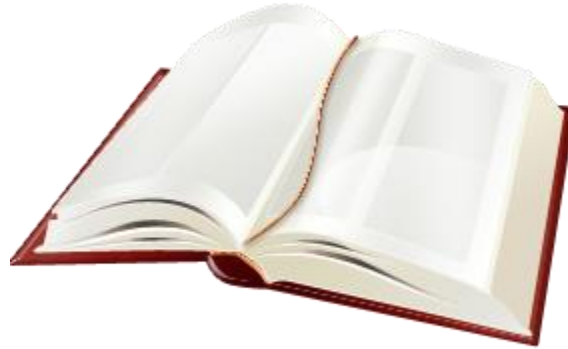




Candlewood Lake Association, Inc.



Board of Trustees

Policy Book

Updated through April 2022



UTILITIES:

Grinder

Policy 03.027.17

Any maintenance problems between the dwelling and grinder will be the responsibility of the property owner. If the grinder pump is beyond the member's property line, Candlewood is responsible for the pipe between the dwelling and the property line and the grinder.

Grinder Service Fee

Policy 12.02.21

Following a proper motion by Trustee Schubert, a second, and discussion, the Candlewood Lake Association, Inc. Board of Trustees accepts by a vote of 5 in favor and 1 opposed the recommendation of the Utilities Committee to create a new policy to address repeatedly plugged residential grinders and levy a fine(s) based on repeated incidents of a plugged grinder pump due to non-compostable material jammed in the grinder pump at a CWL residence will result in:

- First occurrence – Written warning.
- Second occurrence - \$250 fine.
- Third occurrence - Full cost of a new grinder pump installation.

All fines will be levied against the named property owner. Should a plugged grinder station be shared by more than one member, then (a) each property owner sharing the grinder will be notified in writing with each instance of an assessment of the grinder by CWL Utilities personnel, and (b) the fines will be shared equally among the members utilizing that grinder station.

Operational Metrics

Policy 08.24.2020a

Adopt water and sewer operational metrics and associated measures, and to comply with the State of Ohio's expectations regarding public water supplier metrics and measures as outlined in the CWL Utilities Performance Management document dated August 2020.

Water/Sewer

Policy # N/A

No one who is attached to or hooks into the Candlewood system shall introduce anything into the system except the usual household sewage and wastewater.

AND BE IT FURTHER RESOLVED:

No runoff water, water from water furnaces, hot tubs, pools or the like shall be introduced into the system since this will dilute the treatment effect.

AND BE IT FURTHER RESOLVED:

Although this policy has been in effect since the establishment of the sewer system in 1984, it has never formally been made a part of the Board of Trustees minutes as such. Property owners who are presently not in compliance shall be given up to six (6) months to comply with this procedure.

AND BE IT FURTHER RESOLVED:

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-Backflow Cross-Connection

Control Policy 02.009.97

Revised Policy 07.069.13

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

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

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

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



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- 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 10S.136.08

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.

FINANCIAL:

Assessment

Policy 02.036.91

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

Assessment

Policy 01.015.00

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.

Budget

Policy N/A

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 ensure 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 05.126.91

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.

Budget Planning

Policy 09.113.18

The Finance Committee shall prepare and present to the Board an annual budget for adoption at the February Board meeting.

Check Signer Authorization

Policy 10.147.08

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

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.

Collection Policy:

Policy 08.104.18

Improved lot:

- Step 1 – Send late notice on 1st for any unpaid accounts on the 30th of prior month (Net 30)
- Step 2 – Day 50 Issue a letter of intent to shut off water and sewer (via mail) if not paid in full in next 10 days
- Step 3 – Day 60 disconnect any accounts that have not been paid or made written payment arrangements
- Step 4 – Day 90 send to Collections

Unimproved lot:

- Step 1 – Send Late Notice on 1st for any unpaid accounts on the 30th of prior month (Net 30)
- Step 2 – Day 60 Send Final Notice
- Step 3 – Day 90 Send to Collections

Collection Fee

Policy 06.01.21

A fee of 33% of a member’s delinquent balance to be added to the total request for reimbursement from the member for any account referred to Candlewood’s attorney for collections. This amount is in addition to any delinquent assessments, fine or other fees and shall be added to the members account upon reaching Step 4 of the Collection policy for improved lots and Step 3 of the Collection policy for unimproved lots.

Collections-Foreclosure

Policy 06.075.11

CWL to 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

CWL can 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.

Debt Service

Policy 05.063.02

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

Fees

Policy 12.143.98

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 - Permit & Fees

Policy 12.201.05

\$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 is to be put into a special fund for roads.

Fees – ECC Fines

Policy 09.01.20

ECC fines will reoccur every 60 days until the violation is corrected.

Financial Policy

Policy 022210



The Candlewood Lake Association, Inc. Board of Trustees accepts the recommendation of the Finance Committee to adopt a set of financial policies as presented to the Board in the document attached to this motion. (See Financial Policy Book approved 2/28/22 SBAR 022210)

Financial Report

Policy 05.126.91

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.

Fund Names

Policy 022214

The Candlewood Lake Association, Inc. Board of Trustees accepts the recommendation of the Bylaws Committee to place on the 2022 Annual Meeting ballot an action seeking membership approval of the proposed bylaws amendments provided here relating to the financial recordkeeping for funds of the Association. (As indicated on SBAR 022214)

General Manager Approval Authority

Policy 06.081.08

The spending limit of the General Manager is \$5000,

General Manager Contract Expense Cap

Policy 10.119.09

An expense cap, up to 10% over the original cost approved by the Board for expenditures, in order to allow for contingencies, is given to the General Manager.

HOA Lien

Policy 07.01.20

Motion passed to authorize the General Manager to sign as agent for an HOA Lien.

Investments

Policy 04.91.098

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.



Local Purchasing**Policy 08.187.91**

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.

New Member Fee**Policy 07.01.21**

The new member fee is to be paid by all new members of CWL upon purchase of their first property in CWL or who has not owned property in CWL within the last 12 months. The fee is to go into the reserve fund of CWL. All exceptions for payment of this fee due to different ownership types must be approved by both the General Manager and the Board President.

Petty Cash**Policy 08.91.187**

The Board recognizes the convenience of a petty cash fund affords in the day-to-day operation of the Association, but the Board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The Board authorizes the establishment of imprest (revolving type) petty cash funds in the care of the following persons and in the following amounts:

RESPONSIBLE TITLE – Financial director

AMOUNT - \$200.00

Purchases Not Budgeted**Policy 05.91.126**

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

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 ensure 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 \$10,000.00 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 ensure 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

All bid form shall include scope of work, description of product or service needed, dates, terms, and change specifications.

Vendor Relations

Policy 08.91.187

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 vendors, however worthy the purpose. All business-related gratuities are specifically prohibited except nominal value advertising items widely distributed.

In interviews with salesmen, no one who is not a member of the central office staff shall commit himself, by implication or otherwise, on preference for any product, the Board's source of supply for any product, or give any information regarding performance or price which might in any way embarrass the Board or its representatives.

All vendors must have clearance through the central office prior to making any contract with personnel on the property. All communication with suppliers shall be through the central office except in special cases where technical details make it advisable to delegate authority to others. A copy of all correspondence shall be forwarded to the Finance Director.

AMMENTIES:

Beach/No Smoking

Policy 07.092.07

"No Smoking" signs will be placed on the beach and playground areas.

Boat Storage

Policy 07.089.99

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.

HARMON LODGE

Lodge - Main Lodge

Policy 10.101.06

A new Main Lodge Rental policy is in effect. (see Main Lodge Rental & Usage Policy Agreement)

Lodge - Main Lodge

Policy 09.176.06

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)

Lodge – Main Lodge

Policy 02.025.14

Members are required to notify Security prior to use of the lower level of the lodge by a CWL member in good standing and, when notifying security, let them know whether or not you plan to use the fireplace.

Lodge – Main Lodge

Policy 02.026.14

Persons 18 years and younger, unless accompanied by a parent or guardian during their time inside the main lodge, are not permitted in the lower level of the lodge. Also, youth 18 years and younger are not permitted to use the fireplaces in the lodge and that noncompliance this policy will result in a fine up to \$250.00.

Pool Policies

See Pool Policy Book (originally adopted 04.2022) for up-to-date policies

Hours – Property

Policy 09.238.92

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

Security:

Boat Registration

Policy 09.082.06

Each person registering a boat will be given a copy of CWL boating rules and 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



Citations & Appeals**Policy 022207**

Should any future Board-approved citation issuing decision be made, that citation process and its related appeal process shall also fall under this unified guidance.

Further, any past relevant Board policy actions related to the issuing of citations and appeals shall be considered repealed.

Further, any bylaws, deed restriction, or Candlewood Lake Ordinance (CLO) relating to the issuing of citations and/or appealing a citation shall be reviewed and proposed amendments brought forward by the Bylaws Committee on or before March 21, 2022 for the Board of Trustees to consider taking to the membership for any required vote. (SBAR 022207)

CLO's & Rules**Policy 03.039.98**

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**

After the third offense in 30 days each subsequent offense is double the fine for the third offense for all blatant violations of CWL rules, deed restrictions and policies.

Gates**Policy 10.144.05**

The following procedures must be followed for visitors to CWL:

2. If the visitor has a seasonal pass, they shall be admitted.
3. 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.
4. 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 driver's license)
2. License plate number

Gates**Policy 10.01.20**

Fine for deliberating breaking any gate is increased to \$250.00 plus the cost of gate repairs. Morrow County Sheriff will be contacted at the discretion of General Manager.

House Checks**Policy 12.173.03**

Procedure for house checks:

- 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.

Registration-all within CWL

Policy 02.026.94

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.

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

Security/Summer

Policy 09.094.06

Approved motion to increase lake security during summer season to include Friday evenings, all day Saturdays, Sundays and holidays. Scheduled hours are from 8:30 a.m. to 9:30 p.m. on all days.

Security – video & audio recorder

Policy 03.024.13

Security staff shall record all traffic stops, boat stops, and call outs utilizing a body worn video/audio recorder. Video chips will be kept for 45 days or until an issue has been resolved

Security – Vehicle Registration Fee

Policy 10.106.19

Approved motion to institute a \$10 biennial vehicle registration fee to go into effect 3/1/20.

Administrative:

AEDs

Policy 07.067.15

AEDs will be maintained at 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, AEDs will be maintained at both the main and RV lodge and the lobby of the association office for use by association members. Candlewood's responsibility will be to maintain all AEDs per manufactures recommendations.

Barge Rental

Policy 022205

The Candlewood Lake Association, Inc. Board of Trustees accepts the recommendation of the General Manager to adopt the proposed policy, as presented to the Board on this date, regarding the use of work barges on Candlewood Lake.(See Barge Rental Form SBAR 022205)

Board Meetings (Agenda/Packets)

Policy 12.127.13

The Board agenda and attachments, excluding confidential information, will be placed on the CWL website for members by the Friday before a regular Board meeting.

Business – Operating within CWL

Policy 09.078.17

“Invisible Business” Consistent with Candlewood Lake Deed Restrictions and By-laws, any member wishing to operate a business within the boundaries of Candlewood Lake shall be operated in such a



manner to be “invisible” to the community. If at any time a member is observed to be operating a business in conflict with the intent of the community, they shall be referred to the Board for resolution.”

Committees

Policy 09.164.95

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

Communications

Policy 06.054.13

No public communication is to be displayed without the approval of the General Manager.

Contiguous Lots

Policy 06.67.03

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

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.

CWL Owned Facilities

Policy 022203

Candlewood Lake administration will ensure any structures to be constructed by CWL personnel or it’s contractors observe the existing ECC building codes and inspection schedule. Non-conformance shall be corrected before occupancy or utilization. (SBAR 0222203)

Document

Policy 07.210.087

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.

Employee Bonus Policy

Policy 12.03.21

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.

- Any full-time employee of CWL serving six (6) months to twelve (12) months would receive \$250.
- Any full-time employee serving one year, plus one day, receives \$500, plus an additional \$50 for each complete year of service.
- Permanent part-time employees serving one year and one day would be awarded \$250, plus an additional \$25 for each complete year of service.



All such service bonuses would be subject to all regular withholding and would be paid within the second pay period of the month of February each year. Each employee must be employed by Candlewood Lake Association as of January 31, 2022, and on January 31 of each subsequent year; and to implement this policy for bonus payouts in February 2022 and in the month of February in future years.

Garage Sales

Policy 06.066.16

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

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

Parking restrictions at homes participating in the garage sale will be not be enforced

Gates

Policy 01.07.94

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

Gate Cards/Remotes

Policy 07.081.12

Each household to purchase up to seven (7) gate control devices with each card costing \$5.00 and each clicker costing \$25.00.

Gate Cards

Policy 10.130.12

One gate card will be issued to a new property owner purchasing a lot from Candlewood and to take the cost of the card out of the sale proceeds.

Contiguous Lots

Policy 11.147.99

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)



Fire Department**Policy 06.090.02**

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

Fireworks**Policy 042206**

In honor of the late Jack Lehman, the Association's annual Fourth of July Fireworks will now be known as the Jack Lehman Memorial Fourth of July Fireworks and must be held on July 4th. (SBAR 042206)

Fish Rules & Regulations**Policy 07.90.96**

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.

Lawn Length**Policy 07.091.11**

The lawn length limit of ten inches is set for residential members and Unit 4 members with RVs on their lot.

Logo**Policy 07.02.21**

Policy defines: (1) the design of the Association's logo, (2) the Pantone Matching System matching colors of the Association, (3) how any mark shall be displayed and where, (4) which marks, if any, may be copyrighted or registers as service marks or trademarks, and (5) that the authority regarding the above rests with the Board of Trustees.

Lot Reclamation**Policy 02.022.11**

Lots will be taken back 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**

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**

All income derived from the lot take back program (08.077.15) go into the Capital Fund.

Lot Sales**Policy 03.038.08**

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. 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. The buyer will pay the balance of the survey cost, at the sales closing. The salesperson making the sale shall order the survey.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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

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

20% of all future lot sales will be placed into the Reserve Fund.

Lot Sales

Policy 12.097.15

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 Sales**Policy 06.066.18**

Future lot sales to any member must be in good standing with their assessments.

Lot Sales - Contiguous Lots**Policy 11.147.99**

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)

Lot Sales**Policy 022208**

No CWL-owned lots be sold (see exception below) until the Board of Trustees approves a comprehensive real estate development plan. (SBAR 022208)

Furthermore, CWL members in good standing with an existing CWL residence may purchase one of the approximately 150 single CWL-owned lots contiguous to their currently developed CWL lot. Should a resident, with a CWL-approved building permit, plan to build within the next 12 months from the date of the Board's action on this recommendation, a single contiguous lot may be sold to a member owning a then yet to be developed lot. Such sale would be an exception subject to potential approved by the Board of Trustees.

Furthermore, no double or triple lots owned by CWL shall be sold until the Board of Trustees approves a comprehensive real estate development plan.

Proof of Insurance**Policy 09.01.21**

All contractors including 1099 contractors must provide satisfactory proof of liability insurance protections, naming Candlewood Lake Association Inc as an additional insured, as well as Ohio worker's compensation insurance. These contractors shall attest in writing that all subcontractors they may engage in doing work for Candlewood Lake Association, Inc. also have liability insurance protection as well as Ohio worker's compensation insurance.

Property Plat Lines**Policy 12.01.21**

No allowing plat line amendments to be submitted to the Morrow County government without prior approval of the Association's membership.

Should the General Manager judge it is in the Association's best interests for the membership to vote on a proposed plat line amendment, the General Manager shall bring a written recommendation, with critical background information, to the Board of Trustees for its determination as to if a membership vote is warranted.

Further, the General Manager shall communicate within ten (10) business days of the adoption of this resolution in writing to the Morrow County Engineer that any requests for plat line changes within Candlewood Lake should be directed in writing by the Candlewood Lake General Manager on behalf of the Association.

Real Estate Auctions Board**Policy 09.92.245**

There will be no auctions in Candlewood Lake by any real estate agency.



Registration Boat/Utility Trailers**Policy 03.04.98**

All 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 owner’s unit and lot number in letters 3” high.

Rip-Rap**Policy 03.033.08**

All rip-rap is 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 12.214.96**

Swimming is not permitted at the pond on Rockaway Drive.

Snowmobiles**Policy 03.017.06**

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**

Candlewood Lake members can 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.

Sports Camps**Policy 02.160.10**

Sports camps are prohibited from operating within the borders of CWL.

Storage**Policy 09.91.216**

R.V.’s may be stored at the Maintenance Building area during the winter season at their own risk.

Storage**Policy 10.132.14**

No 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.

Transferring Property**Policy 09.91.230**

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.



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- 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.

Unit 4 - R.V. Area

Policy 04.053.02

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.

Variance -Setback Fee

Policy 022213

A fee of \$34 be charged to members receiving a variance for a setback to cover the cost of registering that setback change with the Morrow County Auditor's Office. (SBAR 022213)

Vehicles

Policy 04.077.04

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.

Lake Level Monitoring

Policy 04.053.11

The lake level monitoring policy is as follows:

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.

Lot ID Numbers

Policy 07.088.05

All lakefront lots having a dwelling and/or dock must display a unit and lot number sign on the roadside and the lakeside. All other properties having a dwelling must have a unit and lot number sign displayed on the roadside. Signs must conform to the standard of the signs that will be available at the Candlewood Lake Office.

Membership

Policy 10.146.08

Bylaw Article 3, Section 4 is amended to read by establishing a limited membership classification to provide outside water and wastewater serviced from Candlewood Lake utilities



Morrow County Health Dept

Policy 02.002.11

CWL has entered into an agreement with the 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

Signs shall be placed at all entrances to Unit 10 green space that read “No off-Road Riding – Fine will be \$100 per occurrence”.

No Smoking

Policy 07.084.00

All Candlewood Lake buildings are no smoking areas.

UNITS 5/6

Properties Parallel to Road

Policy 07.02.20

All new dwellings placed on lots in Unit 5 and 6 must be oriented parallel to the road. Any lot or lots, including single lots, that may be physically unable to meet the parallel requirement may be presented to the ECC Committee for consideration of a variance from the parallel building regulation. All property owners prior to July 27, 2020, will be grandfathered in and excluded from this requirement.