

📍 31512 Railroad Canyon Road, Canyon Lake, CA 92587

☎ 951.244.6841

🌐 www.canyonlakepoa.com

DATE: December 6, 2022 **ACTION:**

TO: Board of Directors

FROM: Sr. Member Services Manager

RE: APPROVAL – Revise Rule GR.3.8 Lessees

Background

Staff is recommending removing the requirement that CLPOA Member Services staff review personal lease documentation / receipt of payment for month-to-month leases. This requirement is inconsistent with the CLPOA tendency to refrain from personal tenant-landlord information be submitted for review.

Fiscal Impact

None

Recommendation

It is recommended that the Board of Directors approve to revise rule GR.4.2c as attached.

Amanda Moore

Amanda Moore, Member Services Manager

Current Rule

GR.3.8 Lessees

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges. include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as "Month-to-Month", the lessee(s) will have to provide a valid receipt of rent payment issued by the Member / owner. After receiving proof of payment, the lessee(s) will be issued a CLPOA card and a vehicle decal (in accordance with CLPOA Rules & Regulations) on a monthly basis.

Proposed Revision (Redlined)

GR.3.8 Lessees

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges. include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as "Month-to-Month", ~~the lessee(s) will have to provide a valid receipt of rent payment issued by the Member / owner. After receiving proof of payment, the lessee(s) will be issued a CLPOA card and a vehicle decal (in accordance with CLPOA Rules & Regulations) on a monthly basis~~ **a new Lease Authorization Form will need to be submitted on a monthly basis. All active items will expire until proper authorization has been submitted. A renewal fee will be due after one year.**

Revised Rule

GR.3.8 Lessees

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as "Month-to-Month", a new Lease Authorization Form will need to be submitted on a monthly basis. All active items will expire until proper authorization has been submitted. A renewal fee will be due after one year.