recommended by Security Committee.

Rustic Campground **Policy 02.008.11** **02/7/11**
 Motion approved to raise the Rustic Campground seasonal rate to \$500.00.

School Bus Service **Policy 03.94.01** **03/21/94**
 Approved motion:

2. All CUT BACKS into the lot land must comply with Items one (1).
 - A complete work plan with drawings and descriptions in writing so that ECC will understand the process. Plans must show how the lake will be protected during construction of the cut back. All plans are to be to scale and no smaller than 11 inches by 17 inches.
 - If the cut back will effect any other lot, common property or diminish the aesthetic appearance of the subdivision, that must be noted and described.
 - If dredging or cutting back occurs, the disposal of earth or dredging must also be described and approved by ECC.

Signatures Required Administration Policy 10.108.06 10/23/06

Approved motion to have at least one Board member sign all checks.

Sign Permit Policy 10.155.03 10/27/03

The sign permit form is to say that the General Manager shall approve all permits. The rest of the form shall stay the same.

Signs – For Rent Policy n/a 08/22/11

“For Rent” signs must follow the normal procedure in obtaining a sign permit and be allowed.

Skiing Policy 04.061.98 4/20/98

No water skier is allowed to “drop off” or “take off” from behind the island (North end) nor the West side of the island. Should a skier fall, the rope should be pulled in, and the skier picked up and taken beyond the Beach Pavilion.

Snowmobiles Policy 03.016.06 03/01/06

Approved the addition of snowmobiles to the official list of motorized vehicles as presented.

Snowmobiles Policy 03.017.06 03/01/06

Approved motion to eliminate, under Snowmobile Rules and Operating Procedures, Item #8, depth of snow must be 3 inches and Item #9, Operating Hours to change from 8:00 a.m. to dark.

Solicitation by Members Policy 01.007.095 01/16/95

Approved motion to allow members of Candlewood Lake to solicit other Candlewood residents. These solicitations are limited to non-profit charitable organizations. These would normally be church and school related, as well as organizations such as United Way, American Cancer Society, and other such organizations.

South Woods Park Policy 09.092.13 9/23/13

Approved a motion to develop South Woods Park at a cost not to exceed \$2,500 as recommended by the Long Range Planning Committee. The area is approximately 25 acres of woods located immediately south of Unit 8 in the area of Minarette Drive. It is to be developed in stages over the next 1-3 years. Stage 1 in 2014 and would include an entry drive and parking area and a basic ½ mile walking path through the wooded area. Stage 2 would include an additional 1.0-1.5 miles of interconnected walking paths through the woods and surrounding area as labor becomes available 2015-2016. Maintenance department will labor. Costs would be entry drive and parking area materials. Entry drive will be through Unit 8 Lot 51. Initial parking would be for 8 cars with more to be added as needs increase.

South Woods Park	Policy 08.104.14	8/25/14
Approved a motion to change the name of the South Woods Walking path to the South Woods Nature Trail as recommended by the Long Range Planning Committee.		
Spec Homes	Policy 10.169.04	10/25/04
No contractor shall have more than three (3) speculation homes at one time.		
Sprint Contract	Policy 09.159.04	09/27/04
Motion approved to enter into an exclusive contract with Sprint for DSL (high speed Digital Subscriber Line) and other services. Individual services will be determined by the individual members.		
Sports Camps	Policy 02.160.10	02/8/10
Approved motion to prohibit sports camps from operating within the borders of CWL.		
Storage	Policy 09.91.216	09/21/91
Approved motion that R.V.'s may be stored at the Maintenance Building area during the winter season at their own risk.		
Storage	Policy 10.132.14	10/27/14
Approved motion to not allow storage and/or parking of boats, trailers, etc. on the west side of the maintenance building in the maintenance area and all items currently parked there will need to be removed within 30 days.		
Strategic Planning	Policy 06.069.07	06/25/07
Approved motion to appoint six members for a Strategic Planning Committees, with duties presented, and have the Board President appoint officers. (Attachment F 2006.06.25)		
Strategic Planning Administration	Policy 02.015.08	02/04/08
Approved motion to abolish the Strategic Planning Committees and eliminate duplication of duties of the Long Range Planning Committee.		
Stump Dump	Policy 04.044.05	04/25/05
Approved motion that the Stump Dump be closed.		
Survey of Members-Lake Demand	Policy 02.007.11	02/07/11
Motion approved to include a Candlewood recreational facility demand survey and instructional letter in the February 2011 Chronicle and offer the prize of one month's free assessments to one of the participants selected in a drawing to be held at the annual meeting May 14, 2011 as recommended by the Long Range Planning Committee.		
Toilets-Composting	Policy 03.040.14	3/24/14
Motion approved that composting toilets are not allowed in Candlewood Lake as recommended by the ECC Committee.		
Tour Guides/Sales Committee	Policy 06.110.04	06/28/04
Approved motion approving Tour Guide and Sales Committee regulations.		

Transferring Property**Policy 09.91.230****09/26/91**

Approved motion that;

1. It will be the responsibility of the owner of the property or the owner's authorized agent to make sure that all required procedures are followed when transferring property. However, in the event the current owner fails to satisfy these procedures, the new owner will responsible for their completion.
2. In order to transfer property the following documents or procedures need to be completed:
 - A. A copy of the recorded deed or land contract in the new property owner's name(s), with a current tax mailing address must be given to the Candlewood Lake Business Office.
 - B. Certifications that all charges owed to the Association are current or being properly completed. All unpaid charges remain with the property.
 - C. That gate cards have either been transferred to the new owner, turned in or paid for if lost or missing.
 - D. A new property information form (POA) has been completed by the new owner.
 - E. A signed Representation and Agreements form by the new owner has been completed.
3. It will be understood that the new owner will not be entitled to any privileges of membership until the above has been completed and is on file in the office.
4. These procedures will be satisfied in any transfer of association property including association.

Trash Pick-Up**Administration****Policy 06.202.10****06/28/10**

Motion approved to include the trash billing of \$10.00 per month in the monthly assessments of all full and part time residents of CWL. This will not include Unit 4 at this time. Billing will be after service is received. Non-payment of trash service will result in loss of privileges as defined in By Laws. Consideration will be given to seasonal residents.

Unit 4 - R.V. Area**Policy 10.91.263****10/10/91**

Approved motion therefore it is resolved that the following Building Codes are put in place.

1. The Enclosed Porch shall not exceed the length of the R.V. that is placed on such lot and at no time shall the maximum length of such building exceed 24 feet.
2. The Enclosed Porch shall not exceed 8 feet in width.
3. The maximum height shall not exceed more than 1 foot above the R.V.

Unit 4 - R.V. Area**Policy 04.053.02****04/15/02**

Year round living is not permitted in Unit 4. All lots in Unit 4 are designated seasonal recreational campsite lots for travel trailers and recreational vehicles. Unit 4 will be open for recreational use from April 1st through October 31st. No permanent occupancy will be permitted. The permanent resident currently living year round will be allowed to stay year round, however, should ownership ever change, the lot and or structure will revert to recreational living only at the designated dates set by the Board. Permits will be issued for special living conditions as set by the Board of Trustees.

Unit 4 - R.V. Restrooms**Policy 09.129.05****9/26/05**

Approved motion to notify maintenance to turn off the hot water and lower the heat in the two R.V. area restrooms starting the November 1st for the winter months.

Unit 4 – Registering RVs**Policy 07.095.11****07/25/11**

Motion approved to authorize General Manager to implement a program to register RVs annually in Unit 4.

Unit 4 Structures**Policy 12.17.97****01/02/97**

~~Motion approved that no structure be built in Unit 4 other than open decks or screened-in enclosures.~~ (replaced by 06.065.07 below) No room additions or other structures designed primarily for living quarters shall be constructed. Separate storage sheds are permitted as in the past.

Unit 4 Structures**Policy 06.065.07****6/25/07**

Approved motion to accept ECC Code update for Unit 4 as recommended by the ECC. Discussion followed related to foundation inspection, material specification, etc.

Unit 4 Structures – Camper Roof Over**Policy 07.091.07****7/23/07**

Motion approved to change 9.0.1 final line about camper roof permit to have an effective date of September 1, 2007 with a cost of \$125 per permit.

Unit 4 Structures – Camper Roof Over**Policy 06.049.13****6/24/13**

Motion approved to grandfather current camper roof overs in Unit 4 and for ECC to clarify the permit with specific wording regarding specific length allowed.

Unit 4-Water Hydrant**Policy 10.126.11****10/24/11**

Motion approved for General manager to proceed with the implementation as presented and discussed regarding bringing Unit 4 water hydrants into EPA compliance. Unit 4 members will receive a letter within 30 days outlining the implementation plan.

Vehicles**Policy 04.077.04****04/26/04**

Approved motion due to the amount of damage to members and Candlewood Lake properties and because of the growing number of complaints being filed by property owners, the Board of Trustees hereby requires that all motorized vehicles be operated only on the designated roads of Candlewood Subdivision. For the purpose of this policy, motorized vehicles are identified as: snowmobiles, A.T.V, dirt bikes, golf carts, mopeds, go carts, gas or electric scooters.

Vendor Relations**Policy 08.91.187****08/08/91**

It is the purpose of this policy to implement the intent of the Board to limit strictly the interest that officers and employees of the Board may have in purchases or contracts of the Board.

No member of the Board shall have any direct or indirect pecuniary interest in any contract of the Board or be employed by the Board. It shall not be considered a pecuniary interest where a member who is a shareholder, but not director or officer, or a corporation owning not more than 5 percent of the stock of such corporation files with the Treasurer an affidavit of this status with the corporation.

Members of the Board and its authorized agents shall observe the following guidelines in transactions for the Association.

All persons as afore defined shall decline gifts from any individual, group or entity doing, or desiring to do, business with the Board, and shall refrain from soliciting funds or material from

If any property owner fails to comply with this resolution, the property owner shall be subject to such discipline as the Board of Trustees has determined based on recommendations of the Environmental Control Committee.

Water/Sewer

Policy 08.113.94

08/15/94

Approved motion that financing of water and sewer tap-ins is discontinued by Candlewood Lake Association.

Water/Sewer-Backflow Cross-Connection Control

Policy 02.009.97

02/17/97

Revised

Policy 07.069.13

07/22/13

TO PROVIDE AN EFFECTIVE MEANS FOR PROTECTING THE PUBLIC WATER SYSTEM FROM CONTAMINATION, DUE TO BACKFLOW OF CONTAMINANTS THROUGH THE WATER SYSTEM.

Whereas, Section 6109.13 of the Ohio Revised Code requires protection of the public water system from contamination through any connection, whereby water from a private, auxiliary or emergency water system may enter the public water system; and

Whereas, Section 3745-95-06 of the Ohio Administrative Code requires protection of the public water system from contamination due to backflow of contaminants through the water service connection; and

Whereas, the Ohio Environmental Protection Agency requires the maintenance of a continuing program of cross-connection control, which will systematically and effectively prevent the contamination of all potable water systems; and

BE IT ORDAINED BY THE TRUSTEES OF THE CANDLEWOODLAKE ASSOCIATION, INC. STATE OF OHIO

SECTION 1. That if, in the judgment of the Utility Supervisor or General Manager, an approved backflow prevention device is necessary for the safety of the public water system, the Utility Supervisor or General Manager will give notice to the water consumer to install such an approved device immediately. The water consumer shall at his/her own expense install such an approved device at a location and in a manner approved by the Utility Supervisor or General Manager and shall have inspections and tests made of such approved devices as required by the Utility Supervisor or General Manager.

SECTION 2. That no person, firm, corporation shall establish or permit to be established or maintain or permit to be maintained any connection whereby a private, auxiliary or emergency water supply other than the regular public water supply of Candlewood Lake Association, Inc. may enter the supply or distributing system of said municipality, unless private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the Utility Supervisor or General Manager of Candlewood Lake Association, Inc. and by the Ohio Environmental Protection Agency.

SECTION 3. That it shall be the duty of the Utility Supervisor or General Manager to cause surveys and investigations to be made of industrial and other properties served by the public by the public water supply where actual or potential hazards to the public water supply may exist. Such surveys and investigations shall be made a matter of public record and shall be repeated as often as the Utility Supervisor or General Manager shall deem necessary.

SECTION 4. That the Utility Supervisor or General Manager of Candlewood Lake Association, Inc. or his/her or its duly authorized representative shall have the right to enter at any reasonable time any property served by a connection to the public water supply or distribution system of Candlewood Lake Association, Inc. for the purpose of inspecting the piping system or systems thereof. On demand of the owner, lessees, or occupants of any property so served shall furnish to the Utility Supervisor or General Manager any information, which he/she may request regarding the piping system or systems or water use on such property. The refusal of such information, when demanded shall, within the discretion of the Utility Supervisor or General Manager, be deemed evidence of the presence of improper connections as provided in this ordinance.

SECTION 5. That the Utility Supervisor or General Manager of Candlewood Lake Association, Inc. is hereby authorized and directed to discontinue, after reasonable notice to the occupant thereof, the water service to any property wherein any connection in violation of the provisions of this ordinance is known to exist, and to take such other precautionary measures as he/she may deem necessary to eliminate any danger of contamination of the public water supply distribution mains. Water service to such property shall not be restored until such conditions shall have been eliminated or corrected in compliance with the provisions of this ordinance.

SECTION 6 This ordinance shall take effect and be in force and after the 17 day of February, 1997 as adopted and revised by the Board of Trustees of the Candlewood Lake Association, Inc. State of Ohio.

Water/Sewer

Policy 02.027.97

02/17/97

The impact fee when CWL provides sewer service outside the physical boundaries of said subdivision shall be the same cost as the tap-in fee that is charged to property owners within the physical boundaries of the association. This impact fee shall be charged to each address whether numbered, lettered or unmarked. It shall be charged to each dwelling unit, separate business or any other address or building as deemed property by the association's Board of Trustees. Service can only be provided when a contract acceptable to the person responsible for contracting for the service to the association's Board of Trustees is legally signed and accepted.

Water/Sewer

Policy 02.028.97

02/17/97

Approved motion to establish the sewer user rate for service outside of the Association's physical boundaries as two times the rate charged to sewer users within the physical boundaries of the association. This user rate shall be charged to each address, whether numbered, lettered or unmarked. It shall be charged for each dwelling unit in any multi unit building, each single dwelling unit, each separate business or any other address as deemed proper by the associations Board of Trustees. Service can only be provided when a contract acceptable to the person responsible for contracting for the service and acceptable to the association's Board of Trustees is legally signed and acceptable.

Water/Sewer

Policy 05.065.99

05/24/99

Approved motion that Candlewood Lake Association is required by the Environmental Protection Agency to take whatever action is required inflow of surface water into our sewer treatment system.

It is also required for the purpose of not building a sewer treatment plant larger, just to treat surface water. Inflow and filtration is a constant problem for all sewage collection systems. Candlewood Lake has an ongoing program of remediation.

This policy is specifically directed to all lots in Unit 4, The Recreational Vehicle Area, but could apply elsewhere if similar or the same conditions exist.

Sewer pipe risers will be required at every sewer connection where the opportunity for surface water infiltration exists.

Installation requirements are as follows:

1. Risers shall be installed in such a manner that no surface water runoff shall enter the riser. They shall consist of the following:
 - a.) Grade shall be established by CWL personnel at the time of installation, and shall be 5" or more above grade. All risers shall be terminated as designated by the CWL Utility Supervisor
 - b.) Riser pipe material shall be SDR35 sewer pipe of SCH 40 IPS water
 - c.) line or equivalent. All joints will either be by gasket joints or socket weld joint (glue).
 - d.) Each riser shall have either a screw out type plug (clean out cap) or a watertight gripper plug installed when not in use and after seasonal use.
 - e.) Camping units, homes, porches, or other structures connected to the riser that do not disconnect for seasonal use shall provide a watertight sanitary seal where the sanitary sewer connection is made.
 - f.) Alteration or cutting off approved risers and any other violation of this policy will result in a warning on the first violation. Subsequent violations will result in a \$50.00 fine and/or termination of service to said property until such time that corrective action has been taken.

Water/Sewer

Policy 07.112.03

07/28/03

Approved motion that Jack Lehman will be billed a monthly water user fee for the four facilities located on County Road 40 (the store, the house, the marine and the office building) at the minimum single-family amount of \$20.23 per month for each facility, at total of 81.40 per month effective September 1, 2003. Each facility is to be metered for water usage.

Water/Sewer

Policy 12.197.05

12/05/05

Approved motion that the prevailing rates for water and sewer subscribers shall include the provision that non-members of Candlewood Lake Association and/or subscribers who use these utilities on property that is not a part of Candlewood Lake shall pay tap-in fees and usage rates two times those of Candlewood Lake members. This will be effective immediately.

Water/Sewer

Policy 10S.136.08

10/09/08

Approved motion that any entity or person who is not a member of Candlewood Lake Association and connects to Candlewood Lake Utilities will abide by the same rules and receive the same percentage of increases for services as Candlewood Lake members.

Water/Sewer

Policy 10.151.08

10/28/08

Approved motion to approve the Sewer Service Agreement between CWLA and the Girl Scouts of Heritage Trails Council.

Water/Sewer

Policy 06.053.13

06/24/13

Approved motion to provide water service to the Girl Scouts of America in accordance with the contract as presented and recommended by the Utility Committee. Approved amended motion to add minimum usage and 30 day time limit on contract offer.

Water/Sewer **Policy 04.053.09** **04/27/09**
Approved motion to accept Northmor Sewer Contract with CWL as written..

Water/Sewer **Policy 06.051.13** **06/24/13**
Approved motion to provide sewer and water service to North Morrow Farms in accordance with the contract as presented and recommended by the Utility Committee. Approved amended motion to add minimum usage and 30 day time limit on contract offer

Water/Sewer **Policy 10.133.12** **10/22/12**
Motion approved to accept the sewer service agreement for the Lehman complex as presented with changes as discussed.

Wetlands/Settling Pond Study **Policy 02.019.11** **02/7/11**
Motion approved to move forward with a wetland/settling ponds feasibility study regarding the 23 acre area between the single lane bridge and County Road 29.

Wetland/Settling Pond **Policy 03.033.11** **03/1/11**
Motion approved to give authority to General Manager Jim Hostetler to sign the agreement with the Partners for Fish and Wildlife Habitat Development Agreement once it has been presented to Candlewood Lake Association Inc. and reviewed and approved by Candlewood Lake's attorney.

Wetland/Settling Pond **Policy 03.034.11** **03/1/11**
Motion approved to give authority to Jim Hostetler the General Manager and Bob Miracle as Board President to pursue the permits needed for the settling ponds/wetlands.

Wetland/Settling Pond **Policy 04.058.11** **04/25/11**
Motion approved to pursue the possibility of the native Ohio prairie land development in unit 10 green space. This would be done at no cost to CWL.

Wetland **Policy 02.002.12** **02/6/12**
Motion approved to give approval to Ted Napier for open discussions with any agencies necessary to pursue a grant for wetlands areas to be developed on the unfarmed sections of the CWL Rhodebeck Farm.

Wetland **Policy 03.027.12** **03/26/12**
Motion approved for Ted Napier to initiate a formal request for funding from the Ohio EPA for a wetlands area between the two tillable farm fields owned by CWL.

Wood Cut on Lots by Asplundh **Policy 02.012.14** **2/10/14**
Motion approved to allow property owners to have until December 31, 2014 to stack or remove any wood on their lot that was cut by Asplundh. No citations will be issued regarding removal of wood cut by Asplundh until that date. Normal Candlewood rules say that the wood from a tree cut in CWL must be cleaned up within 30 days. This situation will be monitored and policy

may be adjusted over the next 12 months as deemed appropriate by the Board for this one time cutting by Asplundh in CWL.

(Note: Asplundh is a subcontractor of Consolidated Electric to trim or remove trees from power lines and ash trees. Asplundh has been present in CWL from October 2013-middle of March 2014 on this one time project.)

Work Barge

Policy 08.120.03

08/25/03

Approved motion that CWL Work Barge will be rented to members for rip rapping their lakefront lots at the rate of \$25.00 per day.

Zoning

Policy 06.60.07

06/25/07

Approved motion to accept the written communication from the Morrow County Commissioners regarding Candlewood Lake zoning and to place it on file in the Association office. It was defined as stating that because Candlewood Lake's rules and regulations are stricter than those established by Morrow County. It will not be necessary to comply with Morrow County Zoning regulations, but Candlewood Lake should use their own.