

# Candlewyck

## Homeowner's Handbook

Candlewyck Homes  
Association  
Revised October 31, 1991

Dear Candlewyck Resident,

The Board of Directors of the Candlewyck Homes Association would like to take this opportunity to thank you for your consideration in the selection of members of the Board. We thank you for your vote of confidence, and we intend to direct our efforts toward the attainment of maximum benefit from the recreational facilities for you, the homeowner.

The enclosed rules and regulations for the operation of the Candlewyck Homes Association recreational facilities have been drafted and adopted through the cooperation and teamwork of the Board and the Committees. This is not to say that any rule or action imposed by these documents is firm and not subject to recourse by the majority. Unless duly amended, these rules and regulatory documents will prevail.

Furthermore, any written proposal for amendment by any Association member will be considered by the Committees and Board of Directors. A decision will be reached and the concerned party will be informed. The Board of Directors meets the second Monday of each month at 6:30 p.m. at the Clubhouse. Any interested homeowner may obtain a place on the agenda to speak to the Board on any matter by contacting the Secretary prior to the meeting.

Obviously, in any community, no set of rules or standards will be pleasing to all of the residents. The Board will strive to act in the best interest of the Candlewyck residents, and in all matters of controversy the majority will rule. We encourage everyone to participate in the various community projects and committee endeavors throughout the year. Your involvement will make a difference.

We hope you enjoy the fine recreational facilities that Candlewyck has to offer. Please accept these rules and regulations and help us maintain an atmosphere in Candlewyck that will make each of us proud to say we live here.

This handbook is intended to remain at the property to which it was delivered. In the event of the sale or rental of the property, please remember that it is the owner's responsibility to give the handbook to the new owners or renters.

If at any time the Board can help you in any way, please advise. We look forward to serving you.

Sincerely,

THE BOARD OF DIRECTORS  
Candlewyck Homes Association

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## GENERAL INFORMATION

1. Business Manager - The Business Manager for the Homeowner's Association is Tommy Nasekos. He can be reached at home at 364-5503.
2. Board Meetings and Constructive Criticism or Requests for Action - The Board meets on the 2nd Monday night of each month in the Clubhouse at 6:30 p.m. unless otherwise stated in the newsletter. If a resident wishes to speak at a meeting, he should notify the Secretary so he can be put on the agenda. Any constructive criticism or requests for action should be put in writing and given to a Board member. When you request acknowledgement, the action taken will be communicated to you.
3. Newsletter - A newsletter is published once a month. Any item of news must be submitted in writing to the Editor by midnight on the Friday following the monthly Board meeting. The submittal must be signed with name and phone number.
4. Pool Schedule and Hours - Pool rules and hours are published in the newsletter each swim season. No swimming is permitted without supervision as the pool gates are closed and locked when lifeguards are not on duty.
5. Tennis Hours - 6:00 a.m. to 10:00 p.m. Electronic timers will allow court lights to be operated until 10:00 p.m.

## OBJECTIVES OF ASSOCIATION

The Articles of Incorporation generally establish the objectives for the Home Association. The Board of Directors feels that it should be guided by more specific objectives, and further, it should communicate these objectives to the membership.

The Association has four main purposes:

1. To provide maintenance services to the properties which it owns or administers.
2. To provide for preservation of the investment and enhance the value of the property owned by its members.
3. To provide for architectural control of the residents' lots and common areas.
4. To promote health, safety, and welfare of residents.

### GENERAL OBJECTIVES

1. Get as many members involved in the Association as possible.
2. Inform all homeowners of operation problems by involving them in the decision making procedures.
3. Move at a pace that is comfortable for the community.

### SPECIFIC OBJECTIVES - Association Membership

1. Be familiar with the Homeowner's Handbook.
2. Whenever given the opportunity, participate in the decision-making process.
3. Make all criticism but patient.
4. Be persistent but patient.
5. Assume the responsibility to get the job done.
6. Consider the effect of your actions on others.

## ARCHITECTURAL CONTROL COMMITTEE OBJECTIVES

The overall character and appeal of a community is established by the architects who design it and by the residents who foster and enhance it. The Architectural Control Committee is responsible for preserving the architectural integrity of that design. The function of the Committee will be to establish general architectural control standards and inform homeowners about those standards.

The architectural control standards must be broad enough to allow individual initiative and creativity, while at the same time, protecting the overall appearance and value of the homeowners' properties. To be effective, these guidelines must be adhered to by the homeowners and administered uniformly to all.

The ultimate objective of the Architectural Control Committee include the following:

1. To make all homeowners aware of the scope and nature of the architectural control guidelines, with special emphasis on those areas that require Board of Director approval. This is to be accomplished by presenting in each homeowner's manual that section of the covenants and restrictions applying to architectural control. The Committee is charged with the responsibility of receiving the processing for approval or disapproval all required plans submitted for alterations within the architectural control guidelines.
2. To serve as a guardian of all of the homeowners, while striving to be of assistance to the individual homeowner.
3. To provide the leadership in bringing to the Homeowner's Association any recommended projects which would beautify or enhance the overall aesthetics of the community.

## ARCHITECTURAL CONTROL POLICY GUIDELINES

The Architectural Control Committee is responsible for the administration of Articles VI, VII, and VIII of the Declaration of Covenants, Conditions, and Restrictions, which call for maintenance of yards, houses, additions/modifications to houses, separate additional structures, and driveways. Absentee owners are responsible for maintaining the yard and house exterior to the standards of the neighborhood. In compliance with these articles, the following rules will serve as a general guidelines for the Candlewyck community:

ARCHITECTURAL CONTROL POLICY GUIDELINES

(Continued)

1. ARCHITECTURAL CONTROL COMMITTEE

The Architectural Control Committee will consists of three (3) or more members appointed by the Association Board of Directors with the title of Assistant Vice-President of Architectural Control.

All alterations, additions or modifications to existing properties must have approval from the Architectural Control Committee. No work should begin until approval is obtained. The Architectural Control Committee will act only on written requests. The written request must include plans and specifications showing the nature, kind, shape, height, width, color, materials and location in relation to existing structure and property lines of the proposed modification. Request forms are available from committee members, or see page 7, Handbook.

If a request is rejected, the applicant may request reconsideration and is encouraged to present new or additional information which might clarify the request or demonstrate its acceptability. The applicant may appeal to the Board of Directors any rejected request for approval.

Approval of any request by the committee does not waive the necessity of obtaining the required county and/or city permits.

2. EXTERIOR ALTERATIONS, MODIFICATIONS TO EXISTING BUILDINGS, AND NEW STRUCTURES

Any addition, exterior alteration (including repainting), modification, or change to an existing building shall be compatible with the design character of the original building. Any new detached structure shall be compatible with the architectural design character of the community will be approved. The Architectural Control Committee will not approve metal utility buildings.

Minor additions, such as storm doors, storm window, or decorative shutters do not require approval.

## ARCHITECTURAL CONTROL POLICY GUIDELINES

(Continued)

### 3. FENCING

All fencing must be submitted for approval. Split rail wood fencing is the preferable type. Other types will be considered on an individual basis. Picket fences must conform to the following general guidelines: (1) Maximum height, 4'; (2) Slats to be minimum of 2" apart; and (3) Built out of material similar to white cedar or cypress. Wood screens for patios or decks will be approved if the design is in general conformity with the architectural design of the community. No fence or screen will be approved if its installation will obstruct sight lines for vehicular traffic. The Architectural Control Committee will not approve an application for the installation of chain link or other metal fencing.

### 4. AWNINGS

Awnings and/or sunscreens must be submitted for approval. Evaluations of these additions will be based on durability of materials, color coordination with parent structure and conformity with community aesthetics.

### 5. PLAYGROUND EQUIPMENT/PLAYHOUSE

Typical residential type playground equipment does not require approval. Such equipment must be placed between back line of house and back property line. "Playhouses," either prefabricated or built on site, whether on grade or in a tree(s), must be submitted for approval.

### 6. BOATS, TRAILERS AND CAMPERS

All boats, trailers and campers will be parked only at the end of driveways as far from the street as possible, or at an approved inconspicuous location in backyards, unless otherwise approved by the committee.

### 7. LAWN CARE, LANDSCAPING AND DECORATIVE PLANTING

#### A. GENERAL

Landscaping and planting in general do not require the approval of the committee. If the landscaping affects the existing proposed drainage alterations. Planting of any type on property easements that obstructs sight lines for vehicular traffic is not permitted.



ARCHITECTURAL CONTROL POLICY GUIDELINES

(Continued)

B. MAINTENANCE STANDARDS

All lawns must be mowed and trimmed on a regular basis to maintain a uniform height not to be exceeded eight (8") inches. All areas not readily accessible for normal mowing must be trimmed by suitable means also to a uniform height not to exceed eight (8") inches on a regular basis. Such locations include, but are not limited to curbs, walks, foundations, etc. Ground covers used in lieu of grass should be maintained in a manner appropriate to the type of cover used and must be kept free of weeds.

Perimeters of all natural areas must be mowed or trimmed on a regular basis to a uniform height not to exceed eight (8") inches. Normal lawn grasses such as fescue should not be planted nor allowed to grow in natural areas. If natural areas are mulched with bark or pine straw, such mulch must be maintained and replenished as required to maintain a uniform and attractive appearance.

Decorative plantings must be maintained in a manner appropriate to the type of plant used. Dead shrubs or flowers should be promptly removed and regular trimming must be applied where necessary, especially to shrubs.

All mulches must be replenished as necessary to prevent rain, wind, mowing, etc. from depleting their physical quantities and exposing soil, plastic sheeting, etc. Typical mulches are pine bark, hard wood bark and pine needles. Other types should be approved by the Architectural Control Committee.

8. ANTENNAE

Except for patio homes, where Article IX of Patio Homes Association covenants specifically prohibits T.V. antennae, conventional, chimney-mounted, boom-type antennae, 160 inches or less in length, used for receiving UHF, VJF or FM signals from Earth stations do not require approval.

Dish-type antennae, both solid and screen types, or any other antennae in excess of 160 inches in length, used to receive or send microwave signals from Earth or satellite stations require approval by the Architectural Control Committee.

ARCHITECTURAL CONTROL POLICY GUIDELINES  
(Continued)

9. REALTOR SIGNS

No realtor for sale signs or for sale by homeowner signs are allowed on the common areas specifically the entrances. Open House signs are allowed at the entrances **on the day of the open house only.** The Open House signs must be taken down at the end of the Open House.

10. PROCEDURES FOR RESOLUTION OF ARCHITECTURAL CONTROLS VIOLATIONS

- A. The Architectural Control Committee shall perform periodic neighborhood inspections (usually two times per month). A property shall be considered in violation if the committee has noted a violation or a formal written complaint noting a violation is received from another Candlewyck homeowner (and the committee verifies same).
- B. The Architectural controls committee shall submit a monthly report to the Board of all properties in violation.
- C. Once a property has been noted in violation the following procedure shall be followed:
1. An initial contact shall be made and the homeowner will be given the following timeframes to resolve the violation:
    - a. 7 days for yard work and items related.
    - b. 30 days to begin painting, structural, trim, or fencing changes or other modifications. (Once work has begun, completion should take place within 30 days).
  2. A secondary contact shall be made if the violation is not resolved in accordance with section 3-A and the Homeowners shall be given the following time frames to resolve the violation.
    - a. 7 days for yard work and items related.
    - b. 30 days to begin painting, structural, trim, or fencing changes or other modifications. (Once work has begun, completion should take place within 30 days).

ARCHITECTURAL CONTROL POLICY GUIDELINES  
(Continued)

At this time, if the violation is not resolved, the homeowner will be advised that the architectural controls committee will submit its recommendation to the board of directors for resolution.

3. The Board of Directors will notify the homeowner of its decision and direct the architectural controls committee to resolve the problem in accordance with the Board's decision.

ARCHITECTURAL MODIFICATION SUBMITTAL FORM

Name: \_\_\_\_\_ Site Visit \_\_\_\_\_

Address: \_\_\_\_\_ Verbal Approval \_\_\_\_\_

Telephone: \_\_\_\_\_ Written Approval \_\_\_\_\_

Date: \_\_\_\_\_

A. According to Article VI of the Declaration of Covenants, Conditions and Restrictions, any exterior addition or modification to a home must be preceded by submitting a request for approval to the Candlewyck Board of Directors. By supplying the below requested information to the Architectural Control Committee, a homeowner can help expedite the review and approval of proposed home modifications.

B. Type of Modification/Addition/Painting

- |   |   |
|---|---|
| <input type="checkbox"/> Fence            | <input type="checkbox"/> Garbage  |
| <input type="checkbox"/> Patio Screen     | <input type="checkbox"/> Home Addition                                  |
| <input type="checkbox"/> Deck             | <input type="checkbox"/> Home Exterior Painting<br>(Attach color strip) |
| <input type="checkbox"/> Utility Building | <input type="checkbox"/> Other _____                                    |
| <input type="checkbox"/> Carport          |   |

C. Description and/or specifications (color, size, materials, etc). For painting, please list manufacturer and color identification for reference by future owners.

D. Location

E. Attach plans, sketches, drawings, etc. as applicable.

Please refer to Homeowners Handbook for additional information.

## CLUBHOUSE - CABANA COMMITTEE

### OBJECTIVES

To maintain and manage the Clubhouse and Cabana in a manner reflective of the interest of the Association and thereby provide a suitable recreational facility for the Candlewyck residents and at the same time enabling the Association to reap supplementary income through rental of those facilities.

### RESPONSIBILITIES

1. Maintenance - Perform all maintenance required to ensure safe comfortable functioning of each building from foundation to roof, including all electrical, mechanical, telephone and plumbing services, excepting: (1) such housecleaning tasks assumed by the Pool Committee upon mutual agreement; and (2) the plumbing equipment (pumps, chlorinator and associated items) required for pool operation. Exterior lighting, except tennis court lights, the chalkboard/bulletin board and the garbage can rack are included in the delegated responsibilities or any additional improvements not herein stated.

2. Furniture - Maintain, clean and repair/replace all furniture items as necessary for beneficial usage of each building.

3. Housekeeping Items - Provide vacuum cleaner with tools, brooms, mops, sponges, etc. and necessary cleaning agents for general maintenance and rental clean up. All such items should be accessible. Provide a sufficient supply of toilet tissue, paper towels, trash bags (plastic bags), air handling system filters, light bulbs, etc. for both buildings. Furnish to Pool Committee all such items for which it, by prior agreement, is responsible for installing.

### CLUBHOUSE RULES

The Candlewyck Club may be used for various Association-centered functions as well as private functions hosted by a Candlewyck homeowner. The homeowner must be in attendance at all times during the function and make sure no adult or child enters the pool area.

## CLUBHOUSE/CABANA

(Continued)

1. Reservations for private usage can be made by contacting the clubhouse rental person no later than one week in advance of the time you desire to use the club. The use of the club for sample sales is prohibited. Reservations will be on a first-come first serve basis. If two or more people desire the club for the same date, the first person to make a reservation will be required to post a \$75.00 deposit and a \$25.00 rental fee in advance to hold the club for that specific date. Keys to the clubhouse are available from the clubhouse rental person and must be returned to that individual.

2. The procedure for cleaning the clubhouse following your usage and restoring it to the condition in which it was found is posted in the cabinet in the main room, and a copy will be given to you when a reservation is made. If you will read and follow this procedure, you can contribute greatly to reducing the cost of maintaining the clubhouse. In addition, if you will follow the procedure outlined, you should not have trouble qualifying for your deposit refund.

3. All furniture is for clubhouse use and must not be removed from the clubhouse.

4. It is the responsibility of the resident hosting a private function to have the clubhouse clean and in a presentable condition by 12:00 noon of the day following the function. This is especially critical when the clubhouse is reserved for Friday, Saturday, and Sunday nights consecutively.

### ASSOCIATION-CENTERED FUNCTIONS

1. There will be no deposit or charge required for Association-centered functions held at the clubhouse.

2. Sponsors of Association-centered functions will be responsible for clean-up as listed previously.

## CLUBHOUSE/POOL RENTAL

### CLUBHOUSE

1. You must be 21 years of age to rent the Clubhouse, and a member of Candlewyck.
2. NO ALCOHOLIC BEVERAGES are to be served to under age people.
3. Food that is already in the refrigerator should not be touched.
4. Any and all foods that you bring, especially perishables, should be removed either that evening or the next day before the pool opens for Candlewyck Homeowners.
5. The clubhouse is to be cleaned of all decorations, tables wiped, and floors in kitchen and clubhouse should be mopped. This must be done before the pool opens the following day.
6. To rent the Clubhouse you must contact the person in charge of rentals for payment of fees and rental procedure.
7. Occupancy of the clubhouse is 50 people.
8. A flat fee of \$25.00 will be charged for clubhouse rental. A security deposit of \$75.00 will be charged to rent the clubhouse to make sure no damages have occurred and the clubhouse is sufficiently cleaned. Perishable foods are to be removed and all trash is to be taken to the outside dumpster. After checking, a member of the Pool Committee will authorize a refund.
9. If you are scheduled to rent the clubhouse you will receive a phone call to remind you of fees and procedures.

### POOL RENTAL

1. You must be 21 years of age to rent the pool, and a member of Candlewyck.
2. NO ALCOHOLIC BEVERAGES should be served to under age people.
3. Check with Pool Manager about availability of lifeguards.
4. Contact the person in charge of rentals for payment of fees and rental procedures no later than one week in advance of desired rental date.

POOL RENTAL (Continued)

5. A flat fee will be charged of \$45.00 for pool rental which includes one lifeguard for two hours with 25 persons or less. For parties over 25 persons, an additional \$20.00 will be charged for an additional lifeguard.
6. A \$75.00 security deposit will be charged to rent the pool in addition to the rental fee. This security deposit will be refunded providing the rental only lasted two hours, no damages have occurred, and the pool area is thoroughly cleaned before the pool is scheduled to open for Candlewyck Homeowners. A Pool Committee Member will inspect the pool area, and will authorize the refund.
7. If you are scheduled to rent the Pool you will receive a phone call to remind you of fees and procedures.
8. The Pool closing date will be stated in the Candlewyck Newsletter. No Pool rentals may be scheduled after the date.

We do not rent the Tot Lot because we are not covered by insurance to do so.



## CLUBHOUSE AND POOL RENTAL AGREEMENT

I have reserved the clubhouse and/or pool (circle either or both) for the following date and time:

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The following rules apply to rental of Candlewyck facilities:

1. You must be 21 years of age.
2. You must be a resident of Candlewyck.
3. You must be present at all times while the facilities are rented.
4. No alcoholic beverages are to be served to anyone under the age of 21.
5. All food and beverages in the clubhouse refrigerator prior to your use of the facilities shall remain in the refrigerator and not be consumed.
6. All food and beverages brought by you for consumption by you and your guests shall be removed from the facilities before the pool opens the next day.
7. No more than 43 people may occupy the clubhouse at any one time.
8. The pool may be rented during the regular pool season only.
9. All guests will leave the pool area no later than 11:00 PM.
10. Two lifeguards are required for pool parties with 25 or fewer guests. For parties over 25 persons, an additional guard is required.
11. A security deposit of \$75 will be charged to rent the clubhouse. The security deposit will be refunded after one of the members of the Pool Committee have checked the clubhouse to make sure no damages have occurred and the clubhouse is adequately cleaned. A \$75 security deposit will be charged to rent the pool. The security deposit will be refunded providing the rental only lasted two hours, no damages have occurred and the pool area is thoroughly cleaned before the pool is scheduled to open the next day. The renter is responsible for all damages to Candlewyck property.
12. A flat fee of \$25 will be charged for clubhouse rental in addition to the security deposit. A flat fee of \$45 will be charged for pool rental in addition to the security deposit (includes two lifeguards for two hours). For parties over 25 persons, an additional \$20 will be charged for an additional lifeguard.

CLUBHOUSE/POOL RENTAL AGREEMENT  
(Continued)

13. Rental of the clubhouse and/or pool facilities and payment of all fees will be handled through Amy Mayer at 365-0426.

I agree to abide by these rules for renting Candlewyck facilities. Failure to do so may result in the suspension of all or part of my rights as a member of the Candlewyck Homes Association.

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Signature of Renter

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Date

NOTE: Clean-up must be completed by 12 noon following use.

CANDLEWICK HOMES ASSOCIATION

CLUBHOUSE  
CLEAN-UP CHECKLIST

Please note that two fire extinguishers are located in the Clubhouse. One is located under the cabinet in the main room, and the other is located behind the second set of louvered doors so marked "Fire Extinguisher."

Supplies for cleaning up restrooms are located in cabinets in each restroom and all other supplies are either located in cabinets in main room or behind louvered doors bearing "Fire Extinguisher" sign.

SPECIAL INSTRUCTIONS

1. Decorations - DO NOT use tacks, nails or scotch tape.
2. Fireplace - Use ONLY "Duraflame" type logs and only ONE AT A TIME!

GENERAL

- \_\_\_ Trash must be bagged and removed to the exterior garbage cans and all trash containers must be relined with plastic bags found in cabinets in main room.
- \_\_\_ All lights must be turned off inside and outside.
- \_\_\_ All windows must be shut and locked. (Please check).
- \_\_\_ If heating or air conditioning is used, the unit must be turned off.

REST ROOMS

- \_\_\_ Toilets must be cleaned.
- \_\_\_ Sink areas must be cleaned and dried.

MAIN ROOM AND SIDE ROOMS

- \_\_\_ Ashes and cigarette butts must be removed from fireplace.
- \_\_\_ Damper in the fireplace must be closed if used.
- \_\_\_ Ashtrays must be emptied and washed.
- \_\_\_ All furniture must be returned to its original position.
- \_\_\_ Any decorations used must be removed.

CLEAN-UP CHECKLIST

(Continued)

FLOORS AND CARPET - (NOTE: use only water on floors)

\_\_\_\_\_ If anything is spilled, wet mopping and vacuuming is necessary. If wet mopping is not required, the floor must be swept and vacuumed.

\_\_\_\_\_ Carpet must be vacuumed.

FURNITURE

\_\_\_\_\_ Table top must be cleaned and wiped off, along with all furniture.

\_\_\_\_\_ Chairs and sofa must be cleaned if anything is spilled on them.

Deposits will (and have been) retained for non-compliance with these requirements.

- a. Everything (including every table and chair) must be put where it belongs.
- b. Everything must be clean (including ashtrays, restrooms, floors and fireplace).
- c. Everything must be left undamaged.

\*\*\*NOTICE\*\*\*

If any of the above have not been done by those persons using the Clubhouse before you, IMMEDIATELY NOTIFY

\_\_\_\_\_ by phone \_\_\_\_\_

or by note \_\_\_\_\_

NOTIFICATION AFTER YOU BEGIN USE IS NOT ACCEPTABLE. YOU BECOME RESPONSIBLE FOR ALL CLEANING AND DAMAGE ONCE YOU BEGIN USE!

NOTE: Clean-up must be completed immediately after the party.

CANDLEWYCK HOMES ASSOCIATION

POOL CLEAN-UP CHECKLIST

GENERAL

- \_\_\_ Trash must be bagged and removed to the dumpster.
- \_\_\_ All furniture must be returned to original position.
- \_\_\_ All ashtrays must be emptied and washed.
- \_\_\_ All spills on the deck must be hosed down.
- \_\_\_ Pool area must be free of clutter (towels, trash, etc.)

RESTROOMS

- \_\_\_ Toilets must be cleaned.
- \_\_\_ Sink and shower areas should be left clean and free of trash and clutter.

Deposits will (and have been) retained for non-compliance with these requirements.

- a. Everything must be put where it belongs.
- b. Everything must be clean (including restrooms and baby-pool area)
- c. Everything must be left undamaged.

If any of the above have not been done before you, immediately notify the person in charge of rentals.

NOTIFICATION AFTER YOU BEGIN USE IS NOT ACCEPTABLE. YOU BECOME RESPONSIBLE FOR ALL CLEANING AND DAMAGE ONCE YOU BEGIN USE.

## COMMUNICATIONS COMMITTEE

### OBJECTIVES

1. To publish a monthly newsletter as a service to the community which will include:
  - a. Minutes to the monthly Board of Directors meeting.
  - b. Upcoming community activities.
  - c. Personal ads.
  - d. Other pertinent and appropriate information.
2. To visit each new family as they become residents, make them feel welcome, and provide them with the following:
  - a. Homeowner's Association Documents.
  - b. Homeowner's Handbook
  - c. Telephone Directory
  - d. Crime Prevention Packet
  - e. Babysitter List
  - f. Current Board of Director list
3. Update Handbook as needed.
4. Update Telephone Directory as needed.
5. Update Babysitter List as needed.

## CRIME PREVENTION COMMITTEE

### GENERAL

The Crime Prevention Committee was established by the board of governors in order to promote the safety and welfare of Candlewyck residents and their property. The chief vehicle for insuring the program's success is the organization of homeowners and young adults into a body of neighborhood-minded individuals with a common goal of assisting law enforcement personnel in identification and apprehension of lawbreakers. Active participation by all residents is paramount in the success of the program.

### OBJECTIVES

1. Implement and maintain a viable "Community Watch" program.
2. Implement and continue "Operation Identification."
3. Maintain liaison with Charlotte City and Mecklenburg County Police in order to keep residents aware of law-enforcement operations which may have an impact on the community.
4. Maintain liaison with North Carolina Department of Crime Control and Public Safety.
5. Prepare security packets for distribution to new homeowners.
6. Make recommendations to the board of governors on security of common areas, buildings, grounds and lighting.
7. Maintain an automobile identification program.

### COMMUNITY WATCH

Community Watch is caring about our neighbors and ourselves. The purpose of Community Watch is to make us aware of the steps we can take to make our homes more secure against burglary, to show us how neighbors can help each other protect our entire neighborhood, and to make our local law-enforcement agency more effective in its fight against crime through our involvement and participation. Please refer to your Crime Prevention Packet for more information.

## OPERATION IDENTIFICATION

This program has been tested and proven in other cities. It will work. It is designed to reduce loss of valuable property through theft and to provide positive identification in the event the valuables are stolen. You can help take the profit out of burglary and theft if you participate with us in this program. The program increases the risk criminals must take and serve as a deterrent. It depends upon you. It will not work unless you do your part. Call the Board member in charge of Crime Prevention to borrow an engraver. Here's how it works:

1. The North Carolina Driver's license number of the head of the household or business owner is marked in a permanent manner on all valuable property -- example: NC 1223456.
2. Marking should be in a place of prominence which can be easily observed without dismantling the object. Additional hidden numbers should be engraved on the object.
3. List all marked items on the inventory sheet. Pick up an engraver from the chairman of the Crime Prevention Committee.
4. When you have completed the marking of all valuables, return the engraver immediately. Upon returning the engraver, you will be given decals which indicate that all valuable items have been marked for identification by law-enforcement agencies. Place these decals where burglars are sure to see them--on front and back doors, windows, car windows, etc.
5. If you purchase property which has another person's license number engraved on it, merely add your own number to that property. Do not remove the other number.
6. As an added measure of protection, we encourage you to photograph items that cannot be easily marked. Also, record the serial numbers of your property even though you have marked it. KEEP this serial number record with your other important papers on the form provided in brochure. Identification may mean recovery for you.
7. You may wish to practice using the engraver on some scrap metal before engraving your valuables.



## OPERATION IDENTIFICATION

(Continued)

8. For numerous reasons, the owner of the property should be the one who places the number on the item. This removes any doubt in a court of law as to the validity of the number.

### AUTOMOBILE IDENTIFICATION

The Candlewyck Crime Prevention Committee has developed an identification sticker for you to put inside the rear window of our automobile. The sticker should be mounted at the bottom edge in the center.

The purpose of this identification sticker is to provide an easy way for the residents of our community to recognize those cars that belong on the streets and driveways of Candlewyck. Those vehicles that we observe moving about the streets of Candlewyck that are not appropriately identified should be reported to the police as suspicious vehicles. Through a continued and active involvement of all of us, particularly our young adults, we will be successful in preventing the "casing" of our neighborhood by would-be thieves and subsequently prevent property loss and vandalism in our community.

Should your rear window be damaged and have to be replaced, or if you replace the vehicle, a new sticker will be made available to you upon request.

### SUMMARY

The Crime Prevention Committee's success depends upon you. Become active in crime prevention. Help the police help us. Keep in mind that total involvement of our young adults--keep them informed and they will keep us informed. Don't be afraid to discuss the program with our neighbors and call around to verify your suspicions about what you see. A verified report to the police carries more confidence than single-person suspicion.

## LANDSCAPE COMMITTEE

The Landscape Committee's objective is to provide the Candlewyck community the service of properly maintaining and improving all grounds along road sides, clubhouse, pool, tennis courts and the lake area. These services are provided by an independent contractor chosen yearly after competitive bidding.

### COMMON PROPERTY RULES AND REGULATIONS

#### CANDLEWYCK LAKE

Candlewyck Lake is maintained for the enjoyment of all residents and guests of residents. Guests must be accompanied by host resident at all times. For your safety, bathing, wading or swimming in Candlewyck Lake is forbidden.

Fishing in Candlewyck Lake will be governed by the rules and regulations established by the State of North Carolina Fish and Game Department regarding size limit and daily bag limits. A fishing license is not required for residents of Candlewyck.

Boating on Candlewyck Lake is restricted to non-motorized craft which are approved by the U.S. Coast Guard or the Boating Institute of America, but in no case shall they exceed fourteen (14') feet in length. In addition, these craft must be registered with the Crime Prevention Committee of the Candlewyck Homeowners Association. Each person in the craft must wear an approved (Coast Guard type) life preserver or flotation device. Boating will be restricted to daylight hours only. Residents, and guest of residents, under the age of eighteen (18) must be supervised by an adult.

#### PATHS, WALKWAYS AND COMMON AREAS

No motorized vehicles will be allowed on paths or walkways. These areas are constructed and maintained for pedestrian and bicycle traffic only. Persons riding bicycles should exercise extreme caution, observing pedestrian right-away. Excessive speeds on bicycles is prohibited. All bicycles in the clubhouse/pool area are to be parked in the bicycle racks provided. No motorized or non-motorized vehicles, excepting those which are used for maintenance, are to be parked or run on any common area. No horseback riding will be allowed on paths, walkways, or common areas.

Littering, defacing of property (i.e. buildings, signs, lawns, trees, shrubs, etc.) or violation of the above rules may be reason for suspension from club privileges.

## POOL COMMITTEE

### GENERAL

The primary responsibility of the Pool Committee is to advise and assist the Board of Directors on the safe and sanitary operation of pool facilities and to recommend ways and means of obtaining maximum community pool use.

### OBJECTIVES

1. Recommend pool rules, regulations, and laws of operation.
2. Suggest social programs, swimming instruction programs, and other pool-related activities as indicated by the community and the nature of its facilities, for Candlewyck residents only.
3. Inspect the pool facilities yearly with professional advice where appropriate and make recommendations to the Directors for necessary repairs and maintenance.

### POOL RULES

The following rules and regulations have been established for the safety, health and comfort of all members. The Pool Manager and Lifeguards have the authority and jurisdiction over the conduct of any persons and/or circumstances involving the pool, subject to the approval of the Board of Directors. It is the duty and responsibility of all members, their children, and guests to adhere to and encourage compliance with these rules. CHILDRENS' CONDUCT IS THE INHERENT RESPONSIBILITY OF THEIR PARENTS.

The Pool Committee will welcome your suggestions regarding any phase of the pool operations and sincerely desires to have your assistance in the implementation of these rules.

#### I. Registration

1. All membership fees, annual dues and charges must be paid in full prior to using the club's facilities.
2. All members and guests are required to show identification upon request to a guard on duty.
3. Guest fees are the responsibility of the sponsoring member. Fees are \$2 per person for in-town guests. Out of town visitors are not charged.

POOL COMMITTEE  
(Continued)

4. All guests must be accompanied by the sponsoring member while in the pool area and must sign the guest registration log.

5. No more than four in-town guests per family at one time will be allowed.

II. Pool Sanitation

1. All persons must take a soap shower before entering the large pool.
2. Parents should encourage children to use toilets before entering pool.
3. Parents should use discretion in taking children that are not toilet trained into the large pool.
4. Only conventional bathing attire will be allowed in the large pool. No shorts will be permitted as substitutes for swim trunks.
5. Any person with infections, skin abrasions, colds, coughs, inflamed eyes or wearing bandages may be denied use of the pool.
6. Food, drinks and cigarettes must be confined to seating areas or tables. Trash must be disposed of properly. No chewing gum is permitted in the pool area at any time.
7. No pets are allowed in the pool area.
8. Persons using the club facilities are responsible for its cleanliness. All trash, cigarettes, matches, etc., must be disposed of in containers provided for this purpose.
9. The Mecklenburg County Health Department Rules and Recommendations concerning bathing places shall govern the health and safety of this pool.

POOL COMMITTEE  
(Continued)

III. POOL SAFETY

SWIMMING POOL

1. Running, pushing, wrestling, dunking, and horseplay will not be allowed.
2. Non-swimmers age 10 or under must be accompanied in the pool area by a parent or other responsible person.
3. The pool staff will require children to demonstrate swimming ability and will classify them as "swimmers" or "non-swimmers."
4. Children who are "non-swimmers" are not allowed beyond a point at which they cannot safely stand with their heads above water.
5. Children under the age of 7 years must be accompanied in pool area by a parent or other responsible person.
6. No life jackets, balls, inner tubes, water wings, or other toys are allowed in the pool.
7. Everyone must leave the pool in the event of an emergency.
8. At the discretion of the Life Guard, a 10 to 15 minute rest period may be signaled each hour for all children under 16.

DIVING AREA

1. Under no circumstances are "non-swimmers" allowed in the diving area.
2. THE FOLLOWING PERSONS ARE THE ONLY AUTHORIZED INDIVIDUALS ALLOWED ON THE LIFEGUARD TOWERS: POOL MANAGER, ASSISTANT POOL MANAGER, AND LIFEGUARDS.
3. Only one person is permitted on each diving tower at one time.
4. No hanging from the boards.
5. No diving or jumping to the side of a board.
6. No free swimming in the diving area.
7. Diver should go to nearest ladder or rope.

## POOL COMMITTEE

(Continued)

### WADING POOL

1. The wading pool is designed for children who cannot stand in the big pool - children ages 4 and under.
2. No Life Guard will be assigned to the wading pool area. Children's safety and behavior in this area will be the full responsibility of their parents.
3. Only small, non-inflatable toys and approved life jackets are allowed in the wading pool.

### GENERAL SAFETY

1. At no time shall anyone have use of the pool except when completely supervised by a pool lifeguard.
2. All members, their children, and all guests use the facilities of the pool at their own risk.
3. No glass containers of any kind are allowed in the pool area or bathhouse.
4. No authorized person will be allowed near the filter or chlorine rooms at any time.
5. All injuries must be reported to the management immediately.
6. No unnecessary talking to Life Guards on duty.
7. The lifeguards are not to have friends visiting them when they are on duty.
8. Club management must be informed of any specific health problem or physical disability of any member which might jeopardize his safety, so that the staff will be able to properly handle possible emergencies.

### IV. GENERAL POOL RULES

1. The Pool Manager or Life Guard on duty will have the authority to close the pool in inclement weather.
2. The pool hours will be as posted.
3. Boisterousness, such as running, or conduct on the club property that could be injurious to oneself or others is prohibited at all times.

POOL COMMITTEE  
(Continued)

4. Cost of property damages due to negligence will be charged to the responsible member.
5. The Club will not be responsible for loss of or damage to personal property.
6. Abusive and objectionable language will not be tolerated.
7. Bicycles and vehicles must be parked in the prescribed areas.
8. Motorists must drive slowly and carefully on Club property.
9. In order to promote friendly neighborhood relations, members and guests will refrain from speeding, trespassing, or any other annoyances that might disturb nearby property owners.
10. All distilled spirits, wine or beer should not be openly displayed.
11. It shall be the duty of the Pool Manager, assisted by the Life Guards, to take necessary measures, including suspension of Club privileges, to enforce these rules at all times.
12. Radios and cassette players may be used only with headphones.

SOCIAL COMMITTEE

OBJECTIVES

1. To make newcomers feel welcome.
2. To hold community functions at a low cost.
3. To establish some events as annual events.
4. To use the social committee to involve others in the community by helping to plan events.
5. To get the youth and children active in planning parties for different age groups.
6. To establish a means of communicating ideas among neighbors for special interest groups (e.g. Bridge Club, Crafts).

SOCIAL COMMITTEE

(Continued)

7. To make the social committee members head different committees to plan parties, thereby distributing the work and involving other neighbors.

ACTIVITIES

1. Planned Children's Functions
  - A. Easter Party
  - B. Halloween Parties (for pre-schoolers and school age)
  - C. Christmas party
2. Planned Teen Function
3. Planned Adult Functions
  - A. Christmas party
  - B. Family Picnic
  - C. Ladies Salad Night



## TENNIS COMMITTEE

### OBJECTIVES

The Association tennis facilities were constructed for the use and enjoyment of the members. The Association should budget funds to maintain the courts in good playable condition. Funds should also be budgeted to promote activities and events such as tournaments, clinics, and leagues, including the Queen City League.

### TENNIS COURT USE RULES

1. Use is on a first come/first serve basis. No reservations.
2. Limit your play to 1 hour for singles, and 1 and 1/2 hours for doubles when others are waiting.
3. A sign-up board will be posted when court demand is high. Rules regarding sign-up will be posted on the board.
4. All guests must be accompanied by a member.
5. Courts may be reserved from time-to-time for special events sanctioned by the Tennis Committee.
6. Persons 18 years and older shall have priority on all courts on Saturdays, Sundays, holidays, and on weekdays after 5:00 pm.
7. No pets, bikes, skateboards, roller skates, toys, etc. are allowed on the courts without permission of the Tennis Committee.
8. Players must wear appropriate tennis shoes or shoes that in no way mark or damage the courts.
9. The three lighted courts have timers that allow lights to be turned on between approximately dusk and 10:00 pm. Players should turn on the lights only when needed and off when finished, in order to save on our electrical bill. Problems with the court lighting should be brought to the attention of the Association Board.
10. Hours of operation for courts are 6:00 am - 10:00 pm.

## INSTRUCTIONS FOR RESALE AND LEASING

All homeowners intending to make a bona fide sale or lease of their home are required to give written notice to the Board of Directors of such intention.

The purpose of such a notification are as follows:

1. To alert the Welcoming Committee to visit and provide such information as is necessary to live in Candlewyck.
2. To alert the property manager to correct the billing of assessments on that particular home.
3. To provide the attorney handling the transaction with a certification that all assessments on that particular home are current in the event your purpose is to sell.

If it is necessary for you to move from your home before the sale or lease transaction can be satisfied, it is imperative that you provide the Board of Directors with your forwarding address and the name of the realty agent who will be handling your property for you.

Such notice in writing should include the name of the intended purchaser or lessee, the date of closing, and the approximate date they will be moving to Candlewyck. Please submit all notices to the Financial Manager.

It is the individual owner's responsibility to furnish any prospective buyer or real estate agent with a copy of the Covenants, Conditions and Restrictions, the By-Laws, and 'the Articles of Incorporation.

If you plan to rent your house, it is your responsibility to acquaint the renters of your home with the Candlewyck covenants and to pass your Homeowner's Handbook on to them.

CANDLEWYCK HOMES ASSOCIATION  
BOARD APPROVED POLICIES  
(Not Listed in Documents or Handbook)

- 6/18/79 The Communications Committee will accept only advertisements from Candlewyck residents to be published in the newsletter.
- 7/21/80 A capsule of the Board meeting minutes will be included in the monthly newsletter.
- 2/16/81 Upon the death of any Candlewyck homeowner or household member, a \$25 memorial will be sent in accordance with the family's wishes.
- 4/13/81 All homeowners are responsible for providing any renters of their property with the Homeowners' Association Documents and the welcoming package.
- 10/19/81 All capital expenditures must be approved by the Board before being committed.
- The Homeowners' Association will not lend out or rent any Candlewyck furniture or equipment for private use.
- 1/18/82 No smoking will be allowed in the Tot Lot.
- 1/16/83 A vote of confidence is given to the Architectural Control Committee in their efforts to maintain property values, even to the extent of seeking legal counsel when deemed necessary.
- 6/27/83 When a homeowner rents the clubhouse, it is required that a checklist be performed before and after the time of rental by the renter and an authorized person. The check after rental should be done either before the clubhouse is re-rented, or within 7 days of the concerned rental, whichever is sooner.
- 6/23/85 Each Architectural Control Committee member will be named an Assistant Vice-President to the Board, thereby enabling them to be covered by the insurance for officers of the Board.
- 7/28/85 The newsletter will publish only personal ads, not commercial ones.

CANDLEWYCK HOMES ASSOCIATION  
BOARD APPROVED POLICIES  
(Not Listed in Documents or Handbook)  
(Continued)

- 10/20/85 In the event a rental property is about to be upgraded by a landscape contractor by special order of the Board, the current resident (renter) will be contacted to inform them of the work about to be done, and to enlist their help in maintaining the property.
- 6/22/86 No relative of a Board member will work for Candlewyck Homes Association during the term of the Board member. A relative is defined to include in-laws and if there is a question about whether a potential employee is a relative, the question will be brought before the Board for a ruling.