

# Candlewood Lake Association Committee Service Application

The Candlewood Lake Association depends on volunteers to help move the community forward. The Association has created a set of groups that are purposeful, offer advice to the CWL Board of Trustees, selective in appointing its members, and operate in conjunction with the overall goals of the Association. Volunteers are integral to CWL's vitality. CWL provides opportunities for members to share information and real-world experiences to advance the Candlewood community.



## Volunteers must be CWL members who are willing to:

- Participate in scheduled meetings
- Meet deadlines
- Attend and promote events related to goals
- Notify CWL when you are unable to attend meetings and events
- Serve as an CWL representative in the community and beyond
- Remain in good standing with the Association.

## Unsure you can be a successful volunteer?

- You will positively impact the CWL community if you possess the following:
- Knowledge that can influence the opportunities and goals of CWL
- Dedication to improving CWL
- Desire to enhance your leadership skills
- Willingness to listen to others' ideas and views
- Positive "ready to work" attitude.

## What will you get from the experience?

Participating as an CWL volunteer will give you the:

- Opportunity to pass on your expertise and knowledge
- Chance to learn from others
- Ability to make new contacts
- Chance to work on leadership skills
- Ability to impact your community.

## Volunteer Opportunities

You can directly affect the CWL lifestyle, stewardship, or governance through the following opportunities:

## Association committees:

- Bylaws and Official Documents
- *Chronicle* Newsletter
- Community Events
- Environmental Control
- Finance
- Lake and Siltation
- Long-Range Planning
- Maintenance
- Pools and Recreational Facilities
- Real Estate Sales
- Roads and Culverts
- Safety/Compliance
- Utilities
- Violations Review



There are opportunities to assist with landscaping, Fishing & Boating, and the Mt. Tabor Trail, as well.

The Candlewood Lake Association, Inc. Board of Trustees president reviews and approves, in consultation with the Board, each opportunity matching the needs of the committee with the interests and experiences of members in good standing. Resumes are welcome but are not essential. Individuals are not automatically appointed to a position. All committee members must be a CWL member and in good standing. With certain *CWL Committee Handbook* stipulations there may be a limit on the number of persons who may serve on certain committees at any one time. Terms for standing committee volunteers are three years and you may serve two consecutive terms. Chairs of standing committees serve for one year but may be appointed to a second one-year term. Ad hoc committees do not have term limits but may be expanded or closed at the discretion of the Board president. A *CWL Committee Handbook* is available for all members.



## Committee Descriptions/Responsibilities

**Bylaws and Official Documents (standing)** - This committee will monitor the Bylaws, Articles of Incorporation, and Deed Restrictions and recommend changes to the Board of Trustees and the members when and where necessary. This committee will establish procedures for voting by mail or at a meeting of the members.

**Chronicle Newsletter (ad hoc)** – In cooperation with the Community General Manager the committee oversees the editorial and advertising content of the newsletter and coordinates the newsletter’s production and distribution.

**Community Events (ad hoc)** -The Community Events Committee assists in the planning, execution, and post-production follow-up of each Candlewood Lake Association public social event.

**Environmental Control (standing)** - This committee’s responsibilities are limited to advising, assisting, and recommending to the Board of Trustees actions related to compliance with the Association’s environmental and architectural deed restrictions.

**Finance (standing)** - This committee’s responsibility is to advise, assist and recommend to the Board of Trustees on issues regarding the financial, insurance, and audit aspects of the Association. This includes obtaining the proposed annual budget from the Community General Manager, reviewing it, and making recommendations to the Executive Committee of the Board of Trustees to include a level of member assessments for funding the budgets.

**Long-Range Planning (standing)** - The committee’s responsibility is to advise, assist, and recommend to the Board of Trustees on matters relevant to the long-range vision of Candlewood Lake Association as derived from its members and to make recommendations over time to meet the vision which may include: new acquisitions, sale of property, identify sources of income for the Association, and long-range assessment of buildings, green areas, and all property owned by Candlewood Lake Association.

**Maintenance Committee (ad hoc)** - The purpose of the Maintenance Committee is to advise, assist and recommend to the Board of Trustees how the entire Candlewood Lake Association complex is maintained by management so that the community’s grounds and physical plant are proactively maintained in a cost efficient manner that is both functional and user friendly, resulting in a safe and attractive environment, which in turn promotes an atmosphere for full enjoyment of Candlewood Lake Association facilities.

**Pools and Recreational Facilities (ad hoc)** – This group advises, assists, and recommends to the Board of Trustees policies and practices involving the improvement, maintenance and repair.

**Real Estate Sales (ad hoc)** – Works with the General Manager to oversee the sales processes for Association owned lots.

**Roads & Culverts (subcommittee to Maintenance Committee)** - The purpose of the Road & Culverts Subcommittee is to advise, assist and recommend to the Board of Trustees policies and practices involving the improvement, maintenance and repair of roads and culverts in Candlewood Lake.

**Safety/Compliance (standing)** - This committee’s responsibility is to advise, assist and recommend to the Board of Trustees on issues regarding issues involving security and safety for the subdivision, as well as compliance with regulatory directives regarding safety and health.

**Utilities (standing)** – The committee’s responsibility is to advise, assist, and recommend to the Board of Trustees on issues related to all aspects of the operations, maintenance, and upkeep of the utilities operations of Candlewood Lake.

**Violations Review (ad hoc)** – Conducts appeals hearings for members who dispute a violation citation.



There are opportunities to assist with landscaping, Fishing &

Boating, and the Mt. Tabor Trail, as well.

# Candlewood Lake Volunteer Application

Yes, I want to make a positive impact to the Candlewood Lake Association community.

(Please print neatly)

Name \_\_\_\_\_

Address \_\_\_\_\_ Unit \_\_\_\_\_ Lot(s) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**My interests are marked below:**

- Bylaws and Official Documents
- Chronicle* Newsletter
- Community Events
- Environmental Control
- Finance
- Lake and Siltation
- Long-Range Planning
- Maintenance
- Pools and Recreational Facilities
- Real Estate Sales
- Roads and Culverts
- Safety/Compliance
- Utilities
- Violations Review



There are opportunities for landscaping throughout the Association's common areas, as well as for assisting with the Mt. Tabor Trail group, and volunteering with the Fishing & Boating Club.

I believe the following life and work experiences could be helpful to the Association:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your interest. You should receive acknowledgement of your application within 10 days of its arrival at the Association office.



**Mail:** Candlewood Lake Association • 7326 State Route 19, Unit 1507 • Mount Gilead, OH 43338 • **Phone:** 419-947-1138

• **Web:** [candlewoodlake.us](http://candlewoodlake.us)

**Questions?** Contact the CWL Office Manager at [info@candlewoodlake.us](mailto:info@candlewoodlake.us)

*See privacy practices on the last page of this application.*

## Privacy Practices

Please read the following Candlewood Lake Association privacy practices summary below and return to CWL either via email to [info@candlewoodlake.us](mailto:info@candlewoodlake.us) or deliver it to the office by mail or in person.

Privacy and the protection of personal information CWL is committed to respecting the privacy of its members, customers, and other stakeholders with whom we interact. Your contact information is normally shared with other members of your group and possibly the Board, to facilitate communications. CWL uses an open and transparent process for committees, and your involvement in this process may be publicly acknowledged. Please be assured CWL does not sell or share your contact information with other organizations for commercial purposes. If you have any questions about your status with CWL, concerns with how CWL uses your personal information; or wish to update your information or remove it from our contact lists, please visit our website or contact us at [info@candlewoodlake.us](mailto:info@candlewoodlake.us)

*Name (print)*

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*Signature*

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*Today's date*

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*Information in this document current as of 02/2023*