

Board of Directors

Regular Session Board Meeting Agenda

Tuesday, January 7, 2025 - 6:00 P.M.

22200 Canyon Club Drive, Canyon Lake, CA 92587

This meeting may also be joined virtually at vm.clpoa.net

Dial into the Zoom meeting by phone: 1-669-900-6833

Meeting ID: 837 3700 4446

1. **Welcome and Call to Order**

- Pledge of Allegiance
- Verification of Quorum

2. **Approval of Minutes**

- December 3, 2024

3. **Public Official Comments**

4. **Presentations**

- Community Patrol Update
- Member of the Month

5. **Announcements**

- Electronic Voting
- Member Survey

6. **Member Comments on Non-Personnel Issues** (30 minutes total and limited to 3 minutes per person)

As a member of this association, you are welcome to address the Board of Directors at Regular Open Session Board Meetings. Please submit a written request to the clerk of the board. Please include your Name and Tract and Lot with your written member comment. All comments shall be limited to three (3) minutes and must be relevant to matters within the CLPOA jurisdiction. The comment section will be limited to 30 minutes total. The Board of Directors reserve the right to limit this section of the meeting to a time they believe is appropriate. Please note: Pursuant to Civil Code §4930, the Board of Directors is prohibited from discussing or taking action on items not on the agenda. Therefore, if a response is given, it will be limited to the following: the matter will be taken under advisement, the matter will be referred to appropriate personnel or a very limited factual response will be provided.

7. **Consent Agenda** (Items A - C)

A. **APPROVAL: Ratify Monthly Financial Statement Review** (Susan Dawood)

Proposed Resolution: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500.

B. **Report of Executive Session Actions** (Andrea Moreno)

Proposed Resolution: That the Board of Directors review and approve the Executive Session Actions, as written.

C. **Authorization of Liens** (Susan Dawood)

Proposed Resolution: That the Board of Directors authorize the Controller or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with Civil Code §5673 in order to secure the debt owed to the Association.

8. Board Action Items

8.1 APPROVAL: Reserve Funds Transfer (Susan Dawood)

Proposed Resolution: In compliance with Civil Code 5515 and prudent fiscal management, it is recommended that the transfer of \$280,000 between the Road Reserve Fund and Enterprise Bank and \$120,000 from the Capital Improvement Fund and Enterprise Bank be approved.

8.2 APPROVAL: Architectural Control Committee Alt. Member Appointment (Cheryl Mitchell)

Proposed Resolution: It is recommended that the Board of Directors approve to appoint San Vaccaro as an alternate member of the Architectural Control Committee; contingent upon execution of the confidentiality agreement, effective immediately.

8.3 28-Day Reading: Rule Revision GR.5.1 and GR.5.1a General Information and Non-Specified Violations in the Community are Subject to Fine (Ken Toler)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to revise the rule associated with GR.5.1 and GR.5.1a, as attached.

8.4 28-Day Reading: Rule and Fine Revision GR.5.1f Restrictions for Alcoholic Beverages/No Open Containers (Ken Toler)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to revise the rule and the fine associated with GR.5.1f, as attached.

8.5 28-Day Reading: Rule and Fine Revision GR.2.20 No Use and/or Operation of a Vehicle, Vessel or Golf Cart While Under the Influence of Alcohol (Ken Toler)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to revise the rule and the fine associated with GR.2.20, as attached.

8.6 APPROVAL: Revised Elections Rules GR.1.5 -GR.1.5H (Andrea Moreno)

Proposed Resolution: It is recommended that the Board of Directors approve the revised election rules GR.1.5 – GR.1.5H, as attached.

9. Association Reports

- Board Liaison Committee Reports
- General Manager Report (Eric Kazakoff)
- Staff Reports, as written

10. Board Comments

11. Architectural Appeals

None

12. Next Meeting Date

- Tuesday, February 4, 2025, at 1:00 p.m. – Executive Session

- Tuesday, February 4, 2025, at 6:00 p.m. – Regular Session

13. Adjournment

Please be courteous and respectful to other members, Board of Directors and representatives from Management at all times. We ask that you do not raise hands or interrupt the Board or anyone else who may be speaking. No alcohol shall be permitted and/or consumed at Board meetings and/or Membership meetings. **A member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.**

The Canyon Lake Property Owners Association Board of Directors (Board) met in Regular Session on Tuesday, December 3, 2024. President Bill Van Vleet called the meeting to order at 6:02 p.m. Directors present were Joe Kamashian and Greg Doherty. Director Bill and Director Cook were absent. Three Board Members were present. Quorum was met. Also, present were Legal Counsel, Attorney Sean Kane; General Manager Eric Kazakoff; Sr. Manager of Planning and Compliance Cheryl Mitchell; Director of Finance Susan Dawood; Member Services Manager Mary Castaneda; Senior Activities Manager Carrie Pratt; Community Patrol Manager Ken Toler; ACC Chairperson David Humphrey and Clerk of the Board Andrea Moreno.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by member Chuck Moreno
Verification of Quorum by Clerk of the Board Andrea Moreno

2. **Approval of Minutes**

- November 5, 2024

MOTION/RSOLUTION: Director Doherty moved that the Board of Directors approve the Regular Session Board Meeting Minutes, as attached. Director Kamashian seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

3. **Public Official Comments**

None

4. **Presentations**

- Allied Universal Security Services Community Patrol Chief Zachary Wells provided a Community Patrol Update.
- Director Kamashian recognized the Member of the Month – James (Jim) Lippen

5. **Announcements**

President Van Vleet announced that Senate Bill No.2159 passed in September 2024 to take effect in January 2025 to allow electronic voting and election rules being revised.

6. **Member Comments on Non-Personnel Issues**

None.

7. **Consent Agenda** (Items A - C)

MOTION/RESOLUTION: Upon motion properly made by Director Doherty, seconded by Director Kamashian and three votes in favor, items A, B and C were approved. Director Bill and Director Cook absent. MOTION CARRIED

A. **APPROVAL:** Ratify Monthly Financial Statement Review

MOTION/RESOLUTION: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500. APPROVED

B. **Report of Executive Session Actions**

MOTION/RESOLUTION: That the Board of Directors review and approve the Executive Session Actions, as written. APPROVED

C. Authorization of Liens

MOTION/RESOLUTION: That the Board of Directors authorize the Controller or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with Civil Code §5673 in order to secure the debt owed to the Association. APPROVED

8. Board Action Items

8.1 APPROVAL: Reserve Fund Transfer

MOTION/RESOLUTION: Director Doherty moved the Board of Directors approve in compliance with Civil Code 5515 and prudent fiscal management, the transfer of \$1,698,905 between the Schwab Operating Account and Enterprise Bank be approved. Director Kamashian seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

8.2 APPROVAL: Rules and Regulations Committee Member Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to appoint Alison Peacock as a member of the Rules and Regulations Committee; contingent upon execution of the confidentiality agreement. Director Doherty seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

8.3 APPROVAL: Senior Work Group Committee Appointment

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve the appointment of Frances Tibbet as a member of the Senior Work Group Committee: contingent upon execution of the confidentiality agreement. Director Doherty seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

8.4 28-Day Reading: Revise Election Rules GR.1.5-GR.1.5H

Proposed Resolution: Director Kamashian moved to the Board of Directors approve the 28-day reading to revise election rules GR.1.5-GR1.5H, as attached. Director Doherty seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

9. Association Reports

- Board Liaison Committee Reports
- General Manager Eric Kazakoff provided an association report.
- Staff Reports, as written

10. Board Comments

Directors provided comments.

The Board recessed at 6:47 p.m. and reconvened the meeting at 6:52 p.m.

11. Architectural Appeals

A. Wesley Hamik 30154 Point Marina Drive

Appealing ACC Denial of Shade Cover in the Side Setback

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors deny the members request for the patio/shade cover located in the five (5) foot side setback. President Van Vleet seconded. Three votes in favor, Director Bill and Director Cook absent. MOTION CARRIED

12. Next Meeting Date

- Tuesday, January 7, 2025, at 1:00 p.m. – Executive Session
- Tuesday, January 7, 2025, at 6:00 p.m. – Regular Session

13. Adjournment

MOTION/RESOLUTION: Director Kamashian moved to adjourn the meeting. Director Doherty seconded. Meeting adjourned at 7:04 p.m.

Minutes approved: _____ Approved on: _____

TO: Board of Directors

FROM: Controller

RE: Monthly Financial Statement Review

Background

5500.

Per Davis Stirling Code 5500 the Board shall: do all of the following:

- (a) Review, on a monthly basis, a current reconciliation of the association’s operating accounts.
- (b) Review, on a monthly basis, a current reconciliation of the association’s reserve accounts.
- (c) Review, on a monthly basis, the current year’s actual operating revenues and expenses compared to the current year’s budget.
- (d) Review, on a monthly basis, the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts.
- (e) Review, on a monthly basis, an income and expense statement for the association’s operating and reserve accounts.
- (f) Review, on a monthly basis, the check register, monthly general ledger, and delinquent assessment receivable reports.

Fiscal Impact

None

Recommendation:

Staff recommends that the Board review all financial documents that have been uploaded to the CLPOA drop box per Davis Sterling Code Section 5500. In addition, Staff recommends that the Board of Directors review and approve the attached Financial Statement for the latest monthly close.

Susan C. Dawood, Controller

Date: January 7, 2025

From: Andrea Moreno

APPROVAL: CLPOA Report of Executive Session

On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on Tuesday, January 7, 2025. The meeting was called to order at approximately 1:00 p.m. Items discussed during this session included:

Legal Matters - The Board of Directors and management received an update from legal counsel regarding Association matters. In addition, the Board held discussion on three (3) legal item(s).

3rd Party Contract/Agreement - The Board of Directors and management held discussion on seven (7) third party contract/agreements pending with the Association during this meeting.

Personnel Matters - The Board of Directors and management held discussion on pending personnel matters during this meeting.

The meeting concluded at or before 5:30 p.m.

Andrea Moreno
Clerk of the Board

Date: January 7th, 2025

To: Board of Directors

From: Accounting Department

Board Action/Resolution: Authorization of Liens

Background

Civil Code §5673 requires the Board of Directors to authorize the approval of the recordation of liens against members when they become delinquent. In addition, if the debt continues to remain outstanding and additional charges occur in relationship to the initial debt, the lien may be periodically updated and refiled.

Fiscal Impact

There are fees and staff time required to file the claim. These fees are included in our claim and may be awarded by the judge if we are successful.

Recommendation

It is recommended the Board of Directors authorize the Controller or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with Civil Code §5673 in order to secure the debt owed to the Association.

Assessor Parcel Number

1. 354-161-019
2. 355-061-001
3. 355-263-029
4. 355-037-017
5. 354-161-020
6. 353-082-013
7. 354-220-024

8. 355-341-005
9. 353-053-004
10. 355-420-006
11. 355-122-015
12. 354-092-019
13. 353-182-011
14. 353-242-014

15. 353-231-052
16. 354-091-002
17. 355-212-021
18. 353-060-002
19. 353-253-050

TO: Board of Directors
FROM: Controller
RE: Reserve Funds Transfer

Background

Cash is moved (and as investments mature) in order to ensure funds are available for operational expenses. The following funds need to be transferred between the Operating Fund Schwab Investment Fund and Enterprise bank in order to provide additional funds as needed for the potential operating needs of the CLPOA.

Fiscal Impact

This action will transfer cash of \$280,000 from the Road Reserve Fund to the Operating Fund at Enterprise Bank due to the maturing of an investment. Available interest earnings will continue at Enterprise Bank on any unused balance.

This action will transfer cash of \$120,000 from the Capital Improvement Fund to the Operating Fund at Enterprise Bank due to the maturing of the investment. Available interest earnings will continue at Enterprise Bank on any unused balance.

Recommendation

In compliance with Civil code 5515 and prudent fiscal management, it is recommended that the transfer of \$280,000 between the Road Reserve Fund and Enterprise Bank and \$120,000 from the Capital Improvement Fund and Enterprise Bank be approved.

Susan C Dawood, Controller

📍 31512 Railroad Canyon Road, Canyon Lake, CA 92587
☎ 951.244.6841
🌐 www.canyonlakepoa.com

DATE: January 7, 2025

ACTION:

TO: Board of Directors

FROM: Planning & Compliance – ACC Committee

RE: APPROVAL – Appoint Architectural Control Committee Alternate(s)

Background

The ACC Committee is in need of an alternate Committee member to fill the open position. The ACC Committee met on Thursday, December 19, 2024, during the regular open session, and unanimously agreed to recommend San Vaccaro for board approval to fill the alternate committee member position.

Several other applicants were invited to the ACC meeting during the open session and due to the time in which the meetings were held were unfortunately unable to attend.

Fiscal Impact

None

Recommendation

Staff and ACC Committee recommends that the Board of Directors approve San Vaccaro as an alternate to the ACC Committee.

DATE: Jan 7, 2025

TO: Board of Directors

FROM: Community Patrol Manager, Ken Toler

RE: 28 Day Reading – GR.5.1 and GR.5.1a - General Information/Non-Specified Violations in the Community are Subject to Fine

Background

The Security Advisory Committee was tasked with reviewing the enforcement measures for motor vehicle related offenses within our community. The committee is proposing a rule change to better reflect the intention of the rule and have a more positive impact on the community. The Security Advisory Committee recommends that the Board consider implementing the rule change of:

GR.5.1 General Information

Any motor vehicle operated within the community of Canyon Lake Property Owners Association shall be operated in accordance with these rules and in a safe and prudent manner. Additionally, the CLPOA has adopted the Rules and Regulations of the California Drivers Handbook issued by the California Department of Motor Vehicles and commonly known as the ‘Rules of the Road’ as the basis for implementation of the following Rules for Motor Vehicles. The ‘Rules of the Road’ is a set of customary practices, especially for the operation of a motor vehicle established to promote efficiency and safety, which must be followed to the extent applicable. Violations may result in disciplinary action, including fines and or legal enforcement proceedings.

GR.5.1a Non-Specified Violations in the Community are Subject to Fine - Non-specified violations in the community that are not specifically enumerated in these paragraphs will carry or be subject to a fine as set forth by CLPOA. Any and all violations are enforceable by Community Patrol.

The proposed changes to the rules in this request more accurately define the roles and responsibilities of those operating motor vehicles and the community patrol enforcement.

Fiscal Impact

\$0

Recommendation

It is recommended that the Board of Directors approve the 28-day reading to revise the rule associated with GR.5.1 and GR.5.1a, as attached.

Ken Toler
Community Patrol Manager

Current Rules:

GR.5.1 General Information

Any motor vehicle operated within the community of Canyon Lake Property Owners Association shall be operated in accordance with these rules and in a safe and prudent manner. Additionally, the CLPOA has adopted the Rules and Regulations of the California Drivers Handbook issued by the California Department of Motor Vehicles and commonly known as the ‘Rules of the Road’ as the basis for implementation of the following Rules for Motor Vehicles. The ‘Rules of the Road’ is a set of customary practices, especially for the operation of a motor vehicle established to promote efficiency and safety, which must be followed to the extent applicable. Violations may result in disciplinary action, including fines and or legal enforcement proceedings.

GR.5.1a Non-Specified Violations in the Community are Subject to Fine - Non-specified violations in the community that are not specifically enumerated in these paragraphs will carry or be subject to a fine as set forth by CLPOA. Any and all violations are enforceable by Community Patrol.

Proposed Revision:

GR.5.1 General Information

Any motor vehicle (including without limitation, car, truck, golf cart, e-bike, or any motor-powered vehicle of any kind, hereafter “Vehicle”) operated within the community of Canyon Lake Property Owners Association shall be operated in accordance with these rules and in a safe and prudent manner. ~~Additionally, the CLPOA has adopted the Rules and Regulations of the California Drivers Handbook issued by the California Department of Motor Vehicles and commonly known as the ‘Rules of the Road’ as the basis for implementation of the following Rules for Motor Vehicles. The ‘Rules of the Road’ is a set of customary practices, especially for the operation of a motor vehicle established to promote efficiency and safety, which must be followed to the extent applicable.~~ Violations may result in disciplinary action, including **without limitation**, fines and or legal enforcement proceedings.

GR.5.1a ~~Non-Specified Violations in the Community are~~ All Violations Subject to Fine - ~~Non-specified violations in the community that are not specifically enumerated in these paragraphs will carry or be subject to a fine as set forth by CLPOA.~~ Any and all violations are enforceable by Community Patrol. **If a rule does not have a specific fine written into the rule itself, violation will result in a fine set by CLPOA in accordance with its Fine Schedule.**

Proposed Rule:

GR.5.1 General Information

Any motor vehicle (including without limitation, car, truck, golf cart, e-bike, or any motor-powered vehicle of any kind, hereafter “Vehicle”) operated within the community of Canyon Lake Property Owners Association shall be operated in accordance with these rules and in a safe and prudent manner. Violations may result in disciplinary action, including without limitation, fines and or legal enforcement proceedings.

GR.5.1a All Violations Subject to Fine - Any and all violations are enforceable by Community Patrol. If a rule does not have a specific fine written into the rule itself, violation will result in a fine set by CLPOA in accordance with its Fine Schedule.

DATE: January 7, 2025

TO: Board of Directors

FROM: Community Patrol Manager, Ken Toler

RE: 28 Day Reading – GR.5.1f Restrictions for Alcoholic Beverages / No Open Containers

Background

The Security Advisory Committee was tasked with reviewing the enforcement measures for alcohol-related offenses within our community. The committee is proposing an increase in fines to more effectively discourage behaviors that endanger community well-being.

The Security Advisory Committee recommends that the Board consider the revision to better reflect the rule for the community and implementing a fine of \$500 for violations of:

GR.5.1f Restrictions for Alcoholic Beverages / No Open Containers - The CLPOA enforces the California Vehicle Code's rules of the road regarding drinking any alcoholic beverages. No open containers. No possession by a minor of any alcoholic beverage in a vehicle. These rules also apply to golf carts and other motor vehicles operated on the streets or parking areas of the CLPOA.

General Rule 5.1f currently carries a fine of \$100. This significant fine is intended to serve as a strong deterrent, reinforcing the importance of adhering to community well-being.

Fiscal Impact

\$500

Recommendation

It is recommended that the Board of Directors approve the 28-day reading to revise rule and the fine associated with GR.5.1f, as attached.

Ken Toler
Community Patrol Manager

Current Rules:

GR.5.1f Restrictions for Alcoholic Beverages / No Open Containers - The CLPOA enforces the California Vehicle Code's rules of the road regarding drinking any alcoholic beverages. No open containers. No possession by a minor of any alcoholic beverage in a vehicle. These rules also apply to golf carts and other motor vehicles operated on the streets or parking areas of the CLPOA.

Fine: \$100

Proposed Revision:

GR.5.1f ~~Restrictions for Alcoholic Beverages /~~ No Open Containers - ~~The CLPOA enforces the California Vehicle Code's rules of the road regarding drinking any alcoholic beverages. No open containers. No open containers of alcohol in a Vehicle. No possession by a minor of any alcoholic beverage, open or not, in a Vehicle. These rules also apply to golf carts, and other motor vehicles operated on the streets or parking areas of the CLPOA.~~

Fine: \$500

Proposed Rule:

GR.5.1f No Open Containers

No open containers of alcohol in a Vehicle. No possession by a minor of any alcoholic beverage, open or not, in a Vehicle.

Fine: \$500

DATE: Jan 7, 2025

TO: Board of Directors

FROM: Community Patrol Manager, Ken Toler

RE: 28 Day Reading – GR.2.20 No Use and/or Operation of a Vehicle, Vessel or Golf Cart While

Under the Influence of Alcohol

Background

The Security Advisory Committee was tasked with reviewing the enforcement measures for alcohol-related offenses within our community. The committee is proposing a rule change to better reflect the intention of the rule and have a more positive impact on the community.

The Security Advisory Committee recommends that the Board consider implementing the rule change of:

General Rule 2.20 No Use and/or Operation of a Vehicle, Vessel or Golf Cart While Under the Influence of Alcohol: Use and/or operation of a vehicle, vessel or golf cart while under the influence of alcohol is prohibited. NOTE: Use or possession of alcohol by a minor is strictly prohibited.

General Rule 2.20 currently does not fully explain the circumstances in which the CLPOA may enforce this rule and has no fine attributed to the violations to prevent such behavior.

Fiscal Impact

\$1,000

Recommendation

It is recommended that the Board of Directors approve the 28-day reading, to revise the rule and the fine associated with GR.2.20, as attached.

Ken Toler
Community Patrol Manager

Current Rules:

GR.2.20 No Use and/or Operation of a Vehicle, Vessel or Golf Cart While Under the Influence of Alcohol: Use and/or operation of a vehicle, vessel or golf cart while under the influence of alcohol is prohibited. NOTE: Use or possession of alcohol by a minor is strictly prohibited.

Fine: None

Proposed Revision:

GR.2.20 No Use and/or Operation of Any Vehicle, Vessel, E-Bike, Golf Cart, or Any Other Vehicle, While Under the Influence of Alcohol

Use and/or operation of a vehicle, vessel, E-bike or golf cart while under the influence of an alcoholic beverage, controlled, or intoxicating, substance is prohibited. ~~NOTE: Use or possession of alcohol by a minor is strictly prohibited.~~ Any person found to be intoxicated while operating any vehicle (whether listed in this rule or not) on CLPOA's common areas will be in violation.

Fine: \$1,000

Proposed Rule:

GR.2.20 No Use and/or Operation of Any Vehicle, Vessel, E-Bike, Golf Cart, or Any Other Vehicle, While Under the Influence

Use and/or operation of a vehicle, vessel, E-bike or golf cart while under the influence of an alcoholic beverage, controlled, or intoxicating, substance is prohibited. Any person found to be intoxicated while operating any vehicle (whether listed in this rule or not) on CLPOA's common areas will be in violation.

Fine: \$1,000

Date: January 7, 2025

To: Board of Directors

From: Andrea Moreno

Discussion: APPROVAL: Revise Election Rules GR.1.5 – GR.1.5H

Background

In September of 2024 Assembly Bill No. 2159 was passed to allow Associations to provide electronic voting to their members for Board elections. Legal counsel has updated the election rules GR.1.5 – GR.1.5H which will allow electronic voting for the May 2025 election.

Fiscal Impact

None

Recommendation:

The Board to approve the updated election rules GR.1.5 – GR.1.5H, as attached.

Submitted By

Andrea Moreno
Clerk of the Board

GR.1.5 Election Rules

These Election Rules apply to all Member votes undertaken by Canyon Lake Property Owners Association (“Association”). These Election Rules shall be effective on the date of adoption, shall supersede any other rules of the Association affecting voting or elections, and shall remain in effect until modified by the Board of Directors (the “Board”).

GR.1.5a - Member Voting Rights

GR.1.5a.1 - Notwithstanding anything to the contrary in the Association’s governing documents, all Prime Members, (called simply “Members” in the Bylaws) shall be entitled to vote. “Associate Members” are not entitled to vote per Article III, Section 3 of the Bylaws. Any reference to “Member” voting herein shall be construed as a reference to the Prime Member, not an Associate Member. No Prime Member shall be denied a ballot for any reason other than not being a Member. Prime Members have one vote per Lot owned.

GR.1.5a.1.1 - Entity Owners - In the case of a Member that is not a natural person (such as a trust, corporation or other entity), the vote of such Member may be cast by any authorized representative of the Member designated by written notice to the Association.

GR.1.5a.1.2 - General Power of Attorney - A person with general power of attorney for a Member, who has provided satisfactory evidence thereof, shall not be denied a ballot and said ballot shall be counted if returned by the deadline for voting.

GR.1.5a.2 - Voter List - The Association shall maintain a “Voter List” which shall include for each separate interest: the Member’s name; voting power; and, unless the Member has “opted out” of the public distribution of their address, the physical address of the Member’s separate interest, or the parcel number, or both, and the mailing address of the Member if it is different than the physical address of the separate interest (or if the parcel number is used). Upon request, the Association shall permit Members to verify the accuracy of their individual information on the Voter List at least 30 days before the ballots are mailed. The Member shall report any errors to the Inspector who shall make the correction within two business days. The Association may, at its discretion, report any known errors to the Inspector. The Voter List shall be retained as “association election materials” as required by law.

GR.1.5a.3 - Cumulative Voting Not Permitted - Cumulative voting is not permitted in the election of directors.

GR.1.5a.4 - Proxy Voting Not Permitted - Use of proxies in connection with membership votes or membership meetings is not authorized by the By Laws. “Proxy” shall mean a written authorization signed by a Member or a Member’s attorney-in-fact giving another person or persons power to vote for such Member, as defined in Corporations Code section 5069.

GR.1.5b - Membership Meeting and Voting Procedure - The Association will hold an Annual Meeting of the Members to elect Directors and to conduct Association business. The Annual Meeting is generally held in May.

GR.1.5b.1 - The Board of Directors consists of 5 Directors. Directors are elected for 4 year terms. The terms are staggered. Directors must be elected by secret ballot and cannot be elected by voice vote or show of hands at the Annual Meeting.

GR.1.5b.2 - Secret Ballots - The Association will allow for voting by both written secret ballot and by electronic secret ballot, as set forth herein. However *electronic* secret ballots are not

allowed, per law, for regular or special assessment votes. The secret ballot process will be used for all of the following:

- i. Election and removal of the Association's Board of Directors.
- ii. Vote of the membership regarding assessments that legally require a vote of the membership for approval. (Written secret ballot only.)
- iii. Amendments to the governing documents that require membership approval.
- iv. Prior to granting exclusive use of common area property, where required by Civil Code Section 4600.
- v. Any other matters where a secret ballot is required by law.

GR.1.5b.3 - Voting Procedure

GR 1.5b.3.1 - 30-Day Pre-Notice of Director or Recall Election Information. At least 30 days before the ballots are distributed for elections of directors or to recall directors (but not required for membership votes on other matters), the Association shall provide general notice per *Civil Code* section 4045 (and individual notice per *Civil Code* section 4040 to those requesting members) of all of the following: (i) the date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector; (ii) the date and time by which electronic secret ballots are to be transmitted to the internet-based voting system and preliminary instructions on how to vote by electronic secret ballot upon commencement of the voting period; (iii) the date, time, and location of the meeting at which quorum will be determined, and at which ballots will be counted; (iv) a statement that the Association may call a reconvened meeting to be held at least 48 hours after a scheduled election if the required quorum is not reached, at which time the quorum of the membership to elect directors will be twenty five percent (25%) of the Association's members voting in person, or by secret ballot; If the 25% quorum is not reached the Association may adjourn the meeting to a date at least 20 days after the adjourned meeting, upon at least 15 days' prior notice, at which time the quorum required for purposes of the reconvened meeting to elect directors shall be 20 % of the Association's member voting in person, or by secret ballot; and (v) the "Candidate Registration List," as defined in GR.1.5c.3 below.

GR.1.5b.3.2 - Written Secret Ballot Procedures. To the extent written secret ballots are used to vote (i.e. when Members vote on assessment increases; and voting on other matters where the Member has opted out of using electronic secret ballots), the following rules apply. The Association shall deliver, in person or via first-class mail, the ballots, including instructions on how to vote, and "double envelope system" as described in *Civil Code* section 5115(c). Only Members who will vote by written secret ballot pursuant to this Section shall be mailed or delivered the ballots and envelopes. Ballots shall be distributed a minimum of 30 days prior to the deadline for voting. In an election to approve an amendment of governing documents, the text of the proposed amendment shall be delivered to the Members with the ballot.

- a. The written secret ballot will not identify the voter by name, address, lot, parcel number or unit number.
- b. For election of Directors the written secret ballot will contain the names of any candidates known to the Association at the time the ballot is mailed.
- c. The ballot itself is not signed by the voter but is inserted into a sealed, pre-addressed (to the Inspectors) envelope (Envelope #1).

d. The sealed Envelope #1 is then inserted by the voter into a second pre-addressed (to the Inspectors) envelope (Envelope #2) which should then be sealed. In the upper left-hand corner of Envelope #2, the Member shall sign their name, indicate the address or other identifying account/unit/lot number that entitles them to vote. Envelope #2 may be mailed or delivered by hand to the pre-addressed address specified on the envelope.

e. Members owning multiple Lots must submit separate ballot envelopes (#1 and #2) for each Lot.

f. The member may request a receipt for hand delivery of the sealed Envelope #2 to the location selected by the Inspectors. Any member desiring a receipt for mail delivery should send the ballot by certified mail, return receipt requested, to the location selected by the Inspectors.

GR.1.5b.3.3 - Only the Association's ballots in the form which are sent out to the membership by the Association or are provided by the Association at the membership meeting will be accepted by the Inspectors

GR.1.5b.4 - Electronic Secret Ballot Procedures. When a vote of the Members is conducted using electronic secret ballots, the ballots shall be distributed a minimum of thirty 30 days prior to the deadline for voting, and the following shall apply:

GR1.5b.4.1 - General Requirements.

- (a) **Definition of Electronic Secret Ballot.** "Electronic secret ballot," as used in these Election Rules, means a ballot conducted by an electronic voting system that ensures the secrecy and integrity of a ballot pursuant to the requirements of Civil Code sections 5100 through 5145, inclusive.
- (b) **Voting List.** The Association shall maintain a separate voting list identifying which Members will vote by electronic secret ballot and which Members will vote by written secret ballot.
- (c) **Valid Email Address Required; Otherwise, Vote by Written Secret Ballot.** Members who vote by electronic secret ballot shall be required to provide a valid email address to the Association. If the Association does not have a Member's email address required to vote by electronic secret ballot by the time at which ballots are distributed, the Association shall send the Member a written secret ballot.
- (d) **Inspector of Election.** The Association must utilize an Inspector capable of fulfilling the electronic secret ballot vote requirements as set forth in these Election Rules.
- (e) **Cannot Be Used for Assessment Votes.** Electronic secret ballots cannot be used for a membership vote to approve an increase in the regular/annual assessment or a special assessment as described in **GR.1.5b.2.ii**. Such votes must be conducted by written secret ballot as set forth in **GR.1.5b.3.2**

GR1.5b.4.2 Inspector of Election Requirements. When conducting an election by electronic secret ballot, the Association must select an Inspector which shall ensure compliance with all of the following:

- (a) Each Member voting by electronic secret ballot shall be provided with all of the following:
- (1) A method to authenticate the Member's identity to the internet-based voting system.
 - (2) A method to transmit an electronic secret ballot to the internet-based voting system that ensures the secrecy and integrity of each ballot.
 - (3) A method to confirm, at least 30 days before the voting deadline, that the Member's electronic device can successfully communicate with the internet-based voting system.
- (b) Any internet-based voting system that is utilized shall have the ability to accomplish all of the following:
- (1) Authenticate the Member's identity.
 - (2) Authenticate the validity of each electronic secret ballot to ensure that the electronic secret ballot is not altered in transit.
 - (3) Transmit a receipt from the internet-based voting system to each Member who casts an electronic secret ballot.
 - (4) Permanently separate any authenticating or identifying information from the electronic secret ballot, rendering it impossible to connect an election ballot to a specific Member.
 - (5) Store and keep electronic secret ballots accessible to elections officials or their authorized representatives for recount, inspection, and review purposes.

GR1.5b.4.3 - Electronic Secret Ballot Requirements.

- (a) **Delivery of Electronic Secret Ballot.** The Association shall deliver individual notice (per Civil Code section 4040) of the electronic secret ballot to each Member 30 days before the election. The individual notice shall contain instructions on both of the following:

- (1) How to obtain access to that internet-based voting system; and
- (2) How to vote by electronic secret ballot.

Delivery of this individual notice may be accomplished by electronic submission to an address, location, or system designated by the Member.

- (b) **Other Electronic Notice.** The electronic secret ballot may be accompanied by or contained in an electronic individual notice in accordance with Civil Code section 4040(a), paragraph (2).

- (c) **Ballot List.** The electronic secret ballot must contain the same list of items being voted on as the written secret ballot, and vice versa.

- (d) **Amendment of Governing Documents.** The text of a proposed governing document amendment may be delivered, by electronic means, to those Members who vote by electronic secret ballot. The Association shall also deliver a written copy of the text of the proposed amendment to those members upon request and without

charge. If voting by written secret ballot, the Association shall deliver a written copy of the text of the proposed amendment to the Member with the ballot as set forth in **GR.1.5b.3.2**, above.

GR1.5b.4.4 - Voting by Electronic Secret Ballot.

- (a) **When Electronic Vote is Effective.** A vote made by electronic secret ballot is effective when it is electronically transmitted to an address, location, or system designated by the Inspector.
- (b) **Electronic Vote May Not be Revoked.** A vote made by electronic secret ballot (or by written secret ballot) shall not be revoked.
- (c) **Electronic Secret Ballots and Quorum.** For purposes of determining a quorum, a Member voting electronically pursuant to GR.1.5b.4 shall be counted as a Member in attendance at the meeting. Once the quorum is established, a substantive vote of the Members shall not be taken on any issue other than those specifically identified in the electronic vote.

GR 1.5b.5.1 - Electronic Voting – Default Voting Method is Electronic Voting – Members Permitted to Opt Out.

- (a) Per Civil Code section 5105(i)(1)(C)(i), the default voting method for the Association’s voting (except as set forth in **GR.1.5b.2.ii**, above) shall be electronic secret ballot voting. Members shall be permitted to “Opt Out” of voting by electronic secret ballot to vote by written secret ballot, requiring the Association to mail a written secret ballot only to a Member who has opted out of voting by electronic secret ballot or for whom the Association does not have a valid email address required to vote by electronic secret ballot.
- (b) The Association’s annual policy statement (per Civil Code section 5310) must include information on the procedures to opt out of voting by electronic secret ballot.
- (c) At least 30 days prior to the deadline to change the preferred method of voting (see Section GR1.5b5.2 (“Changes in Preferred Method of Voting”), the Association shall provide the Members individual notice (per Civil Code section 4040) of all of the following:
 - (1) The Member’s current voting method;
 - (2) If the Member’s voting method is by electronic secret ballot and the Association has an email address for the Member, the email address of the Member that will be used for voting by electronic secret ballot.

- (3) An explanation that the Member is required to opt out of voting by electronic secret ballot if the Member elects to vote by written secret ballot.
- (4) An explanation of how a Member may opt out of voting by electronic secret ballot, and
- (5) The deadline by which the Member is required to opt out of voting by electronic secret ballot if the Member elects to exercise that right.

GR1.5b.5.2 - Changes in Preferred Method of Voting. Each Member shall be permitted to change their preferred method of voting from electronic secret ballot to written secret ballot, or written secret ballot to electronic secret ballot, up to 90 days before an election. A request to opt out of voting by electronic secret ballot shall be delivered in writing to the Association, either to the person designated in the Association's annual policy statement, or if no person so designated, to the Board President or Secretary. This written delivery may be by email, facsimile, or other electronic means provided by the Association; by personal delivery if assented to by the Association (with written receipt); or by first-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service carrier.

GR.1.5b.6 - Effect of Submitting a Ballot

GR.1.5b.6.1 - Once a member mails or delivers his / her written or electronic ballot that ballot cannot be changed or revoked.

GR.1.5b.6.2 - Only 1 ballot may be submitted for each Lot. Once a Member submits a ballot with regard to a Lot, no other ballot may be submitted for that property. Should more than 1 ballot be received for any Lot, the first ballot received will be the one counted. If it cannot be determined which ballot was the earliest received, no ballot will be counted for that Lot except 1 ballot for quorum purposes only.

GR.1.5b.7 – Registration of Written Secret Ballots at the Meeting

GR.1.5b.7.1 - The Association will have the membership registration list at the meeting.

GR.1.5b.7.2 - Management will not register any of the ballots received by the Association. Registration will be performed by the Inspectors.

GR.1.5b.7.3 - All written ballots must be sealed in the 2 sealed, pre-addressed envelopes and Envelope #2 must contain all required information on the upper left-hand corner.

GR.1.5b.7.4 - If a Member brings written ballots from other Members to the membership meeting, the ballots must be sealed in separate individual Envelopes #1 and #2 as required above. The Inspectors will register and make all necessary determinations regarding those sealed ballot envelopes.

GR.1.5b.7.5 - The Inspectors will review the information provided on the upper left-hand corner of Envelope #2 and will determine whether the failure to include any information should result in the Ballot being counted for quorum purposes only, or not counted for any purpose. The Inspectors will require, at a minimum, the following as indicated in subsequent paragraphs:

GR.1.5b.7.5.1 - The name of the Member must be legible and must match the name of the record Owner of the property as shown on the Association's member-ship list.

GR.1.5b.7.5.2 - The Member's signature must be on the Envelope #2

GR.1.5b.7.5.3 - The address/Lot identifier shown on Envelope #2 must correspond to the Member's address/Lot on the Association's membership list.

GR.1.5b.8 – Registration of Members in Person

GR.1.5b.8.1 - Members wishing to vote in person at the membership meeting must present themselves at the registration table.

GR.1.5b.8.2 - A member may not revoke any previously mailed or delivered ballot; if the Inspectors confirm that a ballot was received by the Inspectors the Member may attend the meeting but will not be given a new ballot to vote at the meeting. If the Inspectors confirm that a ballot was not received, the Member will be given a ballot and 2 envelopes to mark, seal and complete and cast in secret at the meeting.

GR.1.5b.8.3 - Member voting in person at the meeting must still use the Association provided written ballot, including Envelopes #1 and #2; and Envelope #2 must be filled out, sealed and signed. Failure to use the 2 envelope system at the meeting may lead to invalidation of the ballot cast at the meeting and shall prevent the ballot from being counted at any adjourned date if the meeting is adjourned for lack of quorum.

GR.1.5b.9 - Determination of Quorum

GR.1.5b.9.1 - The Inspectors will determine based upon the count of the number of Members voting through written ballot and or electronic ballot, (as appropriate) as shown on the registration list, that quorum has been obtained.

GR.1.5b.9.2 - Upon determination that a quorum has been obtained, the Inspectors may close registration at the polls.

GR.1.5b.10 - Adjourned for Lack of Quorum/Recessed Meeting

GR.1.5b.10.1 - If any membership meeting is adjourned to another date due to lack of quorum, any electronic ballots, and or written ballots (in properly completed, sealed Envelopes #1 and #2) already received by the Inspectors will be valid for adjourned meetings.

GR.1.5b.10.2 - The ballots will be counted during a properly noticed open meeting of the Board or during a membership meeting. The Inspectors may request that any meeting be recessed to allow the Inspectors to continue the counting and tabulation of the ballots at another time. Notice of the recessed meeting will be given as required by law. The Inspectors will continue to maintain custody of all ballots until counting and tabulation is complete.

GR.1.5b.11 - Tabulation, Observation/Custody of Ballots, Etc.

GR.1.5b.11.1 - No person, including any Member of the Association, any employee or manager, may open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

GR.1.5b.11.2 - The Inspector shall open all ballots and tabulate the votes at a properly noticed open meeting of the Members in a manner that allows the Members to view the opening and tabulation. The Inspector may appoint additional persons to assist in the opening of ballots and tabulation of votes. Observers must remain at least 5 feet from the area of opening and tabulation and not communicate, harass, or otherwise interfere with the Inspector and/or those assisting the Inspector in any manner whatsoever. The Inspector and or the Board shall have the power and authority to cause the removal of any person who interferes with or disrupts the voting, opening or tabulating process. The Inspector may suspend the opening and tabulation process if anyone causes interference with or disrupts the process. A person including a Member of the Association or an employee of the Association, shall not open or otherwise review any ballot or any tally sheet of votes cast by

electronic secret ballot before the time and place at which the ballots are counted and tabulated.

GR.1.5b.11.3 - Tie Voting: For Elections of Directors, in the event of a tie vote among any candidates, those candidates involved in the tie, should they so choose, can have the tie determined by a coin toss implemented by the Inspector. If the candidates involved in the tie vote do not agree to a coin toss, the Association will notice a special membership meeting and send out ballots to all Members for 1 vote to break the tie. Said vote shall be conducted in accordance with the procedures herein to the extent they are applicable to run-off votes. No previously counted ballots will be used at the meeting to break the tie.

GR.1.5b.11.4 - Reporting Election Results. The tabulated results of the election shall be promptly reported to the Board and shall be recorded in the minutes if reported at a meeting of the Board or recorded in the minutes of the next meeting of the Board if reported at a Member meeting. Within 15 days of the election, the Board shall give the Members general notice of the tabulated results of the election.

GR.1.5b.11.5 - Retention of Association Election Materials. “Association Election Materials” shall mean the returned ballots, signed voter envelopes, the Voter List, and the Candidate Registration List and tally sheet of votes cast by electronic ballot. The Association Election Materials shall at all times be in the custody of the Inspector or at a location designated by the Inspector for a period of 1 year after the Inspector notifies the Board and Members of the election results, at which time custody shall be transferred to the Association. The Association shall retain the Association Election Materials for the current fiscal year and prior 2 fiscal years. At the expiration of the retention period all Association Election Materials may be destroyed.

GR.1.5c - Candidates for the Board and Nomination Procedures

GR.1.5c.1 - Candidates for the Board must be Members at the time of their nomination and (i) must meet any other qualifications or restrictions set forth in these Election Rules and (ii) must meet any other qualifications or restrictions set forth in the Bylaws so long as they do not conflict with these Election Rules and California Civil Code section 5105. In the case of a Member that is not a natural person (such as a corporation or other entity), the entity Member shall have the power to appoint a natural person as the “Member” for purposes of director elections. The Association shall disqualify a nominee for the Board for any of the following reasons:

GR.1.5c.1.1 - The nominee is not a Prime or Associate Member.

GR.1.5c.1.2 - If the nominee, if elected, would be serving on the Board at the same time as another owner of the same separate interest and the other person is either properly nominated for the current election or is an incumbent director.

GR.1.5c.1.3 - If the nominee, at the time of nomination, is delinquent in the payment of regular and/or special assessments. A nominee shall not be considered “delinquent” if the delinquency relates to the payment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party and/or if the nominee: (a) has paid their regular or special assessments under protest; or (b) has entered into a payment plan for repayment of the delinquent assessments and is not delinquent in payments due under the plan; or (c) the nominee has requested and has not been provided an opportunity to engage in internal dispute resolution.

GR.1.5c.1.4 - If the nominee has been a member of the Association for less than one year.

GR.1.5c.1.5 - If the nominee is less than 18 years old.

GR.1.5c.1.6 - If the nominee discloses, or if the Association is aware or becomes aware of, a past criminal conviction that would, if the Member was elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code section 5806 or terminate the Association's existing fidelity bond coverage.

GR1.5.c1.7 - If the nominee has served the maximum number of terms or sequential terms allowed by the Association's governing documents.

GR.1.5c.2 - Nominations

GR.1.5c.2.1 - Solicitation of Candidates. At least 30 days before the deadline for submitting a nomination, the Association shall provide general notice of the procedure and deadline for submitting a nomination for the Board. Any Member who satisfies the qualifications and is not otherwise prohibited from running for the Board may place their name in nomination for the Board by submitting the nomination before the published deadline for receiving nominations. In addition, the Board may recruit qualified candidates and/or may appoint a nominating committee to nominate qualified candidates. Notwithstanding the foregoing, if Election by Acclamation is used, the Association must follow the procedures in Section **GR1.5d** ("Election by Acclamation"), below.

GR.1.5.c.2.1.1 - No Nominations from the Floor / No Write-In Candidates - Nominations from the floor of the Membership Meeting are not permitted, pursuant to Civil Code section 5105(i)(1)(F); similarly, write-in nominations are also prohibited.

GR.1.5c.2.1.2 - The candidacy form may include the opportunity for each candidate to submit a one page (8 ½" x 11") written statement with a 2" x 3" picture in the upper left-hand corner. Candidate statements received on a timely basis will be included with the Association's publication of candidate information, including without limitation being posted on the common area bulletin boards and on the Association's web site. The Association will not edit or redact these statements but may include a statement specifying that the candidate is responsible for that content.

GR.1.5c.3 - Candidate Registration List - The "Candidate Registration List" shall mean the list of candidates who will appear on the ballot. Upon request, the Association shall permit Members to verify the accuracy of their individual information on the Candidate Registration List at least 30 days before the ballots are mailed. The Member shall report any errors to the Inspector who shall make the correction within 2 business days. The Association may, at its discretion, report any known errors to the Inspector. The Candidate Registration List shall be retained as "Association Election Materials" as required by law.

GR.1.5c.4 - Notice of Known Candidates - The names of all persons on the Candidate Registration List shall be set forth on the ballot.

GR.1.5c.5 - Candidacy Statements - Any candidate who wishes to submit a candidacy statement may only do so using the Association's authorized form. The content of any candidate statement shall be limited to a statement of the candidate's qualifications to serve as a director.

GR.1.5c.6 - Declaration of Vacancy for Delinquency - Any Member serving on the Board shall be current in the payment of regular and special assessments or the delinquent director's seat may be declared vacant by the Board following notice to the director and an opportunity to meet with the Board in executive session to explain why the director should not be disqualified. A director shall not be considered "delinquent" in the payment of assessments if the delinquency relates to the payment of fines, fines renamed as

assessments, collection charges, late charges, or costs levied by a third party and/or if the director: (a) has paid the regular or special assessment under protest; or (b) has entered into a payment plan for repayment of the delinquent assessments and is not delinquent in payments due under the plan; or (c) has requested and has not been provided an opportunity to engage in internal dispute resolution.

GR.1.5c.7 - Declaration of Vacancy for Failure to Comply with Corporate Transparency Act

The Board, by a majority of a quorum, may declare vacant the office of any director who fails to make available any and all information the director and/or the Association is legally obligated to provide to a governmental agency for Association compliance with federal or state law requirements, including, without limitation, the requirements of the Federal Corporate Transparency Act.

GR.1.5c.8 - Notice of Election Information - At least 30 days before the ballots are distributed for elections of directors or to recall directors (but not required for membership votes on other matters), the Association shall provide general notice per Civil Code section 4045 (and individual notice per Civil Code section 4040 to those requesting members) of all of the following: (i) the date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector; (ii) the date and time by which electronic secret ballots, to the extent applicable, are to be transmitted to the internet-based voting system and preliminary instructions on how to vote by electronic secret ballot upon commencement of the voting period; (iii) the date, time, and location of the meeting at which quorum will be determined, and at which ballots will be counted; (iv) a statement that the Association may call a reconvened meeting to be held at least 48 hours after a scheduled election if the required quorum is not reached, at which time the quorum of the membership to elect directors will be 25% of the Association's Members voting in person, or by secret ballot and if quorum is not thereafter received the Association may adjourn the meeting to a date at least 20 days after the adjourned meeting, at which time the quorum required for the purposes of the reconvened meeting shall be 20 percent of the Association's Members voting in person, or by secret ballot; and (v) the "Candidate Registration List," as defined in herein.

GR.1.5c.8.1 - Other meetings of the Members may be noticed and held by the Association to vote on matters upon which Members may vote. For Member votes that are to be conducted pursuant to the secret ballot process described herein, the meeting notice sent by the Association will include information on when polls will be open and when the Members may attend a Membership or Board meeting to witness the review, count and tabulation of ballots by the Inspector.

GR.1.5c.8.2 - Other business at the Annual or other membership meeting, such as approval of minutes, motions to adjourn and other parliamentary procedure, may be conducted by a show of hands, voice vote or other method.

GR.1.5c.8.3 - All membership meetings and votes will be conducted in accordance with the Association's governing documents and California Corporations and Civil Codes, as appropriate.

GR.1.5c.8.4 - If allowed by law, any vote (except for a vote on election of Directors) to be conducted pursuant to the secret ballot process described herein may be conducted electronically, and or by mail, only, without holding a membership meeting for voting purposes. A membership meeting must be held for election of Directors. Further, the counting and tabulation of votes may only be performed by Inspector in the open and at a properly noticed open meeting of the Members.

GR1.5d - Election by Acclamation. Notwithstanding the secret balloting requirements in these Election Rules, or anything to the contrary in the Association’s Bylaws or CC&Rs, if, as of the published deadline for receiving nominations, the number of qualified candidates for election to the Board is not more than the number of directors to be elected, as determined by the Inspector, then the qualified candidates may be declared elected by acclamation if all of the following conditions have been met:

- i. The Association has held a regular election for directors in the last 3 years. The 3 year time period shall be calculated from the date ballots were due in the last full election to the start of voting for the proposed election.
- ii. The Association provided individual notice (per *Civil Code* section 4040) of the election and the procedure for nominating candidates at least 90 days before the deadline for submitting nominations that includes all of the following:
 1. The number of Board positions to be filled at the election.
 2. The deadline for submitting nominations.
 3. The manner in which nominations can be submitted.
 4. A statement informing Members that if, at the close of the time period for nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board may, after voting to do so, seat the qualified candidates by acclamation without balloting.
- iii. The Association provided a reminder notice between 7 and 30 days before the deadline for submitting nominations that includes all of the following:
 1. The number of Board positions to be filled at the election.
 2. The deadline for submitting nominations.
 3. The manner in which nominations can be submitted.
 4. A list of the names of all of the qualified candidates to fill the Board positions as of the date of the reminder notice.
 5. A statement reminding members that if, as of the deadline for nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board may, after voting to do so, seat the qualified candidates by acclamation without balloting. This statement is not required if, at the time the reminder notice will be delivered, the number of qualified candidates already exceeds the number of Board positions to be filled.
- iv. The Association provides, within 7 business days of receiving a nomination, a written or electronic communication acknowledging receipt of the nomination to the Member who submitted the nomination, and if the nominee and the Member who submitted the nomination are not the same person, then a written or electronic communication to the nominee within the same time period indicating the following:
 1. The nominee is a qualified candidate for the Board; or
 2. The nominee is not a qualified candidate for the Board, the basis for the disqualification, and the Association’s internal dispute resolution procedure, which shall comply with *Civil Code* section 5900 et al., by which the nominee may appeal the disqualification.

- v. The Association permits all candidates to run for election, except for any nominees disqualified from running as allowed or required pursuant to **GR.1.5c.1**
- vi. The Board votes to consider the qualified candidates elected by acclamation at an open meeting for which the agenda item reflects the name of each qualified candidate that will be seated by acclamation if the item is approved.

GR.1.5e - Inspector(s) of Elections

GR.1.5e.1 - Appointment of Inspector of Elections. Whenever there is a membership vote or election, the Board shall appoint 1 or 3 Inspectors of Elections, (referred to in these Election Rules, individually or collectively, as “Inspector”) whose powers and duties shall be as set forth in Civil Code section 5100 et seq. The Board shall have the power to remove an Inspector who ceases to meet the required qualifications, is unable or unwilling to perform their duties, or for other good reason, and to appoint a new Inspector in their place.

GR.1.5e.2 - Qualification of Inspector of Elections. The Inspector may be any person the Board reasonably believes to be independent with respect to the matter or matters being voted on and may include Members of the Association, but may not be: (i) a member of the Board or a candidate for election to the Board or be related to a current member of the Board or a candidate for election to the Board; or (ii) the Association’s manager, accountant, legal counsel, or any other person, business entity, or subdivision of a business entity that is employed by or under contract with the Association to provide compensable services to it at and/or after commencement of the election process other than serving as Inspector.

GR.1.5e.3 - Payment to Inspector of Elections. The Board may authorize payment of Association funds to any third party appointed to serve as Inspector; however, no payment may be authorized for any Member appointed to serve as the Inspector.

GR.1.5e.4 - Duties of the Inspector of Elections. The Inspector shall be responsible to perform their duties as follows:

GR.1.5e.4.1 - Perform those tasks enumerated in Civil Code section 5110(c), including, but not limited to, those associated with electronic secret ballots as set forth in these Election Rules.

GR.1.5e.4.2 - Perform all duties impartially, in good faith, to the best of the Inspector’s ability, as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association.

GR.1.5e.4.3 - Make any necessary corrections to the Candidate Registration List or the Voter List within two business days of being informed of an error by a Member or by the Association.

GR.1.5e.4.4 - Deliver (or cause to be delivered) the following documents to the members at least 30 days before an election: (a) the ballot(s) by first-class mail and or electronically as specified in GR1.5b.4.3 and (b) a copy of these Election Rules by: (i) individual delivery; or (ii) by posting the internet website address where these Election Rules may be accessed on the ballot together with the phrase in at least 12-point font, “The rules governing this election may be found here: <https://www.canyonlakepoa.com/>

GR.1.5e.4.5 - Retain the Association Election Materials as provided herein, including tally sheet of votes cast by electronic ballot,

GR.1.5e.4.6 - Determine tie votes in accordance with the provisions of these Election Rules.

GR.1.5f - Use of Association Media and Campaigning

GR.1.5f.1 - Access to Association Media – Candidates for the Board - The Board may, but is not required to, make Association media (e.g., newsletter, notice board, website, or other notices provided to the Members) available to qualified candidates running for election to the Board for purposes that are reasonably related to the election in which that candidate is running. If the Board allows any candidate access to Association media, then all qualified candidates shall be allowed equal access to the same media.

GR.1.5f.2 - Access to Association Media – Other Matters - If the Board utilizes Association media to advocate a point of view on any matter (other than election of directors) that requires Member approval or allows any Member access to Association media for that purpose, then all Members advocating a different point of view shall be allowed equal access to the same media. The Board shall not be required to allow access to more than one Member advocating the same point of view.

GR.1.5f.3 - “Equal Access” - “Equal access” shall mean publication of written statements not to exceed a predetermined length as determined by the Board. The Board shall not edit or redact any statement but shall not be required to publish any statement that exceeds the predetermined length restrictions. Modifications to formatting may be made so as to allow for space and/or media restrictions. If any formatting modifications should become necessary, they shall be applied equally to all submissions and at no time shall any formatting be applied that may signify a preference or partiality.

GR.1.5f.4 - Responsibility for Content - All statements published in Association media pursuant to the “equal access” rules must identify the author or proponent. No anonymous statements will be permitted. The author and/or proponent of any statement or point of view shall be solely responsible and liable for the content of their statements. The Association shall not be responsible or liable for the content of any statement published pursuant to the “equal access” rules.

GR.1.5f.5 – Campaigning - No Association funds shall be expended for the purposes of campaigning in connection with any vote or election other than those funds specifically required to distribute required correspondence, notices, or forms that may contain the names of candidates or necessary information on the issues being voted upon, or as is otherwise deemed by the Board to be necessary or appropriate for the fair and reasonable conduct of a vote or election, or to the extent necessary to comply with duties of the Association imposed by law. Specifically excluded is the expenditure of Association funds for the purposes of expressly advocating approval, election, or defeat of any matter or candidate.

GR.1.5g - Use of Common Area and Meeting Space

GR.1.5g.1 - Access to Common Area Meeting Space – Campaigning by Candidates for the Board - The Board shall ensure that during a campaign all qualified candidates for election to the Board are given access to common area meeting space (if any) upon request, at no cost, for purposes reasonably related to their campaigns.

GR.1.5g.2 - Access to Common Area Meeting Space – Other Matters - Whenever the Board places a matter before the Members which requires Member approval, the Board shall ensure that Members advocating a point of view on the matter are given access to common area meeting space (if any) upon request, at no cost, for purposes reasonably related to

advocating their point of view, whether or not they agree with the point of view advocated by the Board on the matter at issue.

GR.1.5g.3 - All Access - Any use of the common area facilities for the purposes described above shall be regulated by any existing rules and regulations for such use. The Board, in its sole discretion, may reasonably limit a candidate's or Member's access to common area facilities in order to facilitate equal access for other candidates and Members, and so as not to unreasonably interfere with other Members' rights to use such facilities.

GR.1.5h - Amendments

The Board may amend these Election Rules from time to time except that these Election Rules may not be amended less than 90 days prior to an election unless that amendment is merely to conform to non-discretionary changes in the law.

I, Joe Kamashian, am the Secretary of the Canyon Lake Property Owners Association, and certify that these Election Rules were duly adopted by the Board of Directors of the Association and came into effect on December 3, 2024.

Secretary, Canyon Lake Property Owners Association

December 3, 2024

ACTIVITIES DEPARTMENT

Senior Center Dept. 19

- The Senior Committee meets at the Senior Center for their regular scheduled meeting on 1st Tuesdays at 9 am.
- The annual free Senior Christmas party was Friday, December 13th by the Senior Work Group. A great dinner and some great entertainment by our own Choraleers was enjoyed by all who signed up.
- Mardi Gras was the theme New Year's Party, celebrated from 6 pm-10 pm on December 31, 2024.
- Last Sunday of the month, January 26 the Potlucks & LCR will start up again.
- The Committee is looking into collaborating with 'Helping Hands' to help seniors in need.

Activities Dept. 50

- The CLPOA/JWC for Tree Lighting event was on the Sunday of Thanksgiving weekend. Santa made his special visit, lit the new lights on the tree to the amazement of all!
- The Toy Drive and Golf Cart Parade had over 60 decorated golf carts for the Dec. 8 that ended at Eastport with a elf jumper and train ride for the kids as well as food trucks.
- The Parade of Lights was put on by the Yacht Club with many amazing boats on display.
- Park hours are – 8 am-8 pm October 1, 2024 – April 30, 2025
- Community benches throughout community. Give Activities a call, send an email or visit our website to order.
- Concerts with the CLPOA 2025
 - Free CountryFest
 - May 25, 2025, at Holiday Harbor starting at 4 pm with 4 top bands.
 - 2025 Concerts at the Lodge
 - Feb. 15 – Oingo Boingo
 - Aug. 2 – Missing Persons
 - Nov. 8 – Do-wop show featuring The Drifters, The Coasters and The Platters

Pool Dept. 54

- Schedule
 - Pool is closed. Will be re-open mid-March 2025
- Aqua Fitness
 - Monday through Friday 8 am & 9 am starting back in March 2025 (High Intensity)
- Swim Lessons will be back mid-June 2025
- Pool stats:
 - Month of October- total- 1,022
 - Aqua fitness and lap swim – 423
 - Open swim – 599

Event & Activities Updates

Upcoming Events

- January 7th- CLWC Cooking Class
- January 25th- Rock Painting W/ Garden Club

Classes

- Active Fitness
 - Tuesdays & Thursdays, 10 am @ the Lodge
 - *Winter Holiday schedule (No class 12/24 through 1/2)*
- Fit Sticks
 - Tuesdays and Thursdays, 9 am @ the Lodge

- *Winter Holiday schedule (No class 12/24 through 1/2)*
- Line Dancing
 - Tuesdays (Basic Introduction), 1-2 pm @ the Lodge
 - Tuesdays (Beginners), 2-4 pm @ the Lodge
 - Wednesdays (Improvers), 2-4 pm @ the Lodge
 - *Winter Holiday schedule (No class 12/24 through 1/1)*
- Restorative Yoga
 - Thursdays, 7 pm @ the Lodge
 - *Winter Holiday schedule (No class 12/26)*

Committees

Senior Committee – No open positions.

Report presented by *Jose Montano, Recreation Manager*

Canyon Lake Community Master Calendar 2025

JANUARY 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
			1	2	3	4	Jan 1-6 Gault Field Closed for Overseeding
							Jan 07 Board Meeting
5	6	7	8	9	10	11	Jan 11 CLWC Cooking Class - Senior Center
							Jan 13 Maintenance Day Golf Course Closed
12	13	14	15	16	17	18	Jan 13 Blood Drive - Magnolia Room
							Jan 25 Garden Club - Rock Painting-Eastport
19	20	21	22	23	24	25	Jan 26 Senior Potluck & LCR-Senior Center
26	27	28	29	30	31		
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

FEBRUARY 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
						1	Feb 4 Board Meeting
							Feb 4 Little League Practices Start
2	3	4	5	6	7	8	Feb 8 CLWC Valentines Bunco-Senior Center
							Feb 8 Cars & Coffee- Sierra Park
9	10	11	12	13	14	15	Feb 10 Maintenance Day Golf Course Closed
							Feb 13 Committee Recognition Dinner- HBR
16	17	18	19	20	21	22	Feb 15 Oingo Boingo @ the Lodge
							Feb 18 Budget Workshop
23	24	25	26	27	28		Feb 22 Bassmaster's Open Tournament- HH Bay
							Feb 23 Senior Potluck & LCR-Senior Center
							Feb 23 CLJWC Pickleball Tournament- PB Courts
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

MARCH 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
						1	Mar 4 Board Meeting
							Mar 8 Mermaids Casino Night-Senior Center
2	3	4	5	6	7	8	Mar 8 Little League Opening Day
							Mar 9 Michelle's Place event
9	10	11	12	13	14	15	Mar 10 Maintenance Day Golf Course Closed
							Mar 15 Niner's Scholarship Tournament
16	17	18	19	20	21	22	Mar 15 Guild Concert-24K Magic-Lodge
							Mar 15 CLWC Bunco-Senior Center
23	24	25	26	27	28	29	Mar 22 Bassmaster's Open Tournament- HH Bay
							Mar 23 Lions Club Bingo-Lodge
30	31						Mar 30 Senior Potluck & LCR-Senior Center
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

Canyon Lake Community Master Calendar 2025

APRIL 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
		1	2	3	4	5	Apr 1 Board Meeting
							Apr 5 CLJWC Golf Tournament for Charity-
6	7	8	9	10	11	12	Apr 5 Fairy Garden Basket Workshop-
							Apr 12 Cars & Coffee- Sierra Park
13	14	15	16	17	18	19	Apr 14 Maintenance Day Golf Course Closed
							Apr 14 Blood Drive- Magnolia Room
20	21	22	23	24	25	26	Apr 20 Sunrise Easter Service- HH
							Apr 25 CLWC Fashion Show- Lodge
27	28	29	30				Apr 26-27 Community Garage Sale
							Apr 27 Senior Center Potluck- Senior Center
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

MAY 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
				1	2	3	May 3 Fine Arts Guild Concert- Lodge
							May 9 Coraleers- HBR
4	5	6	7	8	9	10	May 10 Cars & Coffee- Sierra Park
							May 11 Mother's Day Brunch- HBR
11	12	13	14	15	16	17	May 12 Maintenance Day Golf Course Closed
							May 14, 16 Board Election- Lodge
18	19	20	21	22	23	24	May 17, 18 Ski Club Competition- N Ski/J Lagoon
							May 19-23 Board Orientation- POA Conference
25	26	27	28	29	30	31	May 24 Fiesta Day- Lodge, HH, & Sierra Park
							May 25 Country Fest- Holiday Harbor Park
							May 25 Senior Center Potluck- Senior Center
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

JUNE 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
1	2	3	4	5	6	7	June 3 Board Meeting
							June 7 Derby Day W/ Mermaids- Main Lake
8	9	10	11	12	13	14	June 9 Maintenance Day Golf Course Closed
							June 10 Taco Tuesday- Lodge
15	16	17	18	19	20	21	June 14 Cars & Coffee- Sierra Park
							June 15 Father's Day Brunch- HBR
22	23	24	25	26	27	28	June 17 Taco Tuesday- Lodge
							June 21 Bassmaster's Open Tournament- HH Bay
29	30						June 24 Taco Tuesday- Lodge
							June 29 Senior Center Potluck- Senior Center
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

Canyon Lake Community Master Calendar 2025

JULY 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
		1	2	3	4	5	July 1 Board Meeting July 4 Fireworks- Skipper's Island
6	7	8	9	10	11	12	July 8,15,22,29 Taco Tuesday- Lodge July 12 Cars & Coffee- Sierra Park
13	14	15	16	17	18	19	July 14 Maintenance Golf Course Closed July 14 Blood Drive- Magnolia Room
20	21	22	23	24	25	26	July 19 Fine Arts Guild Concert- Lodge July 19 Bassmaster's Tournament- HH
27	28	29	30	31			July 19 CLWC Cooking Class- SC July 27 Senior Center Potluck- SC
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

AUGUST 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
					1	2	Aug 5 Board Meeting Aug 9 Cars & Coffee- Sierra Park
3	4	5	6	7	8	9	Aug 11 Maintenance Day Golf Course Closed Aug 23 Hot Autumn Nights- Senior Center
10	11	12	13	14	15	16	Aug 23 Bassmaster's Open Tournament- HH Bay Aug 31 Maui Sunday- Lodge
17	18	19	20	21	22	23	Aug 31 Senior Center Potluck- Senior Center
24	25	26	27	28	29	30	
31							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

SEPTEMBER 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
	1	2	3	4	5	6	Sep 2 Board Meeting Sep 7 Lion's Club Bingo- HBR
7	8	9	10	11	12	13	Sep 8 Maintenance Day Golf Course Closed Sep 11 9/11 Tribute- Lodge
14	15	16	17	18	19	20	Sep 13 Kid's Fishing Derby- HH Park Sep 13 Mermaid's Tea- Lodge
21	22	23	24	25	26	27	Sep 13,14 Ski Club Competition- J Lagoon & N Ski Sep 20 Harbor fest- Holiday Harbor Park
28	29	30					Sep 20 Bassmaster's Tournament- HH Bay Sep 24 CLMGC Picnic- HH Park
							Sep 27,28 Community Garage Sale <i>Lion's Club Bingo-1st & 3rd Sundays</i>

Canyon Lake Community Master Calendar 2025

OCTOBER 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
			1	2	3	4	Oct 4 Car Club Annual Car Show- Lodge
							Oct 4,5 Ski Competition- J Lagoon & N Ski
5	6	7	8	9	10	11	Oct 6-26 Maintenance Days Golf Course Closed
							Oct 7 Board Meeting
12	13	14	15	16	17	18	Oct 11 Cars & Coffee- Sierra Park
							Oct 11 Rocktoberfest- Holiday Harbor Park
19	20	21	22	23	24	25	Oct 16-18 Community Theater Shows- Indian B
							Oct 18 Bassmaster's Tournament- HH Bay
26	27	28	29	30	31		Oct 23-25 Community Theater Shows- Indian B
							Oct 25 Guild Concert-HBR/Witches Gathering
							Oct 26 Senior Center Potluck- Senior Center
							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

NOVEMBER 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
						1	Nov 1 Halloween Extravaganza- Senior Center
							Nov 4 Board Meeting
2	3	4	5	6	7	8	Nov 8,9 Holiday Boutique- Senior Center
							Nov 8 The Drifter's, Coasters & Platters- Lodge
9	10	11	12	13	14	15	Nov 8 Cars & Coffee- Sierra Park
							Nov 10 Maintenance Day Golf Course Closed
16	17	18	19	20	21	22	Nov 15 JWC Sip & Shop- HBR
							Nov 22 Bassmaster's Open Tournament
23	24	25	26	27	28	29	Nov 30 Breakfast W/ Santa- HH Park
							Nov 30 Tree Lighting- HBR
30							<i>Lion's Club Bingo-1st & 3rd Sundays</i>

DECEMBER 2025

SUN	MO	TUE	WE	THU	FRI	SAT	NOTES:
	1	2	3	4	5	6	Dec 2 Board Meeting
							Dec 6 Women's Club Home Tour- HBR
7	8	9	10	11	12	13	Dec 7 Toy Drive & GC Parade- Eastport
							Dec 8 Maintenance Day Golf Course Closed
14	15	16	17	18	19	20	Dec 9 Christmas Golf Tournament- CC Dining
							Dec 9 Fine Arts Guild Concert- HBR
21	22	23	24	25	26	27	Dec 12 Senior Center Christmas Party- SC
							Dec 13 Parade of Lights- Main Lake
28	29	30	31				Dec 13 Breakfast W/ Santa by Ski Club- N Ski
							Dec 14 Ho Ho Ho Bunco- Senior Center
							Dec 21 Breakfast With Santa- HBR
							Dec 31 Senior Center NYE Party- SC

COMMUNICATION REPORT

Goals & Campaigns – December 2024

Goals & Objectives

The primary goals of the Communications team this fiscal year are:

- **Foster Community Engagement:** Promote community engagement through social media and digital platforms to connect with the Canyon Lake POA.
- **Build Greater Transparency:** Provide regular updates on projects, publicize key decisions, and make relevant resources easily accessible.
- **Promote Community Recreation & Events:** Highlight local events, club functions, and recreational opportunities to encourage community participation and support.
- **Improve Information Dissemination:** Utilize various communication channels to ensure accurate and timely information reaches community members.
- **Promote Revenue-Generating Amenities:** Support marketing efforts for golf course, restaurants, Happy Camp, propane sales, online store, and gift cards. Emphasize weddings and banquets at the Lodge.
- **Enhance Online Digital Services:** Improve the website's knowledge base, feature event pages, and provide online facility schedules.

Looking Forward

In consideration of our primary goals for this year, below are new campaigns we will be focusing on in the upcoming months:

- **Online Enhancements**
 - Website Chat Support
- **Upcoming Event Promotions**
 - 2025 Concerts at the Lodge
- **Member Services Notices**
 - Access Transition from dwellingLIVE to GoAccess
 - Guest ePasses
 - Canyon Lake Virtual Tours (360)
 - Notify Us & Ask Us
- **Community Notices**
 - Community Survey
 - Annual Election
 - Lake Warning Flags
 - Lake Emergency Markers
 - Canyon Lake Camera Program
 - Access & Traffic
 - Electric Bicycle Registration & Riding Best Practices
- **Canyon Lake POA Merchandise Store Redesign**
- **Dining and Event Promotions at Restaurants**
 - Country Club Menu update
 - Country Club Wine Wednesday
 - Lighthouse Restaurant Menu update
 - Lighthouse Restaurant Specials
- **Recreation Promotions**
 - Golf Annual Membership Campaign
 - Golf Daily Play Promotion (Canyon Lake residents only)

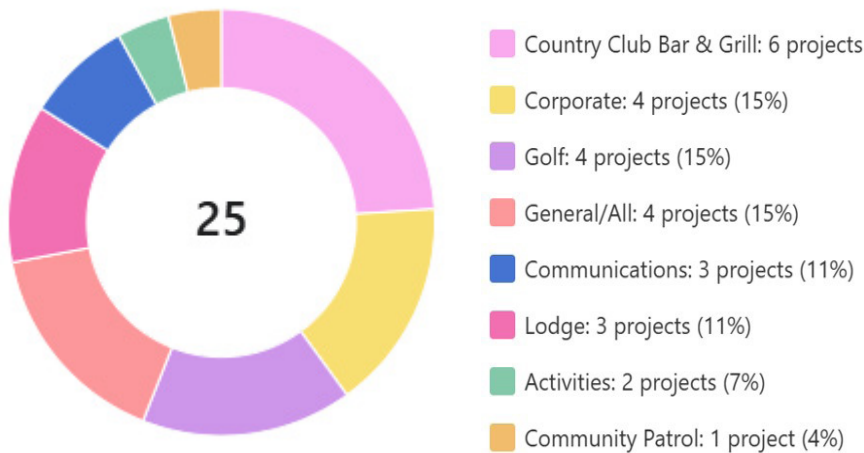
COMMUNICATION REPORT

KPI Dashboard – December 2024

ACTIVE CAMPAIGNS

December 2024

Below are the number of campaigns Communications managed during the month of November, broken down by the departments collaborated with for these campaigns.



HIGHLIGHTS

660

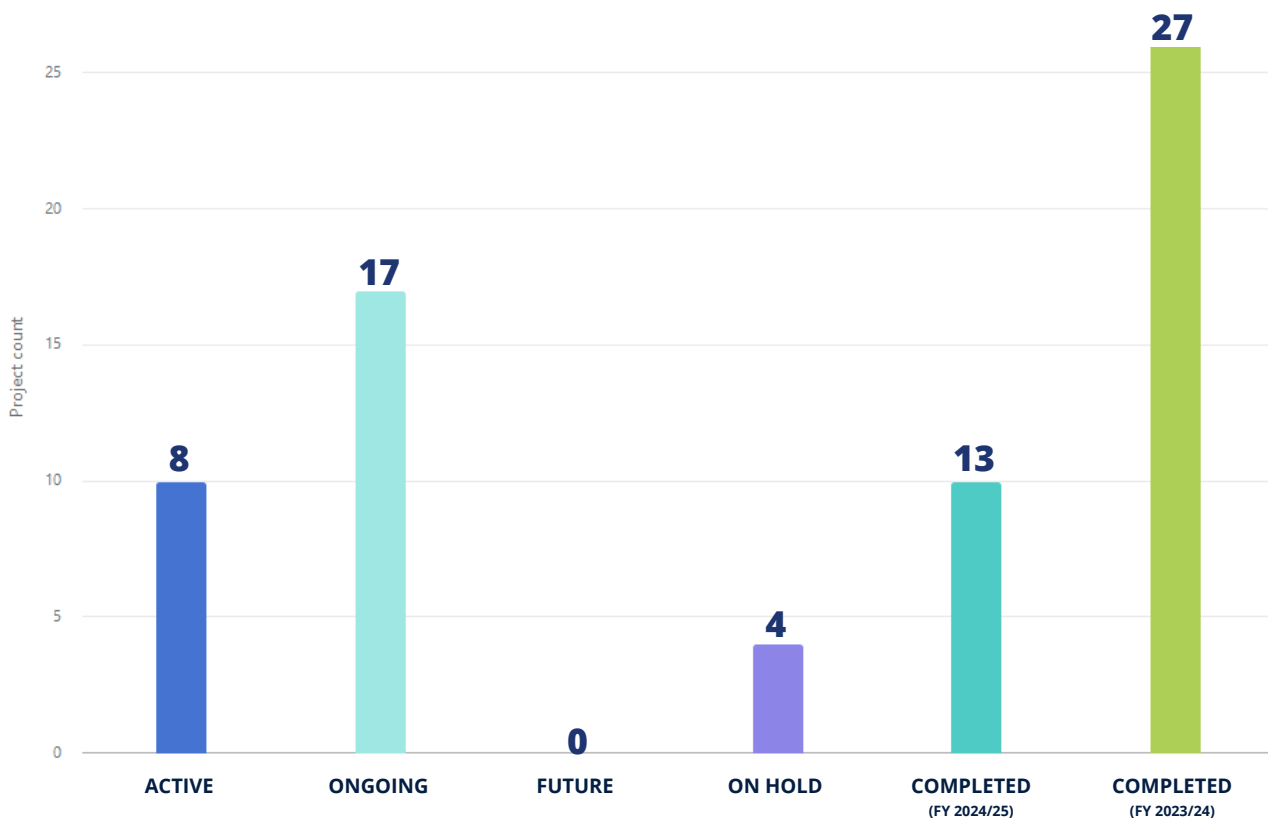
tasks completed
in December 2024

31

club events promoted
in fiscal year 2024/25

CAMPAIGN STATUS

Below is the status of the campaigns Communications manages. These numbers are tracked for the current fiscal year 2024/25 (May 1, 2024 through April 30, 2025).



41

FEATURE CAMPAIGNS – CANYON LAKE POA

December 2024

Community Promotions

2025 CONCERTS AT THE LODGE PRESENTS

15 FEB OINGO BOINGO FORMER MEMBERS
VIP \$89 | GA \$69

02 AUG MISSING PERSONS
VIP \$69 | GA \$49

08 NOV THE DRIFTERS, THE COASTERS, & THE PLATTERS
VIP \$89 | GA \$69

TICKETS ON SALE NOW!
WWW.CLPOA.COM/CONCERTS

CONCERTS MAY BE CANCELED OR POSTPONED. TICKET REFUNDS ARE AVAILABLE IF A CONCERT IS CANCELED.

42ND ANNUAL

TREE LIGHTING FESTIVAL

December 1, 2024 | 4 p.m. to 7 p.m.
Canyon Lake Lodge

Free Family Activities
Visit from Santa | Songs by Joseph Luna Jr. | Face Painters | Ferris Wheel Ride | Elephant Ride | Cotton Candy & Hot Chocolate | Balloon Animal Creators | LED Toy Vendor | Large Petting Zoo | DJ music | Food Vendors & more!

Hosted by CANYON LAKE

Visit more info at www.clpoa.com/treelighting

CANYON LAKE LITTLE LEAGUE & FAMILY MATTERS CLUB

TOY DRIVE

Spread the Joy!

DONATE BY DEC 5

Drop off at the Gault Field snack bar in the donation box any time the snack bar is open. Or contact Shalyn Stevens.

Donate:
• Brand new toys
• Gift cards

Benefits newborns to 18-year-olds

Canyon Lake Woman's Club

Saturday
December 7th, 2024

Holiday Home Tour And Boutique

Canyon Lake Lodge - Holiday Bay Room
Doors open at 9am - Shopping hours 9am - 4pm

Magic And Mistletoe

\$20 Per Ticket - Available for purchase beginning November 15th at the POA offices and Pack, Wrap & Post
Vendors - Complimentary Refreshments

Home Tour Hours 10:00 am - 3:00 pm
Pick up maps at the Lodge - Tour 5 beautiful homes
Trees, Wreaths and Centerpiece Raffles at 3:30 pm
Children 12 and up are welcome

CANYON LAKE PROPERTY OWNERS ASSOCIATION

Toy Drive & Christmas Parade

Sunday, December 8

PARADE STARTS AT 5 P.M.
AWARDS & FOOD TRUCKS AT 6 P.M. AT EASTPORT

JOIN THE PARADE, ALL CARTS WELCOME!!!
WWW.CLPOA.COM/TOYDRIVE

Canyon Lake Yacht Club's
- 42ND ANNUAL -

Parade of Lights

DECEMBER 14

BOAT PARADE STARTS AT 5:30 P.M. FROM EASTPORT LAUNCH RAMP
www.clpoa.com/paradeoflights

Join Canyon Lake Yacht Club at Holiday Harbor Park from 6:30 p.m. to 10 p.m. For snacks and up-close boat views!

Restaurant Promotions

CANYON LAKE COUNTRY CLUB BAR & GRILL

80th Christmas

Sunday, December 22 | 4 p.m. - 7 p.m.

Featuring
• Live music by Sunglasses at Night
• Dinner Special

Call 951.246.1773 for reservations or book online at www.canyonlakecountryclub.com/reservations

CANYON LAKE COUNTRY CLUB BAR & GRILL @canyonlakecountryclub

CANYON LAKE COUNTRY CLUB BAR & GRILL

NEW YEAR'S EVE DINNER SERVICE

• LIVE MUSIC BY RAFFIA
• SURF 'N' TURF DINNER SPECIAL
• DRINK SPECIALS

THE COUNTRY CLUB BAR & GRILL WILL CLOSE AT 10 P.M.

Reservations Required
www.canyonlakecountryclub.com

CANYON LAKE LODGE

BRUNCH with Santa

SUN, DEC 22, 2024 | 10 A.M. - 2 P.M.

ADULTS: \$50 | KIDS (6-12): \$20
SENIORS (65+): \$25

Kids 5 and younger free with each paid adult. \$100 per table for \$250.

Omni and carving stations: eggs benedict, french toast, waffles, prime rib, salmon, fresh seafood, full salad bar, assorted desserts, a kid's fun station and more!

Live music by Skip Johnson

Reservations Required
www.thecanyonlakelodge.com

CANYON LAKE LODGE PRESENTS

2025 NEW YEAR'S EVE Disco Party

DECEMBER 31, 2024 | 7:30 P.M. TO 12:30 A.M.
\$40 GENERAL ADMISSION | \$50 VIP

• APPETIZERS ALL NIGHT • LIVE MUSIC BY CODE 416
• COSTUME CONTEST • PARTY FAVORS • CHAMPAGNE TOAST AT MIDNIGHT

BUY YOUR TICKETS NOW AT
WWW.THECANYONLAKELODGE.COM

22200 CANYON CLUB DR. CANYON LAKE, 92587
FOR CANYON LAKE RESIDENTS AND THEIR GUESTS

FEATURE CAMPAIGNS – CANYON LAKE POA

December 2024

5 Days of Christmas Promotion

Reach Total - 7,523

Impressions Total - 8,569

Engagements Total - 456



Day 1

- Reach - 1,473
- Impressions - 1,523
- Engagements - 94



Day 2

- Reach - 2,173
- Impressions - 2,567
- Engagements - 73



Day 3

- Reach - 1,110
- Impressions - 1,144
- Engagements - 85



Day 4

- Reach - 1,141
- Impressions - 1,162
- Engagements - 89



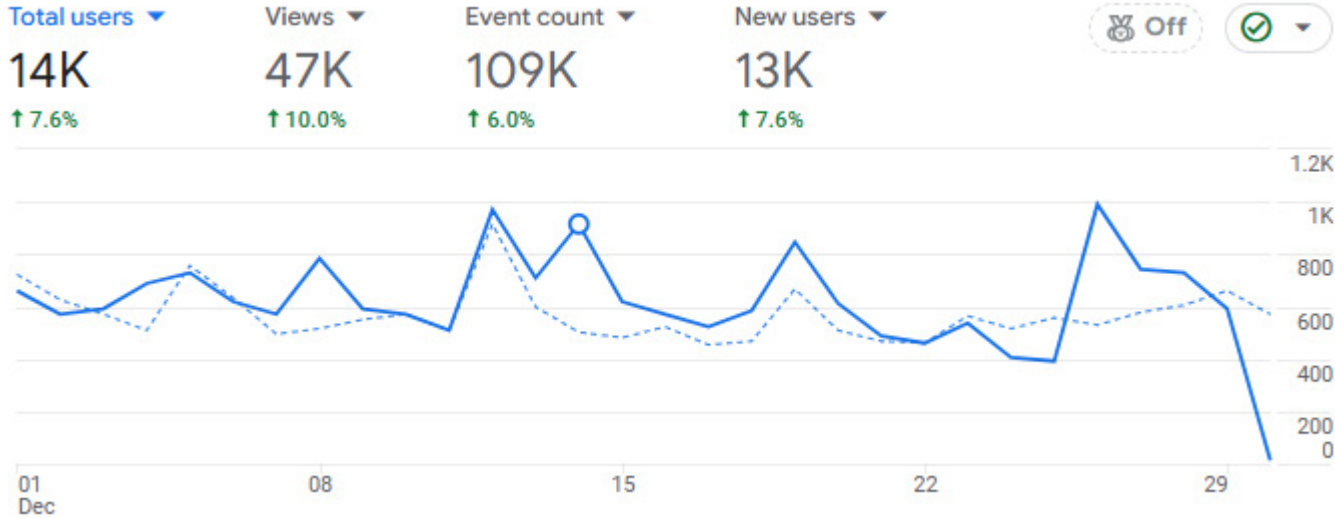
Day 5

- Reach - 876
- Impressions - 921
- Engagements - 83

COMMUNICATION REPORT

Website Highlights – December 2024

Website Analytics Highlights



Top 15 Visited Website Pages

Page title and screen class ▾	↓ Views	Active users	Views per active user	Average engagement time per active user	Event count All events ▾
Total	45,617 100% of total	13,301 100% of total	3.43 Avg 0%	1m 08s Avg 0%	105,510 100% of total
1 Home - Canyon Lake POA	7,801	4,305	1.81	23s	21,846
2 Login - Canyon Lake POA	4,259	1,926	2.21	39s	10,061
3 (not set)	2,610	85	30.71	9m 04s	2,784
4 Reservations - Canyon Lake POA	2,164	1,494	1.45	7s	5,400
5 Pickleball - Canyon Lake POA	2,019	242	8.34	1m 45s	4,111
6 Events Reservation - Canyon Lake POA	1,801	807	2.23	25s	3,156
7 Home - The Canyon Lake Lodge	1,600	994	1.61	24s	4,564
8 Parade of Lights - Canyon Lake POA	1,367	861	1.59	28s	3,757
9 Events - Canyon Lake POA	1,225	797	1.54	33s	2,925
10 My Info - Canyon Lake POA	1,188	647	1.84	40s	2,228
11 Make Payment - Canyon Lake POA	944	514	1.84	1m 32s	1,778
12 Restaurant - Canyon Lake POA	883	644	1.37	15s	2,092
13 Memberships - Canyon Lake POA	841	611	1.38	31s	1,941
14 Camping - Canyon Lake POA	794	438	1.81	1m 05s	2,255
15 Book Golf Tee Time - Canyon Lake POA	793	160	4.96	4m 17s	1,523

COMMUNICATION REPORT

Social Media Highlights – December 2024

PERFORMANCE SUMMARY

23,462

Followers
Total

392

Published
Posts

330,107

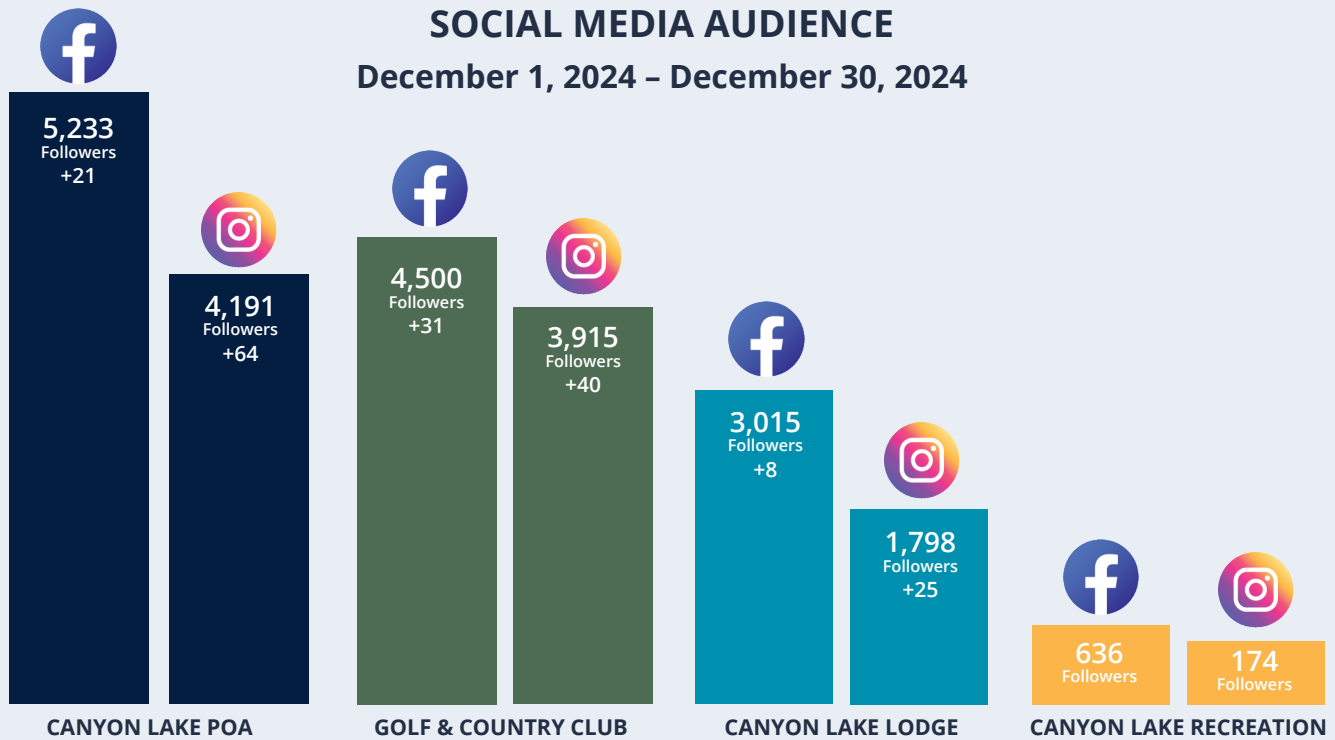
Page
Impressions

187,058

Post
Impressions

SOCIAL MEDIA AUDIENCE

December 1, 2024 – December 30, 2024



PROFILE SUMMARY

Profile	Followers	Growth	Clicks	Engagment	Reach	Impressions
Canyon Lake POA Facebook	5,233	21	2,425	3,868	45,204	54,152
Canyon Lake POA Instagram	4,191	64	22	2,034	62,143	55,816
Golf & Country Club Facebook	4,500	31	1,237	4,850	38,897	79,125
Golf & Country Club Instagram	3,915	40	14	227	13,738	10,700
Canyon Lake Lodge Facebook	3,015	8	558	3,453	15,794	27,775
Canyon Lake Lodge Instagram	1,798	25	17	165	10,024	7,484
Canyon Lake Recreation Facebook	636	2	14	27	1,059	1,197
Canyon Lake Recreation Instagram	174	7	0	27	1,035	861

COMMUNICATION REPORT

Email Highlights – December 2024

EMAIL DASHBOARD – DECEMBER 2024

56025

DELIVERED

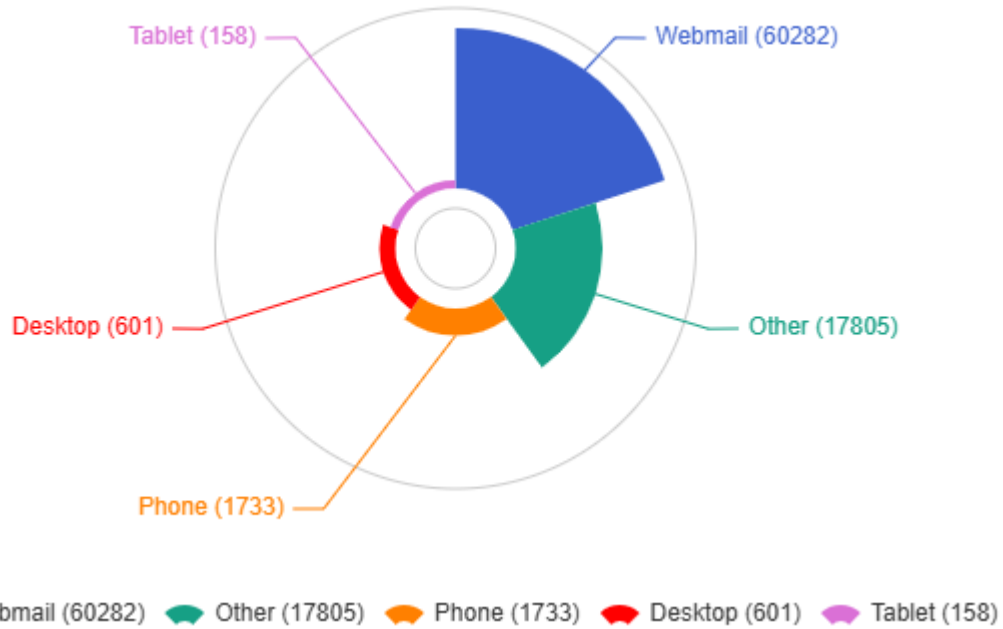


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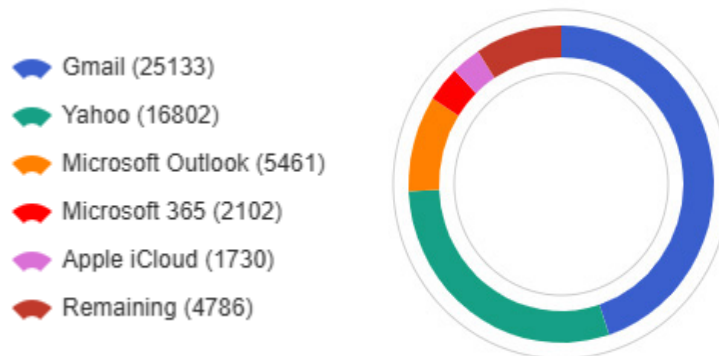
UNIQUE OPENS



TOP DEVICE OPENS DECEMBER 2024



DELIVERY BY EMAIL CLIENT DECEMBER 2024



COMMUNITY PATROL REPORT

November 2024

Community Patrol’s primary functions are to provide the community with services that include access control at the entry gates, Rules and Regulations compliance, and incident observation and reporting to the Association. Community Patrol’s services do not replace the services of outside public safety agencies such as law enforcement, fire services, medical services, city code enforcement, etc. In the table below, the “Calls for Service” column reflects the number of calls made by community members based on the violation type.

Citations Issued

Citations Issued	September		October		November	
	Calls for Service	Cites	Calls for Service	Cites	Calls for Service	Cites
Speeding	0	12	1	15	0	5
Parking	49	61	46	40	25	32
Unauthorized Entry	25	4	33	5	47	7
E-Bikes	9	29	18	13	17	9
Noise	20	0	24	1	16	1
Failure to stop at a stop sign	0	35	0	22	0	58
Illegal Riding/Towing	0	2	0	3	0	1

Additional Information

	September	October	November
Total Calls for Service	354	334	231
Call for Service – Unable to Locate	22	27	19
Guest Citations	60	57	47
Service Provider Citations	0	1	0
Member Citations	145	87	111

Warning Citations	102	78	72
Speed Trailer citations	43	89	138
Vandalism	6	4	7
Property Damage	22	21	10
Misc. Violations	48	43	39
School Bus Enforcement	4	5	2

Gate Entry Statistics

	September	October	November
Confiscated Guest Passes	176	235	250
Misuse of Access Identification	5	5	6

Two Guest Lane Entry Protocol*

	September	October	November
Total time in minutes	25	15	0
• Main Gate	25	15	0
• East Gate	0	0	0

*If traffic volume in the guest lane backs up into the nearest intersection, staff in the middle lane will temporarily begin to issue guests passes to improve traffic flow.

Report presented by: *Zachary Wells (Community Patrol Chief)*

31512 Railroad Canyon Road, Canyon Lake, CA 92587
951.244.6841
www.canyonlakepoa.com

Marine Patrol Report

December 2024

(11/27 - 12/29)

Marine Patrol’s primary functions are to provide the community with services that include Quagga Mussel and boat safety inspections, Rules and Regulations compliance, and incident observation and reporting to the Association. In the table below, the “Calls for Service” column reflects the number of calls made by community members based on the violation type.

Citations Issued

CITATION		OCTOBER	NOVEMBER	DECEMBER
LM.2.5	Expired/No Reg (State)	1	2	0
LM.2.6	Expired/No Reg (CLPOA)	1	0	0
LM.2.7	Expired/No Reg at a dock or lift	3	2	0
LM.6.7	Excessive Wake in NO wake zone	2	2	0
LM.7.3	Reckless behavior while operating a motorized boat	0	0	0
LM.9.11	Plowing	0	0	0
GR.2.18a	Loud Noise	1	0	0
GR.4.4	Fishing License	2	1	0
GR.6.2c	Failure to present valid ID	0	1	0
	Other	5	5	0
TOTAL		15	13	0

Warnings Issued

WARNING		OCTOBER		NOVEMBER		DECEMBER	
		VERBAL	WRITTEN	VERBAL	WRITTEN	VERBAL	WRITTEN
LM.2.5	Expired/No Reg (State)	0	0	0	0	0	0
LM.2.6	Expired/No Reg (CLPOA)	4	0	2	0	0	0
LM.2.7	Expired/No Reg at a dock or lift	0	0	0	0	0	0
LM.6.7	Excessive Wake in NO wake zone	11	0	9	0	22	0
LM.7.3	Reckless behavior while operating a motorized boat	0	2	0	0	0	0
LM.9.11	Plowing	7	0	6	0	2	0
GR.2.18a	Loud Noise	0	0	0	0	0	0
GR.4.4	Fishing License	1	0	2	1	5	0
GR.6.2c	Failure to present valid ID	0	0	1	1	2	0
	Other	12	2	7	1	8	1
TOTAL		35	4	27	3	39	1

Additional Information

	OCTOBER	NOVEMBER	DECEMBER
Total Calls for Service	90	68	52
Boat Safety Inspections	15	13	8
Boat Tow (Out of Fuel/Mechanical)	9	11	3
Boat Tow (Adrift)	1	3	1
Battery Assist	1	2	2
P&C Inspector Escort Hours	14.75	15.5	13.25
Fish & Game/Other Escort Hours	4.5	8	1
Fishing License Checks	4	8	11
Quagga Inspection	31	13	11
White Tag Applied	35	18	20
Quarantine Tag Applied	0	0	0
Debris/Other Retrieval & Disposal	15	9	9
Days @ Yellow Flag	0	0	0

Boat Operating Hours

	Start Hrs	End Hrs	OCTOBER	NOVEMBER	DECEMBER
Boat 1	2989.7	3122.5	112.5	174.8	132.6
Boat 2	2250.8	2394.1	93.3	125.9	147.3
Boat 3	1056.9	1066.2	8.7	3.6	9.3
Boat 4	1656.8	1674.7	54.7	39.2	17.9
TOTAL			269.2	343.5	307.1

Boat Operating Hours & Percentage by Location

	OCTOBER		NOVEMBER		DECEMBER	
	Hours	%	Hours	%	Hours	%
Main Lake	156.3	58.1	197.2	57.4	171.3	55.8
East Bay	104.2	38.7	142.7	41.5	126.5	41.2
North Ski	8.7	3.2	3.6	1.1	9.3	3

Incident Report Summary

	OCTOBER	NOVEMBER	DECEMBER
Reports	0	0	0

Incident Report Details

Location	Incident Description

Report presented by: *Dave Martilla (Marine Patrol Captain)*

Date: 1/7/25

To: Board of Directors

From: Planning and Compliance Department – Cheryl Mitchell
Department Report - ACC Committee Overview

Total current items monitored by the department **2197** which includes permit due dates, violations, extension, and escrow inspections, last month **2039**.

Permit Breakdown

1. **1220** Open permit – down
 - a. **63** - new home/major additions – down
 - b. **5** – ADU/JADU – same
 - c. **137** - lakeside permits - down
 - d. **97** - solar panel permits - up
 - e. **29** - fence permits – up
 - f. **38** - pool permits – Same
 - g. **22** - dumpster/pod permits - up
 - h. **364** – Same Day Permits - down
 - i. **238** - Improvements (multiple types) - up

Violation/Escrow Breakdown

1. **858** Open violations – down
2. **33** Open escrows – down

ACC Committee Overview

1. Total of **132** items reviewed – down
2. Total of **82** permits approved - down

Items reviewed – Permit Breakdown

1. New Home Reviewed/Permit ()
2. ADU/JADU (0)
3. Grading Permit (2)
4. Improvements (24)
5. Lakeside Improvement (4)
6. Recorded Variance (4)
7. Rejected Applications (17)
8. Re-Submittal's (1)
9. Permit issued same day (Over the counter) (47)
10. Preliminary Applications (5) -

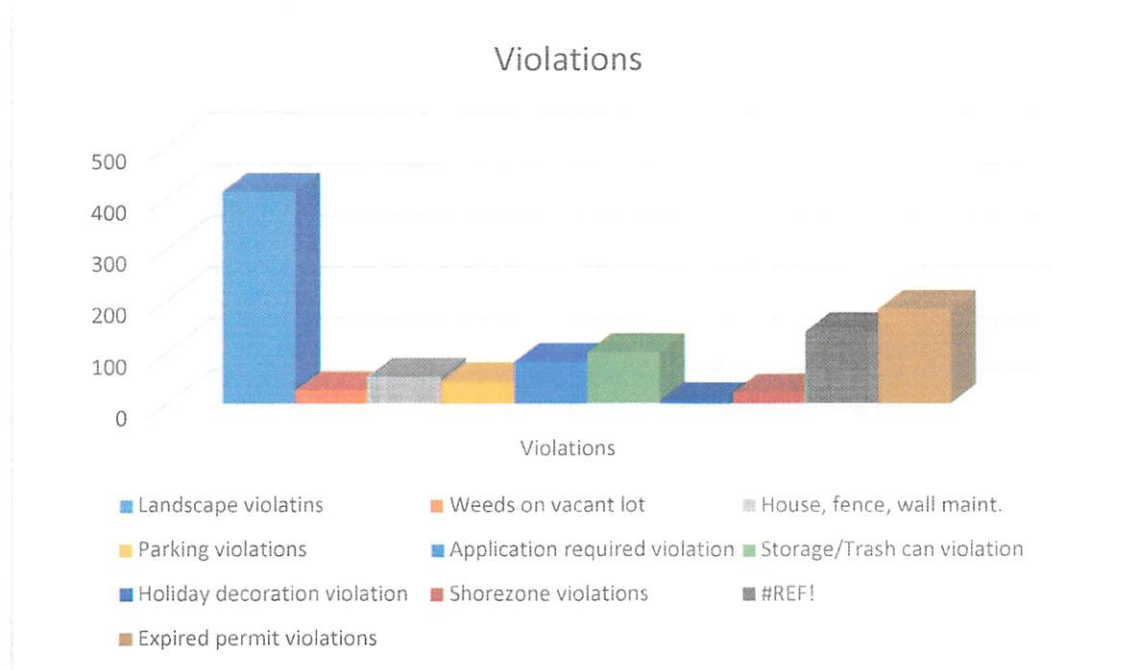
Member Complaints

1. **36** Complaints investigated (2 months)
2. **5** already written.

Letter - Compliance

1. **189** - compliances
2. **96** Courtesy Notices

Violation Breakdown Chart



Violations graph - most to least

1. Landscape violation
2. Expired permits
3. Others
4. Storage/Trash cans
5. Application required
6. House, fence, wall maintenance
7. Parking violations
8. Shorezone
9. Weeds on vacant lots
10. Holiday decorations

Cheryl Mitchell
Planning and Compliance Manager

RESERVE ITEMS & CIP SUMMARY

Repair and replacement reserve items and CIP were scheduled and/or coordinated during the month of December. Refer to attached reports for additional information.

OPERATIONS DEPARTMENT

In December, Operations worked on Board Approved Projects, Reserve Items, CIP, and Committee recommendations and requests.

Completed Projects

- **Golf Course Hole #2 Tee Box** – Construction is completed, and new handrails have been installed.

Developing Projects

- **Storm Drain Repairs - Fairweather & San Joaquin** – City comments are being reviewed by engineers for Fairweather Drive, while repairs have begun on San Joaquin Drive.
- **Mailbox Slab Replacement Project** – (4) locations remaining.
- **North Ski Docks** – Project approved by EVMWD.
- **Paving Project Year Three** – The design stages are coming to an end for the year three pavement project; schedule of construction set to be released soon.
- **Gault Field Scoreboards** – Staff is currently exploring options for replacing the field scoreboards.
- **Gault Field Lighting Conversion** – Reviewing bids to convert all field lighting to LED and replace the three wood light poles.

Functions with Staff Assistance

- Operations staff assisted with the set-up and break-down for multiple clubs and POA events at different locations around the community.
- Operations worked closely with staff at the POA, Country Club & Lodge providing event assistance for many private member parties, weddings, and meetings.

General Maintenance Items

- **Resident Matters** – Responded to residential requests, questions, and/or concerns as they occur.
- **Vandalism** – Vandalism reports included are for the previous month (November); the vandalism report for the current month is in progress. Acts of vandalism are a serious problem throughout the community; if any residents are witness to these acts, please contact Community Patrol at (951) 244-6841 ext. 410.

Public Works / Grounds Maintenance

- **Public Works** – Streets, gutters and storm drains were monitored for debris and standing water.
- **Weed Abatement** – Operations is consistent in maintaining monthly weed abatement in easements, parks, and other common areas.
- **Tree Maintenance** – Schedule has been established with sourced vendor and is set by priority upon feedback from the arborist. Operations assists on an as needed basis.

Landscape Maintenance

Operations communicates with Landcare Logic on a routine basis to ensure landscape-related matters and any maintenance improvements are addressed as needed.

- No major issues to report this month.

Golf Course Maintenance

Operations has communicated any Golf Course related matters and maintenance improvements to the Golf Course Superintendent at Bright View as needed.

- No major issues to report this month.

Parks and Beaches

- **Gault Field** – Overseeding completed; fields re-opened on January 6th.

Regulatory / Compliance

- **Holiday Harbor Snack Bar Permit** – Annual renewal of the Holiday Harbor Snack Bar Operating Permit, along with the Environmental Health Inspection to finalize our permit was completed this month.
- **South Coast AQMD / Happy Camp** – Western Pump completed their annual Weights and Measures inspection of the Happy Camp fuel systems for South Coast AQMD.

Safety / Training

- **Safe Driving** – This month's safety meeting was conducted by Chuck Hippenstiel from the Safety Compliance Company on Safe Driving in the workplace.
- **Aerial Lift Platform Training** – Staff was re-certified on using Aerial Lift Platforms this month.
- **Hazards of Mold** – Staff was educated on the harmful hazards of mold and how to avoid them.
- **Arriving & Leaving Work Safely** – Staff was trained to use helpful tips to make arriving and leaving work safer for themselves and those around them.

EQUESTRIAN CENTER

- No major issues to report this month.

HAPPY CAMP CAMPGROUND

- No major issues to report this month.

COMMITTEES / WORK GROUPS

Refer to the recap below for Committee updates for the month of November.

Green Committee: The Green Committee met on December 12th, 2024, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Golf Course Inspection: Tuesday, December 10th, 2024, at 9:00am.

The Green Committee meets on the 2nd Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on February 13th, 2025, at 1:00pm.

Facilities Planning Committee (FPC): The Facilities Planning Committee met on November 14th, 2024, in the Magnolia Room at the Country Club. The following agenda items will be followed up on by the Facilities Planning Committee:

- Gault Field Little League Requests
- Team Review of Committee Charter

The FPC Committee meets on the 2nd Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on January 9th, 2025, at 3:30 pm.

Recreation Committee: The Recreation Committee met on December 10th, 2024, in the Conference Room at the POA. The following agenda items were addressed by the Recreation Committee:

- Rule Changes for Recreation Facilities

The Committee meets on the 2nd Tuesday of every other month in the Conference Room at the POA. The next scheduled meeting is on February 11th, 2025, at 4:00pm.

Tuesday Work Group (TWG): The Tuesday Work Group met on November 26th, 2024, in the Conference Room at the POA. The following agenda items were addressed by the TWG Group:

- Course Projects & Maintenance

The group meets on the last Tuesday of the month in the Magnolia Room at the Country Club. The next TWG meeting is scheduled for January 28th, 2025, at 1:00pm.

DIRECTOR'S MESSAGE

A warm welcome to 2025; setting goals, creating new projects, successfully taking on day-to-day department duties and looking forward to what this year will have in store for us. The Operation's Department accomplished the construction and perfected the fabrication and installation of the new handrails at hole two off the Golf Course. We are currently working on the replacement of scoreboards and lighting at Gault Field as we await schedules and further information to the next steps of our Year Three Paving Project. As we move into this new year, we will continue to keep you updated on the progress of all projects in Canyon Lake.

Presented By: *Steve Schneider, Director of Operations*

VANDALISM REPORT
November 2024

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
333144	3728428	11/1/2024	COMMON AREA / EASTPORT PARK	PICK UP TRASH CAN & CLEAN-UP MESS	\$0.00	0.25	\$13.75	LABOR TIME ONLY
333146	N/A	11/4/2024	COMMON AREA / EASTPORT PARK	REPAIR DAMAGED FENCING AT EASTPORT PARK	\$24.00	2	\$134.00	CHAIN LINK FENCE & HOG RINGS
333154	N/A	11/4/2024	COMMON AREA	CHECK PERIMETER FENCING	\$7.50	1	\$62.50	CHAIN LINK FENCE
333175	3735002	11/5/2024	COMMON AREA / EASTPORT PARK	REMOVE MARKINGS FROM RESTROOM WALL	\$2.50	0.5	\$30.00	GRAFFITI REMOVER
333202	N/A	11/7/2024	GOLF COURSE / 16TH TEE	REPLACE MISSING GOLF CART CROSSING SIGN	\$103.31	2	\$213.31	NEW SIGN
333206	N/A	11/7/2024	COMMON AREA / RUNNING BEAR CIR	REPLACE BENT STREET SIGN	\$135.94	3	\$300.94	STREET SIGN
333222	N/A	11/12/2024	GOLF MAINTENANCE YARD	REPAIR BARBED WIRE ABOVE FENCING	\$79.20	2	\$189.20	BARBED WIRE
333239	3751306	11/12/2024	COMMON AREA / OUTRIGGER PARK	REPAIR DAMAGED FENCING	\$17.00	1	\$72.00	CHAIN LINK FENCE & HOG RINGS
333242	3746076	11/12/2024	COMMON AREA / LUCKY COVE PARK	REPLACE MISSING LATCH AT LUCKY COVE	\$12.64	1	\$67.64	GATE LATCH
333250	N/A	11/12/2024	COMMON AREA	CHECK PERIMETER FENCING	\$7.50	1	\$62.50	CHAIN LINK FENCE
333254	N/A	11/12/2024	COMMON AREA / LITTLE PONY DR	REPAIR DAMAGED FENCING	\$1.20	2	\$111.20	HOG RINGS
333277	N/A	11/14/2024	COMMON AREA / OUTRIGGER PARK	REPAIR DAMAGED FENCING	\$1.00	4	\$221.00	HOG RINGS
333290	N/A	11/15/2024	COMMON AREA / HARRELSON PARK	REPAIR DAMAGED FENCING	\$17.00	1	\$72.00	HOG RINGS
333297	3760494	11/18/2024	COMMON AREA / OUTRIGGER PARK	ASSESS & REPAIR FENCING	\$11.00	6	\$341.00	CHAIN LINK FENCE & HOG RINGS
333300	N/A	11/18/2024	GOLF MAINTENANCE YARD	REPAIR DAMAGED FENCING	\$47.10	2	\$157.10	CHAIN LINK & BARBED WIRE
333317	N/A	11/19/2024	COMMON AREA	CHECK PERIMETER FENCING	\$7.00	1	\$62.00	HOG RINGS
333375	N/A	11/25/2024	GOLF COURSE / 16TH TEE	ASSESS & REPAIR DAMAGED TOILETS IN BOTH RESTROOMS	\$324.07	8	\$764.07	TOILETS
333358	N/A	11/21/2024	COMMON AREA / HOLIDAY HARBOR	REPLACE MISSING WALL CAPS ON BRICK WALL	\$14.17	3	\$179.17	BRICK WALL CAPS & QUIKCRETE
333376	3775719	11/25/2024	COMMON AREA / HARRELSON PARK	REPAIR DAMAGED FENCING	\$67.00	2	\$177.00	TENSION WIRE & HOG RINGS

\$ 879.13 \$ 42.75 \$3,230.38
\$ 2,351.25

Canyon Lake Property Owners Association
Repair & Replacement Fund Expenditures

	2021-2024 To Date Ending April 2024	2024-2025 To Date Ending November 2024	Project Totals 5/1/21 to 10/31/24
Admin Int	-	-	-
#2146 Interior Floor, Carpet	18,913	-	18,913
#1010 Int. - Carpeting	18,775	-	18,775
#1019 Admin - Defibrillator	2,240	-	2,240
#1034 Admin - Computer Replace	-	7,832	7,832
Admin IT	-	-	-
#1036 Admin IT - Servers	23,932	-	23,932
#1047 Battery Back Up	2,047	-	2,047
HVAC Units	-	-	-
#1421 HVAC Country Club	12,800	-	12,800
#1055 HVAC POA	11,253	-	11,253
#1050 HVAC #21	11,500	-	11,500
#1052 HVAC #23	10,500	-	10,500
#1053 HVAC #24	10,500	-	10,500
#1056 HVAC #27	12,675	-	12,675
#1057 HVAC #28	11,150	-	11,150
#8063 HVAC Equestrian	9,500	-	9,500
Park Equipment & Furnishings	-	-	-
02-2209-00 Harrelson Park Dock Replacement \$59,700	58,858	-	58,858
#7021 East Port - Basketball Court - Light Fixtures	3,613	-	3,613
#0405 Park Equipment-Sunset Beach	31,625	-	31,625
#1005 Diamond Point Park - Playground Equipment	22,345	-	22,345
#20031 Restroom - Roadrunner Park	3,687	-	3,687
#6022 Dock - Indian Beach	34,768	-	34,768
#16018 Indian Beach Trash Receptacles	2,648	-	2,648
#15005 Holiday Harbor Trash Receptacles	1,787	-	1,787
2-1904-01 Small Dog Park \$33,363.75	7,995	-	7,995
2-2105-00 Large Dog Park Phase #2 \$105741.70	122,721	-	122,721
#20057 Lift Station Sierra Park	13,100	-	13,100
02-2209-01 Holiday Harbor Park Dock \$194,412.00	206,526	-	206,526
#16007 Indian Beach - Furniture	5,027	-	5,027
#18012 - Indian Beach Restrooms	4,985	-	4,985
#24009 - Tennis Court Restrooms	3,650	-	3,650
2-2303-00 Pickleball Courts Phase 2 (Resurfacing)	29,800	-	29,800
#22-5720 Holiday Harbor Launch Ramp Railings	-	10,413	10,413
Gault Field	-	-	-
#1200 Gault Field - BBQ Station	1,583	-	1,583
#12011 Gault Field - BBQ Station	2,246	-	2,246
#12041 Gault Field - Lights (2)	6,000	-	6,000
#1309 Gault Field - Netting & Shade Cover	11,310	-	11,310
#1305 Gault Field - Field #2 Lights	10,000	-	10,000
#12033 Gault Field #1 - Lights	12,125	-	12,125
#12040 Gault Field #2 - lights	9,425	-	9,425
#12051 Gault Field #4 - Fence, Chain Link	2,350	-	2,350
#12003 Gault Field - Netting	6,800	-	6,800
#12013 Gault Field - Roof, Tile, Replace	2,775	-	2,775
#12052 Gault Field #4 - Shades	2,193	-	2,193
#12043 Gault Field #2 - Shade Structure	4,925	-	4,925
#12048 Gault Field #3 - Shades	3,243	-	3,243
Equestrian	-	-	-
#1174 Equestrian - Sand Replacement	80,190	-	80,190
#1179 Equestrian Repairs	19,113	-	19,113
#1181 Equestrian - Fence Vinyl	5,800	-	5,800
#8065 Equestrian - Residence, Replace	8,061	-	8,061
#8069 Equestrian - Viewing Stand (Lower) Refurbish	2,350	-	2,350
Restaurant Equipment	-	-	-
#18082 Ice Machine Lodge	14,500	-	14,500
#0901 Lodge Fire Suppression Cylinders	-	-	-
#0901 Misc. Restaurant Equip	11,294	-	11,294
#2117 Salad/Sandwich Prep Station	3,850	-	3,850
Furniture	-	-	-
#1793 Furniture - Lodge Pool View	11,854	-	11,854
#0903 Furniture Corporate Office	7,194	1,268	8,462
#1579 Furniture Senior Center	-	-	-
#22010 Senior Center - Tables	1,453	-	1,453
Event chairs	1,838	-	1,838
Lodge	-	-	-
#17018 Lodge - Fridge	2,980	-	2,980
#18014 Lodge - Elevator	-	5,370	5,370
#18109 Lodge - HVAC #2	27,750	-	27,750
#18110 Lodge - HVAC #3	27,750	-	27,750
#18016 Lodge - Ext. Patio (Resurface)	4,200	-	4,200
#18023 Lodge - Ext. Fencing/Rails	5,875	-	5,875
#18030 Lodge - Holiday Bay Door repairs	-	3,695	3,695
#18034 Lodge - Roof Plumbing	39,197	-	39,197
#1526 Lodge - Food Prep Station	8,357	-	8,357
#1168 Lodge - Tennis Courts, Resurface	34,950	-	34,950
#0910 Lodge - Remodel	14,955	-	14,955
#18066 Lodge - Kitchen, Charbroiler	3,366	-	3,366
#18087 Lodge - Kitchen, Oven	9,935	-	9,935
#18099 Lodge - Kitchen, Skillet	22,848	-	22,848
#18056 Lodge - Holiday Bay, Stage Lights	51,178	-	51,178
2-2006 Lodge Front Patio/Event Space Design \$28k	23,055	-	23,055
#18102 Lodge Climate Wizard	2,544	-	2,544
#18137 Restroom Repairs	1,754	-	1,754
#24090 Lodge - Tennis Courts, Restrooms	4,250	-	4,250
#24012 Lodge - Tennis Courts, Shades	16,066	-	16,066
#18118 Lodge - Cameras	3,279	-	3,279
#18019 Lodge - Ext. Concrete Furnishings	24,515	-	24,515
#18016 Lodge - Shelves	3,016	-	3,016
#18117 Lodge - Ceiling Panels	1,982	-	1,982
#18124 Lodge - Piano	2,850	-	2,850
#18036 Lodge - Sewer Assessment/Repairs	3,800	-	3,800
#18050 Lodge - Holiday Bay, Lighting	4,080	-	4,080
#18054 Lodge - Holiday Bay, Stage Audio System	16,679	-	16,679
#18061 Lodge - Fire Alarm System	2,335	-	2,335
#18062 Lodge - Int. Floor, Carpet	2,633	-	2,633
#18078 Lodge - Kitchen, Freezer, Walk-in	50,782	-	50,782
#18140 Lodge - Carpets	6,148	-	6,148
#2-2301-01 Lodge - Restaurant and Bar Renovation	2,333,685	-	2,333,685
#2-2311-00 Lodge Well Roof	51,160	-	51,160
#55-5540 Lodge Holiday Bay Chairs & Tables	-	4,116	4,116
Country Club	-	-	-
#1432 CC Undercounter Freezer	2,257	-	2,257
#1759 CC Replace Folding Grille	3,903	-	3,903
#4017 CC Fountain	3,697	-	3,697
#4053 CC Replace Range Burner - Unit#2	13,621	-	13,621
#4066 CC Magnolia Room - Furniture	9,922	-	9,922
#4068 Magnolia Room	3,550	-	3,550
#4074 CC HVAC #16	20,500	-	20,500
#1633 Main Gate - HVAC	6,000	-	6,000
#1635 Main Gate - Gate Operator	5,784	-	5,784
#1660 North Gate - Gate Operator	3,383	-	3,383
#18070 CC Kitchen Oven	16,505	-	16,505
#8019 Main Gate - Decal lane booth	2,500	-	2,500
#4048 CC Walk In Freezer	16,853	-	16,853
#4070 CC - Television	4,186	-	4,186
#4030 CC - Carpeting	8,782	-	8,782
#2019 CC - Bar, Sink	3,648	-	3,648
#4079 CC - Patio Furniture	9,401	-	9,401
#4015 CC - Bar, Cooler	7,088	-	7,088
#4011 CC - Ext. Door, Entry New	1,506	-	1,506
#4039 CC - Broiler	3,957	-	3,957
#4049 CC - Kitchen, Fryer	5,861	-	5,861
#4063 CC - Magnolia, Cabinets	4,895	-	4,895
#80-1550 CC- Fire Systems	-	2,445	2,445
Corporate Office	-	-	-
#1025 Admin Int - Office Equipment	2,438	-	2,438
POA Office Remodel -- P&C	28,930	-	28,930
#1051 AC Unit - P&C	11,200	-	11,200
Computers	-	-	-
#1900 CP Computers	3,826	-	3,826
Operations	-	-	-

Canyon Lake Property Owners Association
Repair & Replacement Fund Expenditures

	2021-2024 To Date Ending April 2024	2024-2025 To Date Ending November 2024	Project Totals 5/1/21 to 10/31/24
#1839 Operations - Ext, Walls, Repairs	20,500	-	20,500
#19005 Operations - Ext, Fence	10,850	-	10,850
#20-1020 Operations - Boat Lower Unit	-	4,817	4,817
Fairway Estates	-	-	-
#10001 Fairway Estates - Lane Spike	3,477	-	3,477
Pool	-	-	-
#1156 Pool Chemical Reader	1,886	-	1,886
#1153 Pool Heater	8,400	-	8,400
#1101 Pool Filters	-	-	-
#21029 Pool - Pool, Heaters (1)	8,000	-	8,000
#21030 Pool - Pool, Heaters (3)	8,000	-	8,000
#21031 Pool, Pump and Motor	9,911	19,518	29,429
#1158 Pool Pump	2,890	-	2,890
#1864 Lighting, Pool	2,550	-	2,550
#1869 Pool Office, HVAC	4,500	-	4,500
#21010 Pool - Lighting Pools	1,575	-	1,575
#21026 - Pool Deck Repair	2,950	-	2,950
#21030 Pool, Heaters	11,314	-	11,314
#21004 Pool - Pool, Deck Expansion Joints	4,200	-	4,200
#21006 Pool Furniture	8,484	-	8,484
#21047 Pool Vacuum	4,305	-	4,305
#21023 Pool Reel Winder	16,718	-	16,718
Pool - Computer Stand	6,419	-	6,419
Lake	-	-	-
#23009 Roofing Tiles for N. Ski Shelter	2,250	-	2,250
#1691 Docks - Pebble Cove, Replace	21,000	-	21,000
#2004 Dock - Indian Beach \$36,277.50 4/7/20	-	-	-
#6018 Docks - Lodge, Slips, 2007	16,505	-	16,505
Campground	-	-	-
#3021 Campground - Water, Connections	7,074	-	7,074
#3031 Campground Building - Residence (Mobile)	9,628	-	9,628
#3032 Campground Restroom Remodeling \$431,621	514,383	-	514,383
#1275 Campground - Railing, Stairs	1,550	-	1,550
#53-1070 Campground - Water Meter Relocation	-	44,078	44,078
Entry Gates	-	-	-
#53-1070 Campground - Water Meter Relocation	-	-	-
#8001 East Gate - Fence, Wrought Iron	9,175	-	9,175
#8003 East Gate - Gate Openers	15,689	-	15,689
#8005 East Gate - Lighting	17,160	-	17,160
#8008 East Gate - Restroom	7,850	-	7,850
#8012 Main Gate - Access System	2,584	-	2,584
#8018 Main Gate - Gate Operators	20,192	-	20,192
#8001 Main Gate - Gate Camera	6,121	-	6,121
#1006 Fairway Estates - Operators	7,797	-	7,797
#8003 North Gate - Gate Camera	4,602	-	4,602
#8012 Main Gate - Access System	-	35,712	35,712
East Port	-	-	-
#7009 - East Port - Dog Park, Benches	3,222	-	3,222
#7014 - East Port - Basketball Court Resurfacing	26,300	-	26,300
#7019 East Port - Fiber Optics	5,125	-	5,125
Ski Slalom	-	-	-
#1904 Ski Slalom - Railing, Pipe	1,990	-	1,990
#23008 Ski Slalom - Restrooms (Refurb)	4,015	-	4,015
Golf Course	-	-	-
#13057 Golf Netting	11,900	-	11,900
#13012 Golf Course Maintenance Yard	14,480	-	14,480
#13038 Irrigation Engineering and Design	22,183	-	22,183
#1208 GC Irrigation, Sys	66,786	-	66,786
2-2008-00 GC Irrigation Sys Additional \$12k	22,415	-	22,415
2-2102-00 GC Irrigation Sys \$2,030,400	1,448,541	-	1,448,541
#13007 Golf - Concrete, Repairs	26,950	-	26,950
#13009 Golf - Driving Range	29,252	-	29,252
#13040 Golf - Lake, Drainage, Repairs	7,205	11,823	19,028
#13045 Golf - Maintenance, Swamp Cooler	2,002	-	2,002
#13046 Golf - Maintenance, Golf Carts (1)	11,552	-	11,552
#13056 Golf - Maintenance, Water Treatment	33,667	-	33,667
2-2302-00 Golf Course Mainline Repairs \$145,829.20	80,430	-	80,430
2-2307-00 Driving Range Restoration \$131,889.60	105,765	-	105,765
2-2311-01 Cart Path and Tee Area for Hole 2	4,440	49,903	54,343
Golf - Geological & Structural Evaluation - Tunnels & Bridges	-	23,168	23,168
Grounds	-	-	-
#13051 Signs, POA	4,380	-	4,380
#8015 Main Gate Entrance Fountain Monument Repairs	19,616	-	19,616
#14001 Irrigation System	1,586	-	1,586
#14003 East Port Landscaping Monument	174,628	-	174,628
#14016 Signs, Street	8,353	-	8,353
#1853 Landscaping	11,102	-	11,102
#1848 Diamond Point Park Curbing	9,500	-	9,500
#1848 Mailbox Slabs	91,286	16,176	107,462
2-2010-01 CLDS So Median Landscape \$100k-\$150k	18,113	-	18,113
2-2212-00 CLDS Median Improvements \$680,400	596,201	-	596,201
#14012 Grounds - Signs, POA	8,711	-	8,711
#10005 Fairway Estates - Signs	1,110	-	1,110
#7008 Fire Hydrants	1,561	-	1,561
Vehicles	-	-	-
#25017 Vehicle - Golf Cart, Enclosed	22,981	-	22,981
#25023 - Toyota, Tacomas	6,164	-	6,164
#25025 -Vehicle - Tractor, Kubota (1)	8,902	-	8,902
#25003 -Boat, Champion	12,360	-	12,360
#25005 - Boat Trailer	11,739	-	11,739
#25006 - Boat (Patrol & Operations)	45,880	-	45,880
#25010 -Chevy's, 1998 (98-06) (4)	31,221	-	31,221
#1616 - Ford Escapes	55,515	-	55,515
#1618 Golf Cart - Enclosed	11,037	-	11,037
Unallocated	20,719	-	20,719
Bluebird Hall	-	-	-
#2006 - Bluebird Hall Counters	2,100	-	2,100
#1857 Signs, street	6,962	1,495	8,457
#1034 Admin IT - Battery Back Up	-	1,623	1,623
#4091 CC - Restrooms	6,227	1,625	7,852
#13042 Golf - Lake, Refurbish	-	1,666	1,666
#25001 - Sierra Park Restrooms	-	1,825	1,825
#1812 HVAC #5	-	1,827	1,827
#18141 Lodge - Sunset Beach Trash Receptacles	4,444	1,914	6,357
#17010 Lake - Buoys	12,761	1,968	14,729
#20-1038 Equestrian - Tractor Repair	-	1,969	1,969
#53-3820 Equestrian - Corral Panels	-	2,170	2,170
#18039 Lodge - Restroom	8,590	2,736	11,326
#70-6921 Pool Retaining Wall Repairs	-	3,128	3,128
#18090 Lodge - Kitchen, Fire System	-	3,610	3,610
#1032 Admin - Thermostat	1,745	3,879	5,624
#17021 Lodge - Kitchen, Freezer	-	3,924	3,924
#70-6921 Lodge - Bull Horn Cleanout	-	3,978	3,978
\$4072 CC -Window Washer	-	4,238	4,238
#18013 Lodge - Elevator (Service), Cab Refurb	1,651	4,425	6,076
#25004 - Boat	45,880	4,464	50,344
#13031 Golf - Heat Exchange System	-	4,719	4,719
#8034 North Gate - HVAC	-	4,800	4,800
#18035 Lodge - Ext, Roof, Tile	-	5,895	5,895
#8900 Pool Furniture	-	6,801	6,801
GM Authorized Expenditure	-	8,195	8,195
#18082 Operations - Ext, HVAC	-	9,740	9,740
#19008 Operations - Ext, Ice Machine	-	10,750	10,750
#18097 Lodge - Sink	-	12,271	12,271
#14006 Mailbox (Concrete Pads)	229,743	24,015	253,758
Total Repair & Replacement Fund Acct 02-0670	7,955,272	379,984	8,311,240

Canyon Lake Property Owners Association

Road Reserve Fund Expenditures

	2021-2024 To Date Ending April 2024	2023-2024 To Date Ending November 2024	Project Totals 5/1/21 to 10/31/24
	284,684	44,453	329,136
	5,415,928	2,822,755	8,238,683
	301,790	-	301,790
	202,493	-	202,493
	94,514	-	94,514
	1,950	-	1,950
	15,550	-	15,550
	6,450	-	6,450
	10,911	-	10,911
	2,500	-	2,500
	2,900	-	2,900
		1,200	1,200
	6,339,670	2,868,407	9,208,077

3-2209-00 "Year Two" Engineering (\$284,710)

3-2306-00 "Year Two" Pavement Project (\$8,033,001)

3-2310-00 "Year Two" Concrete Work (\$301,790)

3-2411-00 "Year Three" Pavement Engineering Services (\$74,006)

3-2104-01 Pavement Imp Plan Design

3-2102-00 Pavement Condition Index

3-2104-00 Campground - Misc Road Repairs

3-2201-02 Striping - (Holiday Harbor)

3-2201-01 Striping CLDS

#14017 - Traffic Signs

Misc Repairs

Traffic Study

Lodge Parking lot ADA Improvements

Total Road Reserve Fund Acct 03-0670

Canyon Lake Property Owners Association

FUND 05 CAPITAL IMPROVEMENT PROJECTS

Ending November 30, 2024

	2023-2024 October 31, 2024	Project Totals 5/1/20 to 10/31/24
5-2111-01 Flag Poles	-	-
5-2004-00 Sierra Park North Pump Track Design & Engineering \$88,690.00	-	11,368
5-2010-03 Roadrunner Restroom Design \$31,800	-	239,230
5-2102-01 Mailbox Lighting Project \$145,320	-	29,798
5-2102-02 Sierra Park Shade Structures \$ 126,195	4,625.00	126,275
5-2102-03 Indian Beach Shade Project \$131,056	-	120,227
5-2105-00 Surveillance System -- Happy Camp	-	144,482
5-2105-01 Speed Trailer (3rd)	-	12,299
5-2105-02 Large Dog Park Phase 2	-	13,483
5-2105-03 Road Runner Park Restroom \$184,000	-	16,586
5-2106-00 Office Remodel P & C	-	215,569
5-2106-01 Sierra Park North \$2,200,000*	-	11,373
5-2107-00 Equestrian Center Barn Fans	-	2,178,563
5-2107-01 Lighthouse Restaurant & Bar Remodel	-	2,575
5-2108-00 Shade Canopy Lodge/Bar Patio	-	270
5-2108-01 Rob Caveney Park - Fencing	-	30,436
5-2111-00 Pickleball Courts Phase 2 Design	-	10,940
5-2111-00 Happy Camp Propane Dispenser	-	43,175
5-2109-01 Sprinklers POA and Conference Room	-	10,775
5-2203-00 Community Solar Project	-	3,071
5-2206-00 Country Club Patio Shade Project	-	7,920
5-2302-00 Pickleball Phase 2	-	73,525
5-2302-01 Lodge Patio Event Space	2,331.25	356,549
5-2303-01 Community Garden Area \$16,000	20,506.23	566,694
	-	18,346

5-2305-00 Senior Center Backup Generator \$22,200
 5-2308-01 Cameras \$10,880.70
 5-2307-01 Golf Shade \$6,636
 5-2309-01 Lodge Holiday Bay Room Speakers \$3,520
 5-2311-00 Community Signs
 5-2311-01 Tennis Area Shade Project \$319,530.96
 GM Authorized Expenditure Indian Beach Dock

-	20,700
-	19,255
-	6,636
-	3,520
-	5,795
158,385.69	301,547
4,674.38	6,550
190,522.55	4,607,533