

New Resident Information

*Candlerwick
Lake*



A Community of Volunteers



Welcome To Candlewick Lake

You have chosen a wonderfully exciting place in which to live by selecting Candlewick Lake. We are very proud of our community with our fine schools, abundant recreational facilities, and that old-fashioned neighborhood feeling. Please take the time to review this presentation and contact us with any questions you may have.

Website Login

We are excited to introduce you to your new online resident portal, CWL GATEWAY.

CWL GATEWAY will provide residents unprecedented, 24-hour access to Association account information and functions, including but not limited to updating your owner profile and pertinent contact information, viewing your account history and scheduling payments, and accessing important association documents and information, just to name a few.

Don't forget to sign up for CWL email subscriptions.

CWL Login Instructions

To login to the member's only side of the website, please enter your **Member Number** as your username. This is on your CWL ID card.

Your member number is your lot number. Your initial password will be your **last name**, all lower-case letters.

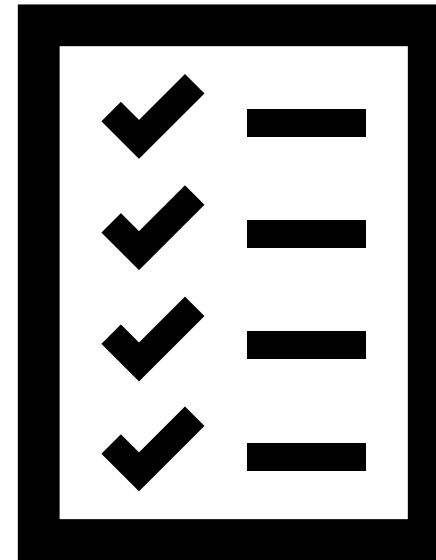
All residents in the home will have their own accounts. Each member number is located on their CWL ID card.

If you are a **Renter**, your **Member Number** begins with an R and is located on your CWL ID card.

If you need help with your Login please call the Admin office at 815 339-0500 during normal business hours.

Rules and Regulations

- You can find the rules and regulations, bylaws and covenants, conditions, and restrictions on our members website. It is very important that you read through these documents. By completing the membership application, you are agreeing to abide by these documents.



Some of the main things to remember

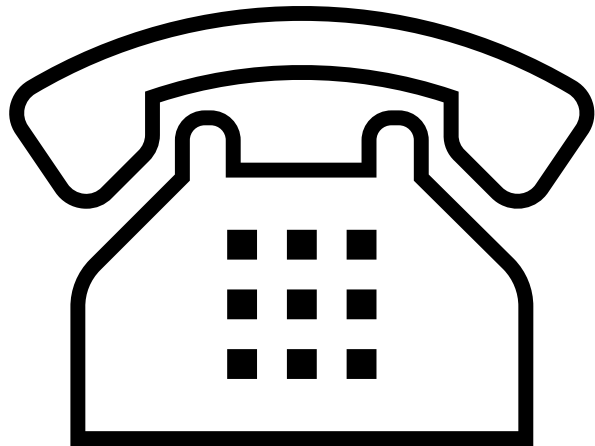
- Any exterior work you want to do will most likely need to be approved. Something as simple as cutting down a tree or painting your front door a different color need approval. If you are not sure if something needs approval, please call and check.
- Unless otherwise posted, the speed limit is 25. Be sure to stop at all the stop signs and follow all the rules of the road.
- Another important rule is you are responsible for all of your guests, whether you call them in or they are on your guest list.



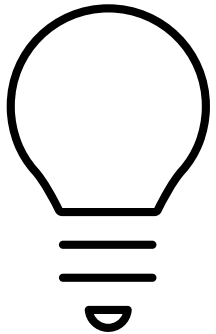
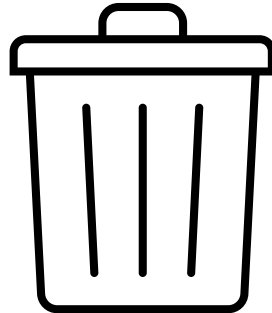
Frequently Asked Questions

- **What do the “Association Dues” cover?**
 - The association year runs from May 1st to April 30th of the following year. The association dues provide the public safety around our community, the 24-hour gates as well as the patrols on and around the lake. The dues also cover the maintenance of the grounds at Candlewick: road plowing, park mowing (and the necessary equipment), as well as building upkeep. Candlewick Lake is a man-made lake and must be maintained as such.
- **What is the Long-Term Capital Reserve Assessment?**
 - The long-range planning committee proposed this long-term plan to defer the future replacement costs of current equipment and amenities. It is reviewed yearly and allocates these funds based on expected road replacement, vehicle replacement, amenity enhancement, beautification projects, and a reasonable wish list. We are planning for the future with these funds, if we do not, we will be unprepared.
- **What other fees are there?**
 - There are separate minimal fees for: Guest access to the pool for the day or season, guest access to the golf course, and guest fishing passes for the day or season. This is a short list; please call the office for rates or check your fee schedule for the current year.
- **What do I need a Candlewick Lake Building Permit for?**
 - Most all exterior changes to your house or yard require approval by the Environmental Control Committee and a building permit. An application and detailed plans must be submitted for approval. Once approved, a permit will be issued. Interior changes do not require Candlewick Lake approval. PLEASE read your Rules & Regulations or call the office if you have any questions. Always make sure to call Boone County for their building requirements!
- **What about vehicles?**
 - All owner/non-owner of record vehicles are required to be registered. This includes all Resident Guests staying within the development. You must purchase a C-Pass for all vehicles. You must bring in the current registration for every vehicle. The C-Pass is \$25.00 for each resident vehicle. It has a 3-5 year lifespan provided you don't change vehicles or replace windshields. At that time, you must buy a new c-pass. Renters & Associate Members pay \$25.00 for a C-pass in addition to their annual administrative fee. The C-pass is permanently affixed to your windshield and non-transferrable.
- **Where should I put my mailbox on a new construction home?**
 - Your mailbox should be placed on the post provided, in numerical order. The box would be your responsibility to provide with the proper size numbering clearly visible: 2” high block letters. Please note: The post office WILL NOT deliver mail to boxes out of numerical order.

Candlewick Lake Phone Numbers



CWL Office	815-339-0500
CWL Office Fax	815-339-0501
Visitor Call In (automated)	815-339-0311
Gate (Dispatch for Public Safety)	815-339-0503
Maintenance Office	815-339-0500
Golf Course	815-339-0500 x410
Pool	815-339-0500 x302
Rec Center	815-339-0500 x300



Important Phone Numbers

Com Ed (electric) 800-334-7661

Aqua Illinois (water) 877-987-2782

Media Com (cable) 800-824-6047

Nicor Gas (gas) 888-642-6748

Waste Management (garbage) 800-778-7652

Frontier (phone) 800-921-8101

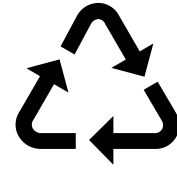
J.U.L.I.E (call before you dig) 800-892-0123

Boone County Building Department 815-544-6176

Belvidere School District 100 815-544-0301

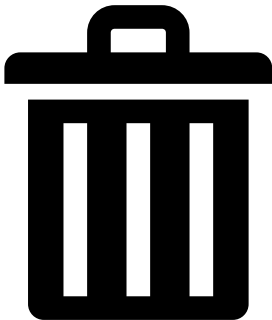
North Boone School District 200 815-765-3322

Trash & Recycling



You will need to set up service with Waste Management, the garbage company at 800-778-7652.

You can put your cans out after 2:00 pm the day before pick-up but you must have them put away by 6:00 am the day after pick-up. Cans cannot be visible from the street or lake except during pick-up.



Garbage Pick-Up Holidays

Garbage pick-up in Candlewick Lake is on Thursday.

The pickup day will be on Friday after the following holidays.

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

What items do NOT go into the trash?

The following hazardous household waste items should NOT be treated as everyday garbage and should NOT be disposed of curbside, in your totes, bins or carts:

Batteries
Electronics
Fluorescent light bulbs
Paint and paint cans
Used motor oil and filters
Prescription medications

WM has drop-off locations across the United States and in Canada. Visit one of these locations to properly dispose of your aforementioned household hazardous waste.

What items can I put into the trash?

The following items are included in everyday trash. These items can be placed in your curbside totes, bins, cans or containers.

Diapers
Disposable razors
Cactus and palm branches
Cat litter and pet feces
Glassware and ceramic dishes/cups
Hoses and wire
Juice boxes/pouches
Non-fluorescent light bulbs
Sheet glass (windows, mirrors, etc.)
Foam cups or packing materials
Treated wood (painted, stained, etc.)

What items and materials are recyclable?

Generally, the items below can be placed in your curbside recycling containers, bins or totes. These items should be clean and loose — remove from any additional packaging and do not bag them.

All plastics #1-7 (except foam cups or packing materials)
Aluminum foil products (cans, baking tins and foil)
Paper bags, Cardboard, Clean paper, Glass containers, Scrap metal (cookie sheets, utensils)



Natural gas is a safe, reliable energy source and emergencies are uncommon.

Everyday, underground pipelines safely transport natural gas – one of the most efficient, reliable and environmentally friendly fuels – to homes and businesses throughout the country.

Although natural gas incidents are uncommon, you should know what to look for and what to do in a case of a potential problem. Please review this safety information carefully.

Natural gas is a colorless, odorless fuel. For safety reasons, a chemical odorant called mercaptan is added for easy detection. This odorant has a distinctive “rotten egg” type scent. Natural gas odors should be reported right away. Do not try to locate the source of the smell.

If you smell this odor:

- Alert others and leave the area immediately.
- Leave the door open as you exit.
- Avoid using any sources of ignition, such as cell phones, lighters, matches, cigarettes, flashlights, light switches, landlines or starting a car engine.
- Call Nicor Gas at 888.Nicor4U (642.6748) or 911 once you are out of the area and in a safe place.

Smell Gas?

- LOOK for blowing dirt, discolored vegetation or continued bubbling in standing water.
- LISTEN for a hissing or roaring noise near a natural gas appliance or line.
- SMELL for the distinctive, rotten-egg odor associated with natural gas. Natural gas is colorless and odorless, so we add a chemical odorant called mercaptan for easy detection. This odorant has a distinctive “rotten egg” type odor. You should act any time you detect even a small amount of this odor in the air.

Note: Do not solely rely on sense of smell. Be aware that some individuals may not be able to detect the odorant because they have a diminished sense of smell, olfactory fatigue or because the odor is being masked by other odors in the area. Certain conditions may cause the odorant to diminish so that it is not detectable. Some gas lines, due to their unique function, may not have odor at all.

Act Fast!

- LEAVE the area immediately and move a safe distance away from the potential leak, while avoiding any action that may cause sparks. Do not try to identify the source or to stop the leak yourself.
- AVOID using any sources of ignition, such as cell phones, cigarettes, matches, flashlights, electronic devices, motorized vehicles, light switches or landlines, as natural gas can ignite from a spark, possibly causing a fire or explosion. Natural gas is non-toxic, lighter than air and displaces oxygen. In severe cases, if not used properly, natural gas can also lead to asphyxiation.
- CALL Nicor Gas at 888.Nicor4U (642.6748) or 911 once you are out of the area of the suspected leak and in a safe place. Stay away until Nicor Gas or emergency personnel indicate it is safe to return.



New Owners Need to Know...

As a member of a gated community, you must either have guests on a guest list or call in your guests each time they come in. You are responsible for your guests and must be with them while at the lake, parks, playgrounds, swimming pool, Rec Center, etc. You will receive citations for any infractions registered by your guests.

Your new community has private roads and maintains them. In the winter snowplowing procedures are listed in the newsletter. You are responsible for keeping your mailbox area clear and in good condition. In the spring, there are road postings that limit the weight of vehicles entering. If you purchase something and have home delivery, be sure that the store has an appropriate truck that fits the weight limits on the roads. In the summer you are responsible for maintaining your property to the road, this includes the right of way and the ditch.

Candlewick has all underground utilities. If there is a problem such as a power outage – please call the utility companies directly – not the gates or office

You are invited to attend any of the monthly meetings of the Association and to volunteer on various committees.

Candlewick has a contract with Waste Management; disregard any outside soliciting for waste pickup.

The Association budgets for both yearly operating expenses and long-term reserves. Invoices are mailed yearly in late March and are due and payable upon receipt. Late fees accrue as of May 1st. There is a monthly ACH plan available at the office. The dues were probably prorated at your closing for this year when you closed on your property. Please be aware that you will be directly billed for the new assessment when the next assessment is mailed.

The Candlewick Website and Newsletter are the primary way property owners are informed as to rule changes and monthly activities. The newspaper is mailed to your home each month. Another source of information is e-blasts. You may sign up to receive them on our website.

An outside drop box is available at the office for payment of dues, requests for citation review, letters and notices. The box is checked daily

The Rec Center Complex contains a gymnasium, fitness center as well as an outdoor swimming pool, tennis courts, parks and picnic facilities. You may sign up for programs or lessons at the Rec Center Registration Desk.

Candlewick is a single-family residential community; if you choose to have renters or persons other than your immediate family living with you, you must register them at the office and there may be additional fees.

Guest Entry Authorization



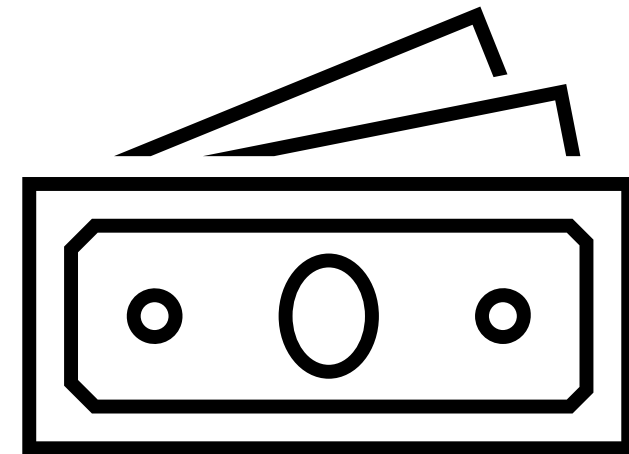
The Homeowner Information & Visitor Form is your permanent guest list. On the first page, list who is living in the home. On the second page is where you start listing your guests. Remember these people will be allowed in at any time when they give your address and show a photo id at the gate. Remember you are responsible for your guests, whether you call them in or they are on your guest list. You can list any emergency information you would like us to keep on file. Also optional pet information, but you do have to sign and the date the bottom of this page for it to be valid. You can turn this in at the gate or the office.



Your personal access code (PIN #) is used when calling guests into your property. This will be issued after you have completed the application for membership or tenant application. Do NOT share this code with anyone. I recommend storing the code in your phone so you have it all times. For security purposes, we cannot give you the code over the phone. There is an automated system for calling your guests in. It is pretty self explanatory, however you can always call the Gate phone number if you need to speak to a real live person.

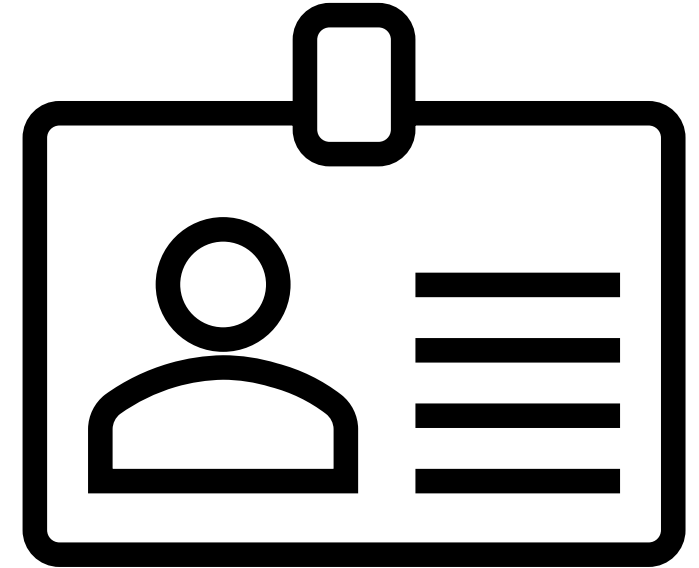
Fee Schedule

- The Fee Schedule runs for our fiscal year which runs from May 1st through April 30th. The association dues and the capital reserve together equal the fees for a single lot. The dues go toward the operating fund and the reserve is like a savings account for the association based on anticipated future needs. You are required to purchase a C-Pass for all of your vehicles. We need the current vehicle registration card, the car must be present and for resident vehicles, the fee is \$25.00. There are additional charges if you want to have guests use the amenities with you. The annual guest passes for fishing and pool are \$30.00 each. You do need one pass per person. They are non-designated so they just say guest on them. So, if your brother comes today, he can use it. Then if your sister comes tomorrow, she can use it, but if they come on the same day, you need two separate passes.



Amenities

- Recreational Opportunities available at Candlewick Lake include fishing, boating, swimming and golfing. Each member of your household will get a Candlewick Id Card. This is your pool pass, your fishing pass, you get free greens fees at the golf course and use of the fitness center during regular business hours. You do need to be with your guests while using any amenities and additional fees may apply. All members of your household age 3 and up will be issued an Id Card. Your first card is free. There is a \$5 fee if you need a replacement card.



Recreation Center

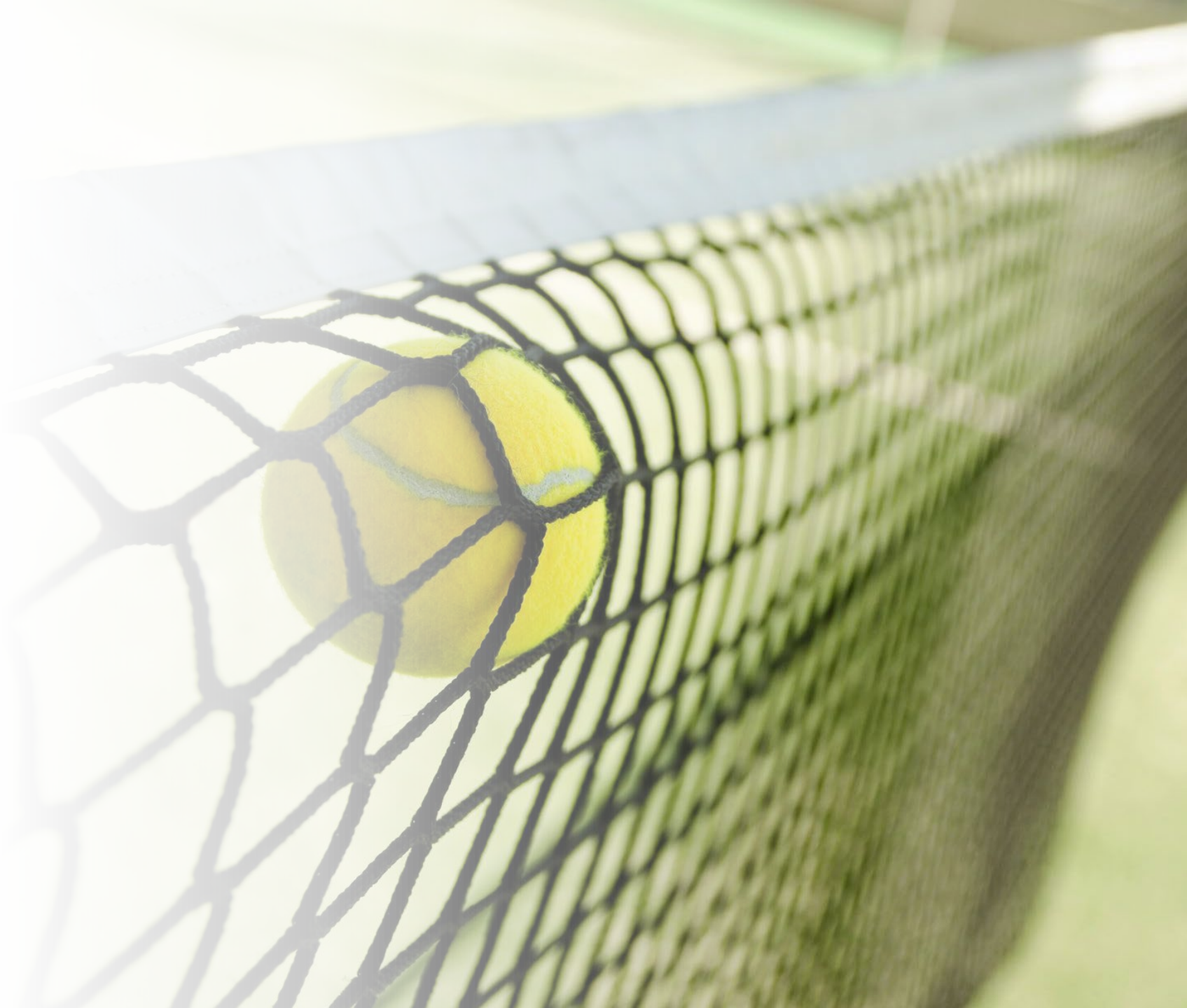
- The Candlewick Rec Center contains a gymnasium, a fitness center, and meeting rooms. There are scheduled programs as well as open gym times. They also offer afterschool care and summer camps. You must show your Candlewick ID Card for access to the gym or fitness center. You must bring a change of shoes. For a complete list of rules, visit our website.
- The Rec Center hours include the free usage of the fitness center. There is a fee for use of the fitness before or after regular posted hours.
- The Fitness Center Guidelines form needs to be completed in addition to the waiver if you want to use the Fitness Center.
- The Candlewick Waiver needs to be completed and returned to the Rec Center. A waiver form must be on file if you, your children, or your guests wish to use the pool, fitness center, gym, or participate in any classes or camps. All guests under the age of 18 must have the waiver form signed by their parent or legal guardian.





Parks, Playgrounds & Tennis Courts

- There are four playgrounds available: one at the Outpost, one at Whiting Park, one at Friendship Park and one at the Rec Center.
- There are three basketball courts: one at the Outpost, a half-court at Friendship Park and a half-court at Whiting Park.
- The Association maintains two tennis courts at the Rec Center Peninsula. One has lines painted for pickleball.
- A picnic shelter is located at Friendship Park and picnic tables are available at all the parks and playgrounds.



Fishing

- Candlewick Lake is a 210-acre lake with an average depth of 23 feet. The lake is stocked with bass, northern, muskie, catfish, and perch. The Association promotes “Catch and Release” and has fish size and limit restrictions. A Candlewick Membership ID card as well as a State of Illinois Fishing License is required in order to fish the lake. **In order to keep the lake free of rough fish, NO MINNOWS are allowed.**





Boating

- If you are interested in boating, there are horsepower and size limits on watercraft. Please check with the office before purchasing watercraft to make sure it meets the criteria. Non-motorized watercraft that are not required to be registered with the state, do not require a Candlewick decal. However, ALL watercraft must have CWL and their lot/unit numbers in 3-inch high stickers displayed on both sides of the watercraft. Candlewick requires that all boats be registered each year at the office. Maximum length permitted is 20'. There is a 90 HP limit on all motors operating on the lake. Buoys are placed around the lake designating no-wake areas during the season. **When the buoys are off the lake the entire lake is no wake.** Traffic on the lake is in a counter-clockwise direction. There are four boat access points: one at the Rec Center Peninsula, one at Friendship Park, one at Castaway Park and one at Highland Valley Green Park. Rental boat docks are available at the Rec Center Peninsula and at Castaway Park for a fee.
- Rental kayaks are available during the season at the Rec Center.



Swimming

REC CENTER SWIMMING POOL

- The Candlewick Pool is open Memorial Day through Labor Day, weather permitting. Swim lessons are available in the summer as well as adult Aquacise and family swim nights. Everyone must have a Candlewick Membership ID card to enter the pool.

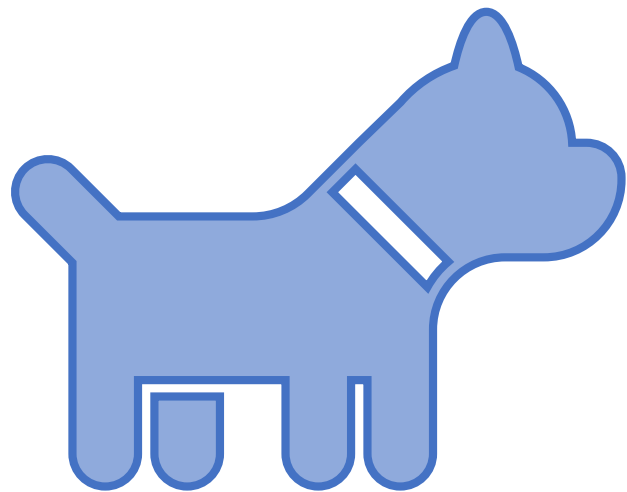
CANDLEWICK LAKE SWIMMING

- A public beach can be found on the Rec Center Peninsula. There are no lifeguards at the beach so swimming is at your own risk. Swimming from a boat is allowed provided that the boat is anchored in the “no wake zone” and a legal boat operator is on the boat keeping watch.



Golf Course

- Green fees are included in the Association dues. A Candlewick Membership ID card is required in order to golf. There is an additional fee for cart rental.
- Savannah Oaks Clubhouse offers sandwiches, snacks, and beverages for your enjoyment before or after your round of golf.
- Tournaments and special events are held throughout the year.



Dog Park

- The dog park is located by the Outpost. All dogs must be registered and have a dog park tag and a key to enter. The tags and keys are available for purchase at the Recreation Center.
- You must provide:
 - a) A copy of your homeowner's/renter's insurance
 - b) A copy of your dog's rabies vaccination including rabies tag #
 - c) Dog Park Registration Form



Home & Yard Information

- You are responsible for maintaining your home and yard including the ditch area. Please use zero phosphate and zero phosphorous fertilizer on your lawn to help protect our lake.



Map

Candlewick Lake
A Community of Volunteers



- Beach
- Boat Ramp
- Building
- Dock-side Facility
- Gate
- Marina
- Park
- Picnic Area
- Restaurant
- Road/Highway
- Street (25 MPH)

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