

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Monday, July 10, 2023 - 6:00 P.M.**  
**22200 Canyon Club Drive, Canyon Lake, CA 92587**  
**This meeting may also be joined virtually at [vm.clpoa.net](https://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**
  - June 6, 2023
3. **Public Official Comments**
4. **Presentations**
  - 2023 – 2024 Goals, Objectives, and Five-Year Plan (President Van Vleet)
5. **Announcements**
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** (Lynn Jensen)  
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: Revised Board Meeting Policy (Harmony McNaughton)

Proposed Resolution: It is recommended that the Board of Directors approve the revised Board Meeting Policy, as attached.

### 8.2 APPROVAL: Revised Committee Policy (Director Cook)

Proposed Resolution: It is recommended that the Board of Directors approve the revised Committee Policy, as attached.

### 8.3 APPROVAL: Revise Fine for Rule GR.5.6.d.1 Proof of Insurance Required for Golf Cart (Amanda Moore)

Proposed Resolution: It is recommended that the Board of Directors approve to revise the fine for rule GR.5.6.d.1, as attached.

### 8.4 APPROVAL: Rules Review Committee Alternate Member Appointment (Amanda Moore)

Proposed Resolution: It is recommended that the Board of Directors approve the appointment of Julie White-Dahlgren as an alternate; contingent upon execution of a confidentiality agreement, effective immediately.

### 8.5 APPROVAL: Facilities Planning Committee Member Appointment (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the appointment of Dan Lekawa to the FPC; contingent upon execution of a confidentiality agreement, effective immediately.

### 8.6 APPROVAL: Driving Range Restoration (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the POA to enter into construction contracts to restore the driving range and observation area in an amount \$122,120 plus an 8% contingency from Reserve fund 02-6700. It is further recommended that the Board's approval be subject to the Green Committee's approval this coming Thursday, July 13th.

## 9. Association Reports

- General Manager Report (Eric Kazakoff)
- Community Patrol Report, as written
- Staff Reports, as written

## 10. Board Comments

## 11. Architectural Appeals

None.

## 12. Next Meeting Date

- Tuesday, August 8, 2023, at 1:00 p.m. – Executive Session

- Tuesday, August 8, 2023, at 6:00 p.m. – Regular Session

### 13. Adjournment

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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, June 6, 2023. President Bill Van Vleet called the meeting to order at 6:00 p.m. Directors present were Alex Cook, Joe Kamashian, and Greg Doherty. Four Board Members were present, Director Jeff Bill was absent. Quorum was met. Also present were; Legal Counsel, Sean Kane; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; ACC Alternate David Humphrey and ACC Chair Jon Stelzner; Sr. Manager of Planning and Compliance Cheryl Mitchell; and PIO / Clerk of the Board Harmony McNaughton.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by Director Kamashian.

Quorum was verified by PIO / Clerk of the Board Harmony McNaughton.

2. **Approval of Minutes**

- May 2, 2023

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

3. **Public Official Comments**

Public agency officials provided comments.

4. **Presentations**

None.

5. **Announcements**

President Van Vleet announced receipt of a prospective Fire Station Purchase / Sale Agreement (PSA) from the City of Canyon Lake and receipt of the best and final construction bids for the prospective two-year pavement rehabilitation project.

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 four votes in favor, items A, B, and C were approved.

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 Corporate Counsel, the General

Manager, or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers. APPROVED

## 8. Board Action Items

8.1 APPROVAL: Revise Rule GR.5.6.d.1 Proof of Insurance Required for Golf Cart

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors reject this rule change. Director Kamashian seconded. Four votes in favor, Director Bill absent. MOTION CARRIED

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve a 28-Day Reading to add a \$100 fine to rule GR.5.6.d.1. Director Doherty seconded. Four votes in favor, Director Bill absent. MOTION CARRIED

8.2 APPROVAL: Potential Contract Award for “Year Two” Pavement Project

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve contract negotiations and contract formation for the “Year two” Pavement Improvement Project in the amount not to exceed \$7,770,459 plus a 10% contingency from the Road Reserve Fund. Director Doherty seconded. Four votes in favor, Director Bill absent. MOTION CARRIED

## 9. Association Reports

- General Manager Eric Kazakoff provided an association report.
- Staff Reports, as written
- Community Patrol, as written

## 10. Board Comments

Directors provided board comments.

Director Cook left the meeting at 7:23 p.m.

The Board recessed at 7:23 p.m. and resumed the meeting at 7:31 p.m.

## 11. Architectural Appeals

A. Greg Sullivan / Leessa Westwood 23071 Skylink Drive

The members did not attend.

Appealing ACC Conditions Regarding PC.4.3a

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors uphold the ACC Committee decision and deny the request to keep the wall as built, a violation of PC.4.3a. Director Kamashian seconded. Three votes in favor, Directors Cook and Bill absent. MOTION CARRIED

## 12. Next Meeting Date

- Tuesday, July 10, 2023, at 1:00 p.m. – Executive Session
- Tuesday, July 10, 2023, at 6:00 p.m. – Regular Session

## 13. Adjournment

MOTION/RESOLUTION: Director Kamashian moved to adjourn the meeting. Director Doherty seconded. Meeting adjourned at 7:37 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 of Directors review and approve the attached Financial Statement information for the last month of the operating year.

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Susan C. Dawood, Controller.

**Date: July 10, 2023**

**From: Lynn Jensen**

**Board Report: CLPOA Report of Executive Session**

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On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on July 10, 2023. 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 six (6) legal item(s).

Member Related Discussion - The Board of Directors and management held discussion on three (3) member related matters during this meeting.

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on five (5) 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 5:00 p.m.

*Lynn Jensen*

Lynn Jensen

Assistant General Manager



**Date:** July 10<sup>th</sup>, 2023

**To:** Board of Directors

**From:** Accounting Department

**Board Action/Resolution:** Authorization of Liens

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## **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. 353-144-006
2. 351-132-001
3. 355-091-012
4. 355-072-047
5. 351-155-001
6. 355-132-018
7. 354-241-008
8. 355-061-024

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

**DATE:** July 10, 2023 **ACTION:**  
**TO:** Board of Directors  
**FROM:** PIO / CLERK OF THE BOARD  
**RE:** APPROVAL: Updated Board Meeting Policy

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**Background**

The following revision is proposed as a result of the Board’s annual review of Canyon Lake POA policies and procedures. In response to recent incidents in which unauthorized third parties were recording board meetings without approval and in a distracting manner, the following change to the Board Meeting Policy has been recommended. Though Board Meetings are already only for ‘members’, as defined in the policy and governing documents, and take place on private property, the Board would like to be prudent and transparent by making the prohibition of third-party recording clear in the Board Meeting Policy, as attached.

This change will assist the Board in its endeavor to maintain and ensure efficient and productive Board Meetings for all directors and members attending in person and electronically.

**Fiscal Impact**

N/A

**Recommendation**

It is recommended that the Board of Directors approve the revised Board Meeting Policy, as attached.

*Harmony McNaughton*

Harmony McNaughton, CCAM  
PIO / Clerk of the Board

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Division: Corporate  
Policy No:  
Effective Date: ~~February 7~~ July 10, 2023  
This policy supersedes all previous Board Policies.

Board Policy

## BOARD POLICY

### **REGULAR MEETINGS**

The regular monthly meeting of the Board will be held on the first Tuesday of each month starting at 6:00 p.m. with the exception of holidays and special events as approved by the Board. This meeting will be televised and will be conducted at the Canyon Lake Lodge in the Holiday Bay Room, located at 22200 Canyon Club Drive, Canyon Lake, CA 92587, virtually as needed, or at such other location specified in the notice of the meeting. No third-party audio or visual recording is permitted.

Notice of all regular monthly meeting and the tentative agenda shall be published online at [www.canyonlakepoa.com](http://www.canyonlakepoa.com), the official notification method for CLPOA at least four (4) days preceding the meeting. The Board will not, however, be limited to consideration of only those items included on the tentative agenda but may transact any proper business brought before the body, provided it was duly noticed.

### **SPECIAL MEETINGS**

A special meeting of the Board may be called by the Board President, or by any two (2) members of the Board other than the President to be held at such a time and location specified in the notice of the meeting. These meeting are not normally televised and the specific purpose of the meeting will be specified in the notice. These include but not limited to workshops, study sessions, and informal meetings.

Notice of such a special meeting shall be published by the official notification method four (4) days preceding the meeting, unless the meeting qualifies as an executive session (Civ. Code §4920(a)).

### **EMERGENCY MEETINGS**

An emergency meeting of the Board may be called by the Board President, or by any two (2) members of the Board other than the President, when circumstances could not have been reasonably foreseen which require immediate attention and possible Board action and which, by necessity, make it impractical to provide notice to members at least four (4) days prior to meetings.

The lack of the ability to televise a meeting could be considered an emergency provided four (4) of the five (5) members of the Board must agree that an emergency condition exists.

The action taken and the justification for the emergency meeting shall be published by the official notification method after such meeting unless the meeting qualifies as an executive session.

### **EXECUTIVE SESSIONS**

The Executive Session of the Board shall be held on the first Tuesday of each month with the exception of holidays and special events as approved by the Board. The Meeting start time shall be set according to the

amount of business to be discussed (approximately 2:00 PM) and continue until all business is completed or until the meeting has lasted five hours; whichever comes first.

Notice of such an Executive Session shall be published by the official notification method four (4) days preceding the meeting.

### **PARTICIPATION IN BOARD MEETINGS**

Members of the Board may participate in a meeting through use of conference telephone, or similar communications equipment, so long as all members participating in such a meeting can hear one another. Such participation constitutes presence in person at such meeting.

Voting shall only take place at televised or virtual meetings with the exception of Emergency and Executive Session Meetings.

### **MEETINGS**

The term Board “meeting” shall include any congregation of a majority of the Board, at the same time and place to hear, discuss or deliberate upon any item of business scheduled to be heard by the Board, except those matters that may be discussed in Executive Session. A Board “meeting” will include all gatherings of Board Members, including workshops and informal meetings; such meetings will be considered formal Board Meetings, and members are entitled to attend, except for Executive Session.

Meetings shall be limited to 5-hours in length. At the expiration of the 5-hours, the meeting may be adjourned. Any items not covered during the 5-hour period will be covered at the adjourned meeting or as soon as reasonably possible. This time-limit shall apply to all Regular, Special, and Emergency Executive Session meetings, unless special circumstances justify a meeting longer than 5-hours.

No alcohol shall be permitted or consumed at Board Meetings and /or Membership Meetings.

### **AGENDA ITEMS**

Any one (1) Director or the General Manager may request that an item be placed on the Agenda for either an Open Session or an Executive Session, and such item shall be placed on the Agenda, provided the inclusion of the item on the agenda is not in violation of the Association’s Governing Documents or California law. Request for Agenda inclusion must be received 7 days in advanced and include a written explanation of the purpose of the discussion and expected outcome that will be included in the Board Book.

Any Director may move, at the beginning of a meeting or at any time before a motion is heard during a meeting, to remove an item from the agenda.

### **RESERVE EXPENDITURES**

The Board shall adopt the attached Resolution (Attachment A), as approval for reserve expenditures, as adopted per the annual budget.

### **BOARD COMMITTEE LIAISONS**

All committees, except the Architectural Control Committee shall have a member of the Board assigned as a liaison between the Board and the committee. The Board member so assigned shall serve as a communication link and shall not attempt to exert influence upon the committee nor participate in the decision making of the committee. The liaison may supply information to the committee that is not confidential, privileged or of

a sensitive nature, where such information will assist a committee in fulfilling its functions. Liaison officers are not authorized to assign projects without Board, or General Manager approval.

The Board shall adopt and participate as Board Liaisons as outlined in the attached Committee Policy.

## **BOARD PACKETS**

All information available on agenda items for Regular and Special meetings will be made available to each member of the Board four (4) days prior to the meeting, but no later than forty-eight (48) hours prior to the meeting. In the event of the need for an Emergency meeting, every effort will be made to provide the members of the Board with all information available prior to the meeting.

## **MEMBER ATTENDANCE**

Any member\* may attend meetings of the Board, except when the Board adjourns to Executive Session to consider litigation, matters relating to the formation of contracts with third parties, member discipline, or personnel matters. Members must provide their Tract/Lot to verify membership status to enter the meeting and to speak. The Board shall meet in Executive Session, if requested by a member who may be subject to a fine, penalty, or other form of discipline and the member shall be entitled to attend the Executive Session.

\*Members are residents with CLPOA Prime, Associate, or Property Manager identification.

## **MEMBER PARTICIPATION**

Member comments on agenda and non-agenda items shall take place during the member comments section and after a second is made on a motion on Board Action Item at every regular Open Session meeting and shall not be recorded in the meeting minutes. During this member comment section of the meeting, members may speak to any item on or off the agenda within a three (3) minute time constraint on each speaker. The maximum time allowed for member comments is thirty (30) minutes, unless additional time is granted by the Board President.

Members are encouraged to participate and are provided an opportunity to address the Board of Directors during the member comment portion of the meeting. Members wishing to address the Board are required to sign in and fill out a speaker slip. A three (3) minute time limit will be allotted to each member who signs in to discuss both items listed on the agenda and/or items not listed on the agenda. The purpose of this portion of the meeting is to allow members to make comments or ask questions of the Board regarding agenda and non-agenda items. Pursuant to Civil Code section 4930, the Board of Directors is prohibited from discussing or taking action on items not on the agenda. The Board may ask clarifying questions of the presenter and will take items raised during the members' comments portion of the meeting under advisement; the members' comments portion of the meeting is not for discussion, debate or introduction of additional items of business to be taken up at the meeting. After the last member has addressed the Board, the Board may elect to address comments made by members.

All those attending Board meetings are to be courteous and respectful to other members, Board of Directors and representatives from Management at all times. No alcohol shall be permitted and/or consumed at Board meetings and/or Membership meetings. Anyone 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.

## **MINUTES**

The minutes, the proposed minutes marked to indicate draft status, of any meeting of the Board, other than an Executive Session, shall be made available to members within thirty (30) days of the meeting. Any matter discussed in the Executive Session shall be generally noted in the minutes of the Board.

## **MANNER OF OPERATION**

The business of the Board shall use a modified version of the Parliamentary Procedure from Community Association Institute, as a guideline, unless provided otherwise by resolution of the Board. The Board hereby adopts the Association's Social Media Policy, as attached.

Provided, however, that this policy shall not be applicable in emergency circumstances which demand immediate action to protect the health, safety or welfare of the community and CLPOA members.

## **CIVIL CODE**

Nothing contained in this policy shall be deemed to confer a duty on the part of the Board to disclose any matter deemed protected by law, including THE CURRENT CALIFORNIA CIVIL CODE SECTION 4900.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** July 10, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Board Treasurer

**RE:** **APPROVAL: Updated Committee Policy**

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**Background**

The following revisions are proposed as a result of the Board's annual review of Canyon Lake POA policies and procedures. The following update to the Committee Policy has been identified in response to Board Director and member feedback on the potential conflicts created from 1) an elected official's service on CLPOA committees and 2) any member's service on committees immediately following their departure as a Board Director or elected official.

In line with the Board's goal of keeping committees apolitical and impartial in their advisement to the Board, there appears to be a need for a cooling-off period for members serving on committees upon their recent departure from serving as a director on the CLPOA Board or a local governing body to help avoid any potential conflicts of interest. In alignment with this same intention, the prohibition of elected officials on committees would also help keep the recommendations of the committees unbiased and apolitical to best serve the Board and all CLPOA members.

If approved, any current committee members who may become ineligible to serve would be heartily thanked for their service to our community and receive notice of their ineligibility in October 2023 when the Board of Directors process the re-appointment of all committee members.

**Fiscal Impact**

N/A

**Recommendation**

It is recommended that the Board of Directors approve the revised Committee Policy, as attached.

*Alex Cook*

Alex Cook, Treasurer



Division: Corporate  
Policy No:  
Effective Date: ~~October 4, 2022~~ July 10, 2023  
This policy supersedes all previous Committee Policies.

Committee Policy

## COMMITTEE POLICY

WHEREAS, Article VI, Section 1 of the Bylaws of the Canyon Lake Property Owners Association grants the Board of Directors the power to conduct, manage and control the affairs and business of the Association; and

WHEREAS, Article II. Section 2 (i) of the Bylaws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers; and

WHEREAS, Article VI, Section 1 (e) of the Bylaws grants the Board of Directors the power to appoint committees of the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy and procedures for committees be adopted:

### COMMITTEE STRUCTURE:

#### STANDING COMMITTEES

The Canyon Lake Property Owners Association (CLPOA) Board of Directors (BOARD) shall have the authority to establish standing committees of Prime, Associate, or Sub-Associate Members in good standing (Member), as necessary to assist with the duties and affairs of the CLPOA. A standing committee is defined as a permanent committee which is an advisory group of members appointed by the BOARD on an annual basis. The committee shall perform specific duties as directed by the BOARD. Direction shall be provided by the Board through the BOARD liaison, in consultation with the General Manager, or ex-officio liaison assigned to the Committee.

The following are Standing Committees:

- Appeals Committee
- Architectural Control Committee
- Estates Committee
- Facilities Planning Committee
- Finance Committee
- Green Committee
- Recreation Committee
- Fiesta Day Committee
- Rules and Regulations Committee
- Security Advisory Committee

#### AD-HOC COMMITTEES

The BOARD may create or dissolve such other special or ad-hoc committees to serve specified purposes and duties, as deemed necessary, by resolution of the BOARD. Ad-hoc committees are created to serve in a temporary capacity. Those committee's charters and schedules shall outline their specific functions and tasks as designated by the BOARD. Direction shall be provided through the BOARD liaison, in consultation with the General Manager, or ex-officio liaison assigned to the Committee.

The following are current Ad-hoc Committee(s):

### **WORK GROUPS**

The BOARD may establish work groups to assist with specific projects or help maintain POA common areas as designated in the work group's charter. Work groups shall be given direction from the BOARD, in consultation with the General Manager or ex-officio liaison assigned to the group. Requests for projects, funding, or additional duties shall be filtered through the appropriate committees, Board Liaison and BOARD for review and decision. Any member in good standing with the CLPOA may be appointed by the BOARD to a work group for the CLPOA.

The following are Work Groups:

- Senior Work Group
- Tuesday Work Group

### **COMMITTEE MEMBER APPOINTMENTS:**

#### **MEMBERS**

The members of each committee shall: be Prime, Associate or Sub-Associate members in good standing of the CLPOA, execute the confidentiality agreement, and abide by the CLPOA Social Media Policy. The members of all committees shall be appointed by the BOARD, and any vacancies from time to time existing shall be filled by appointment of the BOARD. Any committee member may be removed from their position with or without cause by the BOARD.

#### **LIAISON**

All committees, shall have a member of the BOARD assigned as a liaison between the BOARD and the committee. The BOARD member so assigned shall serve as a communication link and shall not attempt to exert influence upon the committee nor participate in the decision making of the committee. The liaison shall provide direction and other information to the committee that is not confidential, privileged or of a sensitive nature, where such information will assist a committee in fulfilling its functions. Liaison officers shall report on the monthly activities of their committees during the Open Session Meeting, and are not authorized to assign projects without BOARD, and General Manager approval.

#### **EX-OFFICIO MEMBERS (STAFF LIAISONS)**

The President and the General Manager of the CLPOA shall be non-voting ex-officio members of all committees and sub-committees. Other individuals may be designated as non-voting ex-officio members of a specific committee. All ex-officio members of the committee shall be given all meeting notices and other information provided to members of the committee.

#### **EMPLOYEES OF CLPOA**

The chairperson of each committee shall be authorized to consult with the management staff members involved in the activities of the committee but shall not give orders to any subordinate of the General

Manager. Employees shall serve in an ex-officio capacity to provide current status information. Staff is not expected to provide administrative support without prior approval of the General Manager.

## **DESIGNATED COMMITTEE POSITIONS:**

### **CHAIRPERSON**

The chairperson of each committee shall be a member of the committee and shall be appointed by the BOARD. The chairperson of each committee shall supervise the activity of the committee and its sub-committees, giving assistance whenever necessary, ensure proper documentation of Agendas and Minutes, and that the activities of the committee and its sub-committees are coordinated (acting within the boundaries of the resolution parameters). The chairperson should draw upon the full output of the committee members to arrive at alternatives and options to present to the BOARD. The Chairperson of any one committee shall be limited to two years of service in that capacity. Upon completion of their term as chairperson, the committee may recommend the appointment of the new Chairperson to the BOARD. The BOARD shall appoint the committee chairperson as each position becomes available.

### **SECRETARY**

The chairperson of each committee and/or sub-committee shall appoint a secretary to keep minutes of the committee. Minutes shall be taken at all committee meetings by the secretary or a member serving as acting secretary. A copy of such minutes shall be filed in a timely manner with the CLPOA. Such records remain the property of the CLPOA. The same person shall not serve as chairperson and secretary of the same committee.

### **SUB-COMMITTEES**

The chairperson of each committee shall have the power to appoint sub-committees for specified purposes and duties, not inconsistent with the specified purposes and duties of the committee, to serve for the term required but not to exceed the term of such chairperson. Members of the sub-committee shall be members in good standing of that committee or, at the discretion of the Chairperson, non-voting advisors with specific and needed expertise. Non-voting members must agree to sign the confidentiality agreement. Such sub-committees shall report their recommendations to the committee and may not act independently of the committee as a whole.

### **ALTERNATE COMMITTEE MEMBERS**

The CLPOA and BOARD may determine that a committee have an alternate member(s) as part of the membership of the Committee. The alternate member shall be a voting member that will be allowed to deliberate and participate with full voting power, when any committee member is absent.

## **COMMITTEE QUALIFICATIONS:**

### **ELIGIBILITY**

All Prime, Associate, and Sub-Associate Members shall be appointed to committees of the Association on an annual basis. The appointment date shall be determined by the BOARD each fiscal year. Elected officials of Federal, State, County, or local governmental bodies are not eligible to serve on committees of the Association. Members are prohibited from serving on a committee of the Association within one calendar year from their last day of service as a CLPOA Board Director or elected officials of Federal, State, County, or local governmental bodies. Only "Members in Good Standing" are eligible to serve on committees of the Association and shall be reviewed by the BOARD and appointed accordingly.

## **COMMITTEE MEMBER TERM LIMITS**

All committee members and alternate committee members are eligible to serve unlimited one (1) year terms and shall be subject to approval and appointment annually in October by the BOARD. Committee members are eligible to have concurrent committee membership appointments.

## **TERMINATION OF SERVICE**

All committees and the individual members thereof serve at the pleasure of the BOARD and may be removed with or without cause during their term. This policy shall be retroactive and members currently serving shall be subject to this policy.

## **RESIGNATIONS**

Any committee member may resign at any time by giving written notice to the BOARD. Such resignation shall take effect on the day of the receipt of such notice or any later time specified therein. The acceptance by the BOARD of such resignation shall not be necessary to make it effective. If a member chooses to resign or step-down from a position on the committee, there will be a four (4) month waiting period before they can re-apply to be on the committee in any capacity.

## **COMMITTEE ROLES & RESPONSIBILITIES:**

### **COMMITTEE CHARTER RESPONSIBILITIES**

The responsibility of all committees shall be as outlined in the specific charter and/or resolution of the BOARD creating that committee. All committees are at all times under the direct supervision and control of the BOARD. No committee shall have the right to obligate the CLPOA in any way or in any sum. Members of a committee should not contact governmental officials, contractors, vendors, or agencies or others without the specific authorization of the BOARD, the General Manager of the CLPOA, or as may be provided in the resolution creating that committee.

The BOARD cannot delegate its responsibilities or the decision making required to carry out its responsibilities. Committees of the CLPOA, except the Architectural Control Committee and the Appeals Committee, can only operate in an advisory capacity. Committees may make recommendations but must understand that in fulfilling its fiduciary responsibilities, the BOARD is NOT bound to accept or agree with such recommendations.

### **MANNER OF OPERATION**

The business of all committees shall be conducted in accordance with a modified version of Parliamentary Procedure from Community Association Institute, as a guideline, unless provided otherwise by resolution of the BOARD, and document through meeting agendas and minutes. Each committee shall conduct its business in accordance with the procedures set forth in the Bylaws for the CLPOA, the published rules and regulations of the CLPOA, and the resolution(s) of the BOARD creating that committee. The committees are charged with maintaining a constant awareness of legal obligations, risks and responsibilities of the CLPOA and with the rights of owners and residents of Canyon Lake.

### **MEETINGS**

All open session committee meetings shall be open to any Member of the CLPOA. Each committee shall have a regular meeting schedule that is approved by the BOARD and be announced in advance. Meetings of all committees shall be held as necessary to carry out assignments and responsibilities.

Any committee which has within the scope of its duties any matters which would properly be the subject of an executive session shall hold committee meeting(s) and/or discussion(s) within closed, executive session when any of the following topics are under consideration:

- \* Member discipline & personnel
- \* Litigation, potential litigation, or confidential legal advice

Similarly, any minutes taken of executive session meetings shall be written separately and shall not be distributed to anyone not entitled to attend such executive sessions. When determined by the chairperson of the committee and consistent with the requirements of an executive session, the committee may meet in closed session to consider member discipline, personnel and litigation matters.

### **QUORUM**

The majority of the members appointed to a committee shall constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the members present at a duly held meeting at which a quorum is present shall be regarded as an action of the committee. When there is a tie vote, the motion shall be deferred to the BOARD with the exception of the Appeals Committee.

### **REPORTING**

All committees shall report their activities to the BOARD monthly through their Board Liaison. The committee chair shall submit written reports, including minutes and attendance records of their meetings on a timely basis to the General Manager, at least fourteen (14) days prior to the next regular meeting. In the event a quorum was not present, any report from the committee to the General Manager and BOARD should reflect the members participating in such report.

### **BOARD REQUESTS**

Committees may make recommendations to the BOARD by submitting a completed Recommendation Form to the General Manager. These requests shall be submitted when a committee is requesting funding for specific projects, or for modifications to a rule or policy, as requested by the BOARD. The General Manager shall process the Recommendation Form through the necessary steps, as identified on the attached flow chart.

### **CONFLICT OF INTEREST**

Any member of a CLPOA Committee who could reasonably be expected to benefit in a direct and substantial way from the possible outcome of a committee action under discussion must disclose each time it is discussed that he/she has such an interest and abstain from voting and discussion on any motion affecting that interest.

### **DISSOLUTION OF A COMMITTEE**

As the community, CLPOA, and BOARD evolve, changes may be made from time to time in the structure of any, or all committees serving the BOARD. As provided in the By-Laws, the BOARD may modify the structure of committees to fit the needs of the Association.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** July 10, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Revise Fine for Rule GR.5.6.d.1 Proof of Insurance Required for Golf Cart

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### **Background**

In fiscal year 22/23 the Association moved to permanent golf cart decals. Prior to permanent registration, members were required to visit our Member Services office annually to provide up-to-date documentation and receive a new decal. Members should still provide current proof of insurance to register their cart(s) and to maintain registration. Staff wants to match the insurance requirement currently in place for boat registration, which results in a fine added to a member's account if a policy is allowed to lapse or is cancelled. Additionally, the RFID transponder would also be deactivated. Members would be notified prior to these actions taking place. The fine added to a member's account would be waived if a valid policy is produced within the approved timeframe.

### **Fiscal Impact**

### **Recommendation**

It is recommended that the Board of Directors approve to revise the fine for rule GR.5.6.d.1 as attached.

*Amanda Moore*

---

Amanda Moore, Sr. Member Services Manager

### **Current Rule**

#### **GR.5.6.d.1 Proof of Insurance Required for Golf Cart**

A valid Certificate of Liability coverage must be submitted at the time of registration which identifies the registering member as the policy holder.

### **Proposed Revision (Redlined)**

#### **GR.5.6.d.1 Proof of Insurance Required for Golf Cart**

A valid Certificate of Liability coverage must be submitted at the time of registration which identifies the registering member as the policy holder.

Fine: \$100.00

### **Revised Rule**

#### **GR.5.6.d.1 Proof of Insurance Required for Golf Cart**

A valid Certificate of Liability coverage must be submitted at the time of registration which identifies the registering member as the policy holder.

Fine: \$100.00

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** July 10, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Appoint Rules Review Committee Member

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**Background**

The Rules Review Committee charter outlines that the Committee is to be made up of 7 members plus 1 alternate. One vacancy has opened since the last meeting. The committee met and interviewed several applicants on June 20<sup>th</sup> and is recommending Julie White-Dahlgren to fill the open alternate position.

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve the appointment of Julie White-Dahlgren as an alternate, contingent upon execution of a confidentiality agreement, effective immediately.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager



**Date: July 10, 2023**

**To: Board of Directors**

**From: Steve Schneider, Operations Department - CLPOA Staff Liaison**

**RE: Committee Appointment – Facility Planning Committee**

---

**Background**

The FPC currently only has eight members and can have nine. Dan Lekawa was selected for the open position on the Committee. After discussion, the FPC Committee accepted Dan Lekawa as their new Committee Member.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointment of Dan Lekawa to the FPC Committee, contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

Steve Schneider, Director of Operations

**Date: July 10<sup>th</sup>, 2023**

**To: Board of Directors**

**From: Director of Operations – Steve Schneider**

**Board Action/Resolution: Driving Range Restoration**

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### **Background**

The POA is wrapping up a no-cost solar Power Purchase Agreement project at the lodge, equestrian center and driving range. Due to the solar construction, the driving range is currently much shorter and is temporarily for iron practice only. The area under the new solar structures needs immediate repairs to the ground surface in order to return to normal operating conditions. No reserve expenditures have ever been made in this area to replace the original grass or concrete strip, and this repair and replacement reserve expense was anticipated at this location due to the solar shade structure project. This will include some artificial turf, a new larger and relocated concrete strip for the driving range mats, and new concrete pavers for a newly shaded seating area. The new driving range mats will be furnished by the Golf Pro.

The Golf Pro, Golf course Superintendent and director of Operations recently visited a covered driving range in the desert and our plans are to construct a replacement for the existing grass and concrete that would include these elements – photos attached. Also included will be a concrete seat wall for spectators, and additional landscaping and irrigation.

This repair and replacement expense will restore and improve the original driving range grassy area with new surfaces better suited for shade, and will also add the potential for other future revenue generating uses of the area such as hourly rentals for parties, etc.

### **Fiscal Impact**

\$122,120 plus a 8% contingency funding from 02-6700.

### **Recommendation**

It is recommended that the Board of Directors Staff approve the POA to enter into construction contracts to restore the driving range and observation area in an amount \$122,120 plus an 8% contingency from Reserve fund 02-6700. It is further recommended that the Board's approval be subject to the Green Committees approval this coming Thursday July 13<sup>th</sup>.

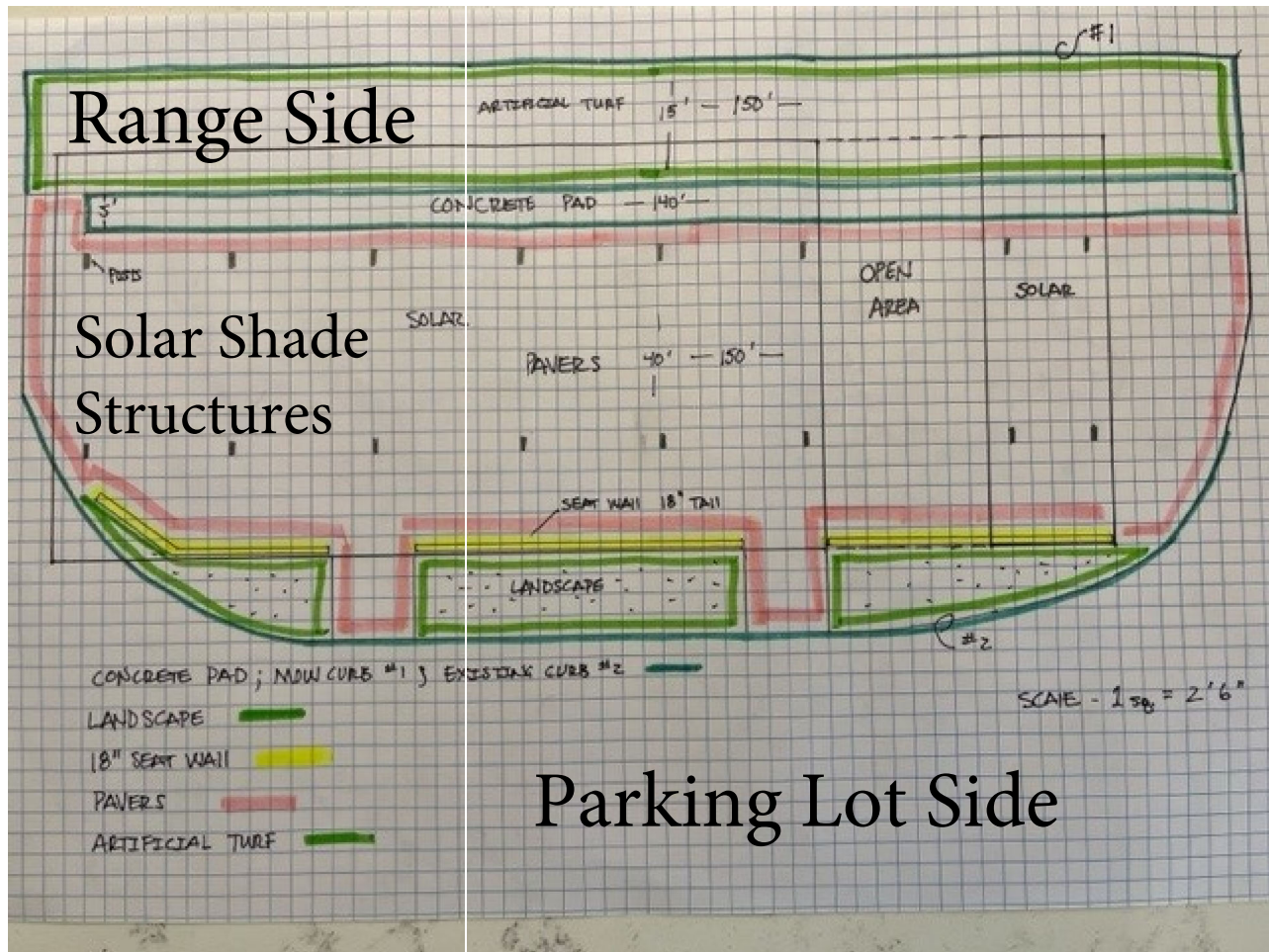
*Steve Schneider*

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Steve Schneider, Director of Operations

Range Side

Solar Shade Structures



Parking Lot Side



Similar Shaded Driving Range facility in Palm Desert



## ACTIVITIES DEPARTMENT

### Senior Center Dept. 19

- The Senior Committee meets at the Senior Center for their regular scheduled meeting on 1<sup>st</sup> Tuesdays at 9 am.
- Next Potluck, last Sunday of July 2023.
- The Work Group chose two winners of the photography contest – 1<sup>st</sup> place: Bertie Murray, 2<sup>nd</sup> place: Linda Milan
- Kathy Barbay was honored by the First Annual Senior Legacy Awards, one of seven seniors who have made significant contributions to their community.

### Activities Dept. 50

- Community benches throughout community. Give Activities a call to order a bench.
- Coordinating with the City of Canyon Lake, Building and Safety Inspector & Canyon Lake Fire Department with updates to their fee schedules as of June 22, 2023. <https://www.canyonlakeca.gov/specialevents>
- July 4<sup>th</sup> - Meetings with Ops staff, City Code Enforcement, Patrol, Fire department, Communications staff, Member Service's staff and Lake Elsinore Sheriffs dept.
- Concerts at the Lodge in 2023
  - Deana Carter – August 19 - \$44 & \$64
  - The Fabulous Thunderbirds – November 4 - \$59 & \$79

### Pool Dept. 54

- Aqua Fitness
  - Monday through Friday 8 am & 9 am
  - **NEW:** Evening classes Monday, Wednesday and Thursday 7PM
- Pool Movie Night 5/56 & 6/10- 100 attendees & 70
- Swim lessons and water polo Classes started June 12th. average participations per week 115-140 students
- Pool stats:
  - Month of June - total 6,872
  - Aqua fitness and lap swim - 618
  - Open swim – 6,254

### Event & Activities Updates

### Upcoming Events

- Taco Tuesday events return for July!
  - July 11, 18, 25
- Pool Movie Night- July 15<sup>th</sup> @ 5pm
- Santana Guild Concert @ the Lodge- July 22<sup>nd</sup> @7pm
- Community Theater summer Show @Indian Beach stage @5pm

### Classes

- Senior Fitness
  - Tuesday & Thursday, 10-10:45 am @ the Lodge
  - **NEW:** Monday 6 pm – starting July 17
- Dance Cardio – Get Fit with Sticks
  - Tuesday & Thursday, 9-9:45 am @ the Lodge
  - **NEW:** Wednesday 6 pm – starting July 12
- Restorative Yoga
  - Thursdays, 7-8 pm @ the Lodge

- Line Dancing
  - Tuesdays (Basic Introduction), 1-2 pm @ the Lodge
  - Tuesdays (Beginners), 2-4 pm @ the Lodge
  - Wednesdays (Improvers), 2-4 pm @ the Lodge

## **Committees**

Recreation Committee – no open positions

Senior Committee – no open positions

Report presented by *Carrie Pratt, Sr. Activities Manager*

# COMMUNICATION REPORT

## Goals & Campaigns - June 2023

### Goals & Objectives

The primary goals of the Communication's team this fiscal year are:

- Foster Community Engagement: Promote community engagement through social media and digital platforms to connect with Canyon Lake POA.
- Build Greater Transparency: Provide regular updates on projects, publicize key decisions, and making 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: Improving the website's knowledge base, featuring event pages, and providing 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  
(in progress or coming soon)
  - Amenity/Facility Calendars
  - Manager Bio Pages
- Community Project Promotions
  - Solar Project
  - Canyon Lake Drive South Median Project
  - Lodge Patio & Event Space Construction
  - Lighthouse Restaurant & Bar Renovation
- Upcoming Event Promotions
  - Tacos & Family Fun Nights
  - Movie Nights at the Park
  - Movie Nights at the Pool
- Member Services Promotions
  - Pool Use Reminders (SP.2.1)
  - Canyon Lake Virtual Tours (360)
  - ePasses
- Lake Warning Flags
- Canyon Lake Camera Program
- Canyon Lake POA Merchandise Store Redesign
- SMS Text Marketing
- Promoting Dining and Events at Restaurants
- Member Welcome Packet
- Amenity Promotions
  - Golf Course Video Hole Tour
  - Golf Annual Membership Campaign
  - Golf Guest for a Day Promotion
  - Golf Daily Play Promotion (Canyon Lake residents only)
  - Junior Golf Camp
  - Junior Tennis Clinic



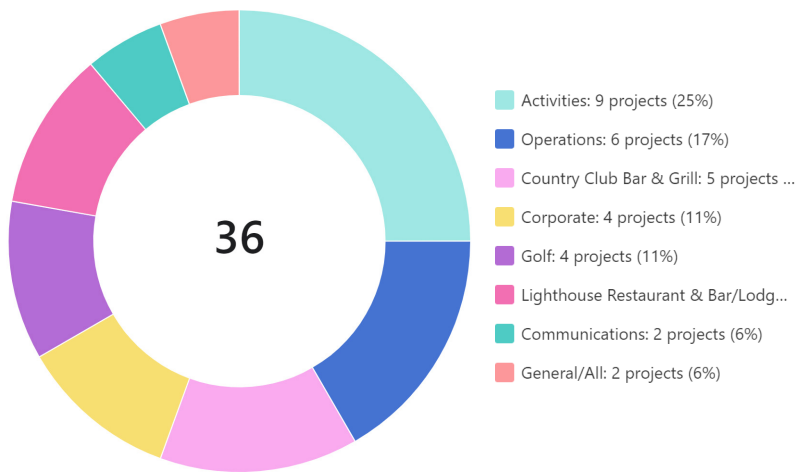
# COMMUNICATION REPORT

KPI Dashboard - June 2023

## ACTIVE CAMPAIGNS

June 2023

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



## HIGHLIGHTS

**106**

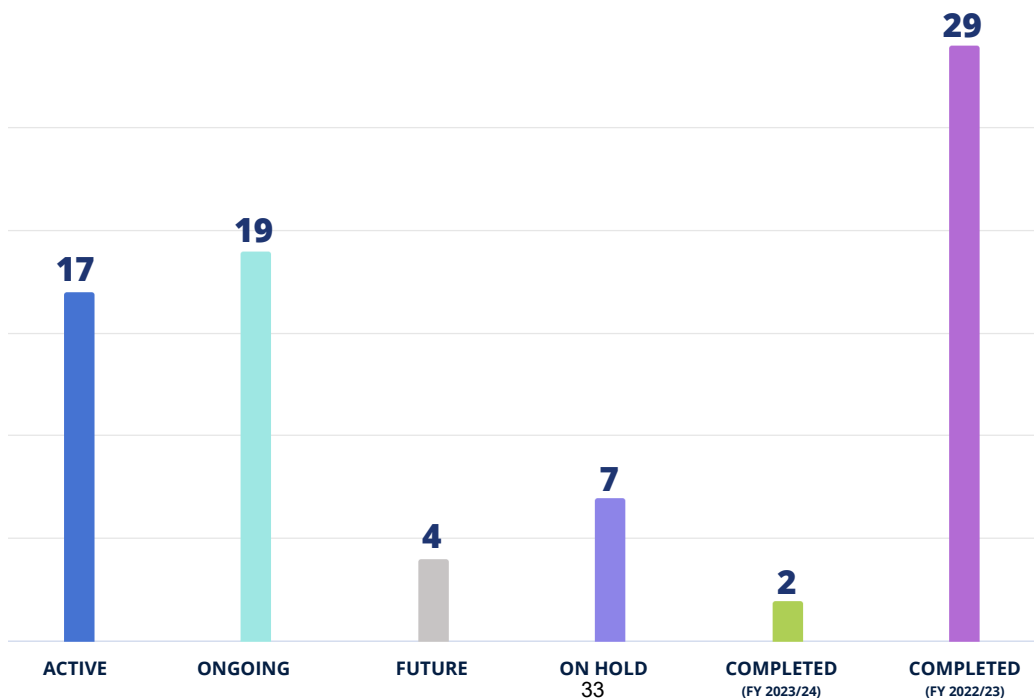
tasks completed  
in June 2023

**7**

club events promoted  
in fiscal year 2023/24

## CAMPAIGN STATUS

Below is the status of the campaigns Communications manages. These numbers are tracked for the current fiscal year 2023/24 (May 1, 2023 through May 30, 2024).



# FEATURE CAMPAIGNS - CANYON LAKE POA

June 2023

## Community Promotions

2023 CONCERTS AT THE LODGE PRESENTS



**ARS**  
ATLANTA RHYTHM SECTION

JUNE 17, 2023

VIP: \$69 | GENERAL ADMISSION: \$49

**TICKETS ON SALE NOW**  
WWW.CLPOA.COM/ATLANTARHYTHMSECTION

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

CANYON LAKE PROPERTY OWNERS ASSOCIATION PRESENTS

**MOVIE**  
at the **PARK**

JUNE 23 @ INDIAN BEACH  
MOVIE BEGINS AT DUSK



**POP CORN**

**TACOS & Family Fun**

Tuesday, June 27  
4 p.m. to 8 p.m. at the Lodge

**FOOD**  
Tacos, Combo Plates, Tostada Salads, Bowls, and Pizza in the Lodge Holiday Bay Room

Food Vendors:  
So Cheesy, Twisted Treatery, Kona Ice

**DRINK SPECIALS**  
(Available in the Lodge Holiday Bay Room)

**FAMILY FUN**  
(Water Slide, Bounce House, Face Painters, Games, and DJ Music)

Tacos & Family Fun Nights are also scheduled for these upcoming Tuesdays: July 11, July 18, and July 25. Please note, there will not be a Tacos & Family Fun Night on Tuesday, July 4.

CANYON LAKE @canyonlakepoa




Canyon Lake POA

**4TH OF JULY**  
INDEPENDENCE DAY

FIREWORKS  
JULY 4 @ 9 P.M.

GET DETAILS ONLINE  
WWW.CLPOA.COM/JULY4


 American Red Cross

**Summer FULL OF LIFE**

**Blood Drive**

Monday, July 10, 2023  
9 a.m. to 3 p.m.

Canyon Lake Golf & Country Club  
Magnolia Room  
32001 Railroad Canyon Road  
Canyon Lake, CA 92587

 **PICTURE ID REQUIRED AT REGISTRATION AND DURING HEALTH EXAM.**

To schedule your appointment, scan the QR Code (left) or call 1-800-RED-CROSS.

CANYON LAKE GOLF & COUNTRY CLUB

**junior GOLF CAMP**

**\$50 Per Child**

No Skill or Clubs Required!

Ages 5 to 17  
Fee: \$50  
1 hour 15 min Classes

**JULY 25 - JULY 28**  
8 a.m. - 2 p.m.

Skills Event, BBQ, and Prizes on Friday, July 28 at 3 p.m.

• Fun Kid Friendly Competitions • Learn Fundamental Golfing Skills • Develop Higher Level of Sportsmanship • Instruction from PGA Professionals

Contact the Golf Shop today! 951.246.1782

CANYON LAKE @canyonlakecountryclub

## Restaurant Promotions

LIGHTHOUSE RESTAURANT & BAR

**4th of July**

ALL AMERICAN  
**DINNER BUFFET**

TUESDAY, JULY 4 | 6 P.M. - 10 P.M.

Adults | \$44.95  
Kids (10 and younger) | \$15  
dessert included

- Bratwurst • Angus Sliders • Fried Chicken
- BBQ Ribs • Mac & Cheese • BBQ Baked Beans
- Corn on the Cob • Coleslaw • Green Salad
- Cherry Pie • Apple Pie • Blueberry Pie

The restaurant will be open from 5 p.m. to 10 p.m.

LIGHTHOUSE @canyonlakelighthouse  
www.canyonlakelighthouse.com

LIGHTHOUSE RESTAURANT & BAR

**Father's Day Special**  
SUNDAY, JUNE 18



**Build Your Own BURGER & BEER** For \$17

**STEP 1 | BUILD YOUR BURGER**  
Choose your protein, greens, cheese, sauce, toppings, and side.

**STEP 2 | PICK YOUR BEER**  
Choose from our selection of domestic beers.

Call 951.246.2720 for reservations

LIGHTHOUSE @canyonlakelighthouse  
www.canyonlakelighthouse.com

CANYON LAKE COUNTRY CLUB BAR & GRILL

**Father's DAY**

SUNDAY, JUNE 18  
**LUNCH & BEER SPECIAL**

\*CHOOSE YOUR MEAL\*

- COUNTRY CLUB BURGER
- CLUB SANDWICH
- CRISPY CHICKEN SALAD
- CUBAN SANDWICH

**ONLY \$16**

Call 951.246.1773 for reservations

CANYON LAKE @canyonlakecountryclub

CANYON LAKE GOLF & COUNTRY CLUB

**FATHER'S DAY SALE**

**25% OFF ALL MEN'S APPAREL & SHOES**

**10% OFF BAGS & CLUBS**



**ALL WEEKEND AT THE GOLF PRO SHOP**

# FEATURE CAMPAIGNS - CANYON LAKE POA

June 2023

## Project Coverage

### Pickleball Courts | Phase 2



### Canyon Lake Drive South



### Canyon Lake Drive South - Renderings



View all project pages at [www.clpoa.com/projects](http://www.clpoa.com/projects)

# FEATURE CAMPAIGNS - CANYON LAKE POA

June 2023

## Project Coverage

### Lodge Project | Phase 1



### New Dock at Harrelson Park

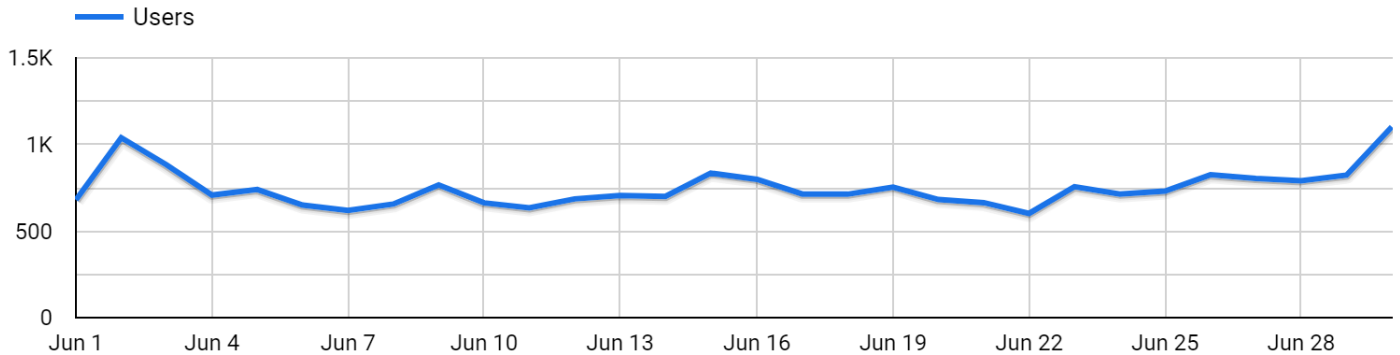


View all project pages at [www.clpoa.com/projects](http://www.clpoa.com/projects)

# COMMUNICATION REPORT

## Website Highlights - June 2023

### WEBSITE ANALYTICS HIGHLIGHTS



Users  
**18,179**



New Users  
**16,426**



Number of Sessions per User  
**1.42**



Sessions  
**25,844**



Pageviews  
**64,106**



Pages / Session  
**2.48**



Avg. Session Duration  
**00:01:56**



Bounce Rate  
**54.35%**



### TOP 10 VISITED WEBSITE PAGES

June 1, 2023 - June 30, 2023

Page Title ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?	Entrances ?	Bounce Rate ?	% Exit ?	Page Value ?
	<b>64,106</b> % of Total: 100.00% (64,106)	<b>51,558</b> % of Total: 100.00% (51,558)	<b>00:01:19</b> Avg for View: 00:01:19 (0.00%)	<b>25,843</b> % of Total: 100.00% (25,843)	<b>54.35%</b> Avg for View: 54.35% (0.00%)	<b>40.31%</b> Avg for View: 40.31% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. Home - Canyon Lake POA	<b>11,605</b> (18.10%)	<b>9,564</b> (18.55%)	<b>00:00:48</b>	<b>7,626</b> (29.51%)	<b>31.66%</b>	<b>33.16%</b>	<b>\$0.00</b> (0.00%)
2. Login - Canyon Lake POA	<b>7,291</b> (11.37%)	<b>5,264</b> (10.21%)	<b>00:00:46</b>	<b>1,773</b> (6.86%)	<b>46.36%</b>	<b>21.97%</b>	<b>\$0.00</b> (0.00%)
3. Camping - Canyon Lake POA	<b>4,143</b> (6.46%)	<b>2,705</b> (5.25%)	<b>00:01:38</b>	<b>2,221</b> (8.59%)	<b>53.40%</b>	<b>47.43%</b>	<b>\$0.00</b> (0.00%)
4. My Info - Canyon Lake POA	<b>2,096</b> (3.27%)	<b>1,664</b> (3.23%)	<b>00:00:34</b>	<b>289</b> (1.12%)	<b>19.03%</b>	<b>7.82%</b>	<b>\$0.00</b> (0.00%)
5. Search - Canyon Lake POA	<b>1,697</b> (2.65%)	<b>1,485</b> (2.88%)	<b>00:00:49</b>	<b>69</b> (0.27%)	<b>53.62%</b>	<b>15.44%</b>	<b>\$0.00</b> (0.00%)
6. Events - Canyon Lake POA	<b>1,472</b> (2.30%)	<b>1,225</b> (2.38%)	<b>00:01:30</b>	<b>606</b> (2.34%)	<b>62.38%</b>	<b>44.70%</b>	<b>\$0.00</b> (0.00%)
7. Home - Lighthouse Restaurant	<b>1,438</b> (2.24%)	<b>1,152</b> (2.23%)	<b>00:01:08</b>	<b>1,088</b> (4.21%)	<b>53.49%</b>	<b>52.36%</b>	<b>\$0.00</b> (0.00%)
8. Make Payment - Canyon Lake POA	<b>1,193</b> (1.86%)	<b>996</b> (1.93%)	<b>00:02:24</b>	<b>159</b> (0.62%)	<b>82.39%</b>	<b>45.93%</b>	<b>\$0.00</b> (0.00%)
9. Restaurant - Canyon Lake POA	<b>1,123</b> (1.75%)	<b>965</b> (1.87%)	<b>00:01:05</b>	<b>626</b> (2.42%)	<b>59.74%</b>	<b>47.37%</b>	<b>\$0.00</b> (0.00%)
10. 4th of July Fireworks - Canyon Lake POA	<b>1,111</b> (1.73%)	<b>977</b> (1.89%)	<b>00:03:45</b>	<b>877</b> (3.39%)	<b>82.55%</b>	<b>75.97%</b>	<b>\$0.00</b> (0.00%)

# COMMUNICATION REPORT

## Social Media Highlights - June 2023

### PERFORMANCE SUMMARY

**19,577**

Followers  
Total

**199**

Published Posts  
Total

**334,191**

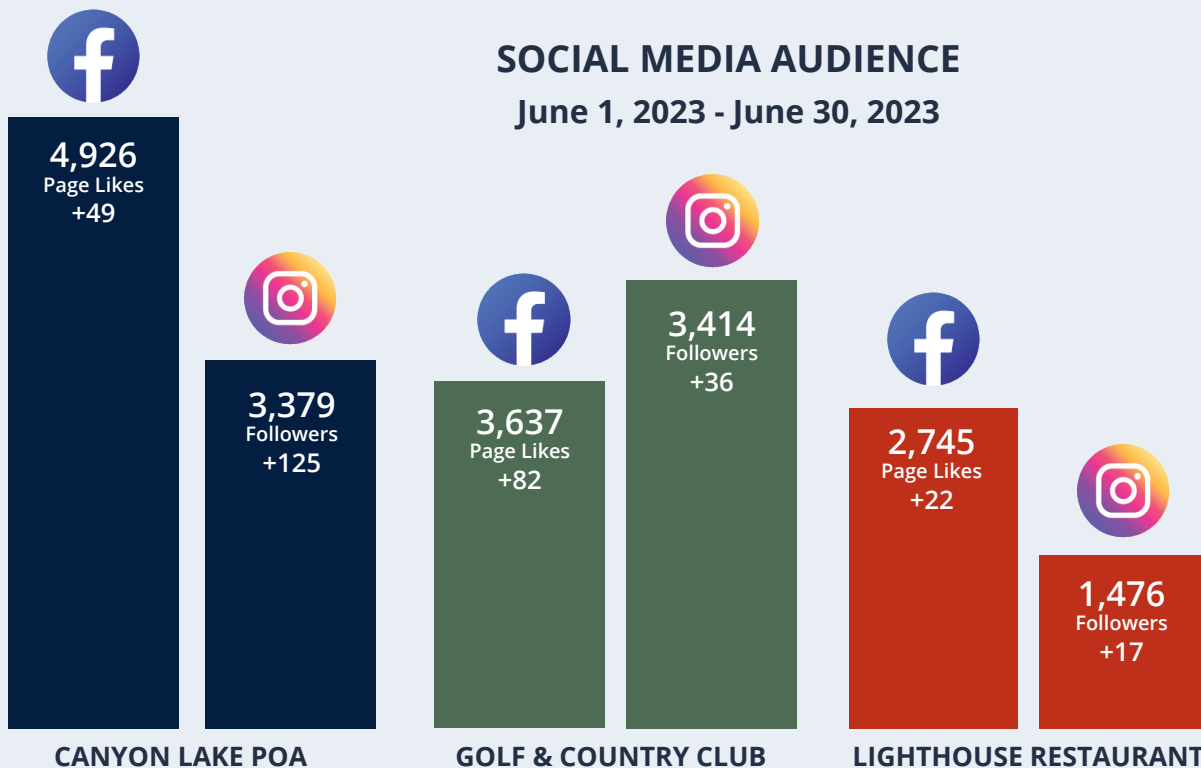
Impressions  
Total

**21,577**

Engagement  
Total

### SOCIAL MEDIA AUDIENCE

June 1, 2023 - June 30, 2023



### PROFILE SUMMARY

Profile	Followers	Growth	Posts	Impressions	Engagements
Canyon Lake POA   Facebook	4,926	49	56	89,684	12,094
Canyon Lake POA   Instagram	3,379	125	83	98,906	2,223
Golf & Country Club   Facebook	3,637	82	14	94,023	5,346
Golf & Country Club   Instagram	3,414	36	27	12,242	127
Lighthouse   Facebook	2,745	22	6	33,486	1,660
Lighthouse   Instagram	1,476	17	13	5,850	127

Date: 6/6/23

To: Board of Directors

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

Total current items monitored by the department **2368** which includes permit due dates, violations, extension, and escrow inspections, last month **2321**.

Permit Breakdown

1. **1380** Open permit – up
  - a. **81**- new home/major additions -down
  - b. **137** lakeside permits - up
  - c. **259** solar panel permits - up
  - d. **51** fence permits – down
  - e. **46** pool permits - up
  - f. **18** dumpster/pod permits - up
  - g. **509** Same Day Permits - up
  - h. **346** Improvements (multiple types) - down

Violation/Escrow Breakdown

1. **862** Open violations – down
2. **27** Open escrows - down

**ACC Committee Overview**

1. Total of **396** items reviewed – up
2. Total of **214** permits approved - up

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**0**)
2. Grading Permit (**0**) – no change
3. Improvements (**76**) – up
4. Lakeside Improvement (**16**)-down
5. Recorded Variance (**16**) – up
6. Rejected Applications (**44**) - down
7. Re-Submittal's (**12**) - down
8. Permit issued same day (Over the counter) (**136**) - up
9. Preliminary Applications (**10**) - down

**Member Complaints**

1. **22** Complaints investigated (2 months) - up
2. **5** already written. – up

Letter - Compliance

1. **302** compliances - down
2. **372** Courtesy Notices -up

Department focuses

The next few months the department will be focusing on weed abatement. Currently there are 212 vacant lots. All vacant lots received a letter of explanation about the weed abatement process and expectations on how the lot is to be abated and become compliant by May 15, 2023. Date has since past, abatement will be complete by June 12, 2023.

**PC.8.2 Vacant Lots** - Landscaping is not required on vacant lots. However, the property owner is responsible for maintaining the lot is a reasonably weed-free condition and in such a manner so that the lot is not rendered unsightly by reason of unattractive growth. In order to be considered compliant, the weeds on a lot must be cut or mowed down to no taller than four (4) inches high above the grade and removed from the property.

For those lots that fail compliance standards, an outside company will be hired to abate the lots. Those lots that have been abated by the CLPOA will be charged an abatement fee along with an administration fee. The amount charged will depend on the size of the lot which will be determined by the company conducting the work, and prior to the abatement of the lot.

Members will not be offered any additional time to abate their lot – it is the members responsibility to ensure that their lot is cleared all year long. The abatement period is to ensure that all lots are clear of weeds and the potential of fires hazard.



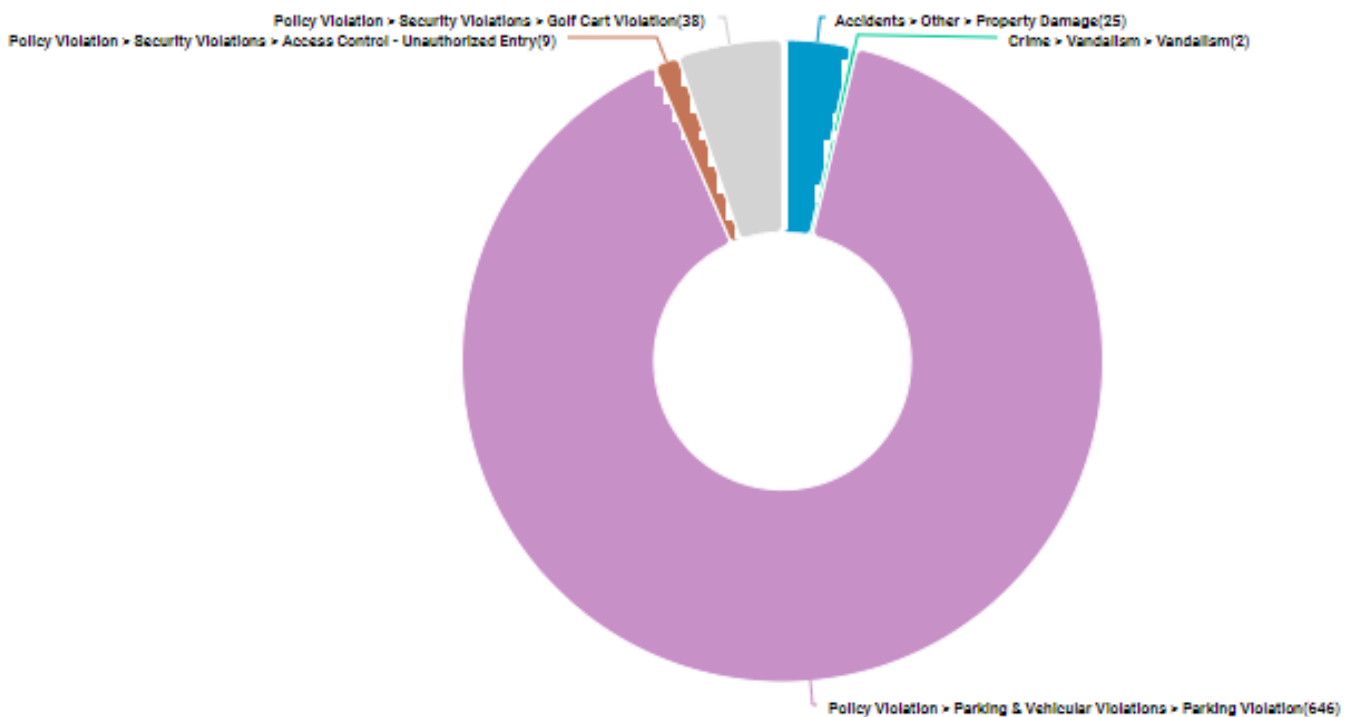
31512 Railroad Canyon Road, Canyon Lake, CA 92587  
951.244.6841  
www.canyonlakepoa.com

## COMMUNITY PATROL REPORT

### May 2023

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.

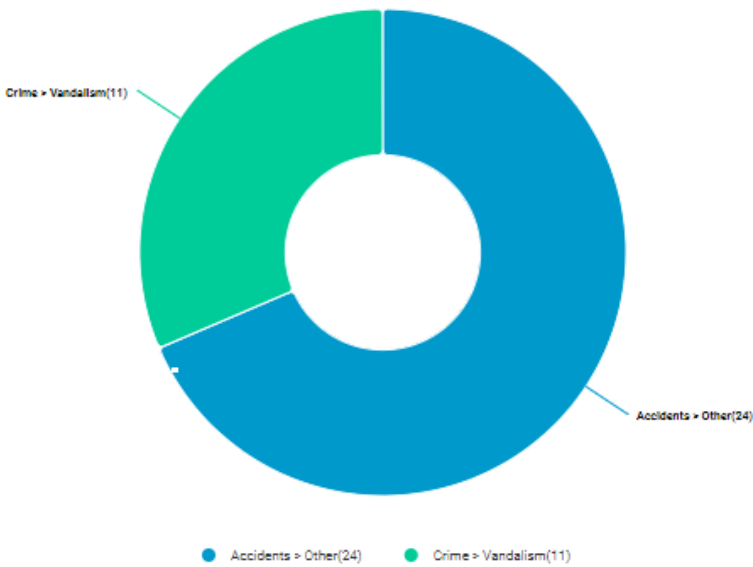
May-01-2023 00:00 to May-31-2023 23:59



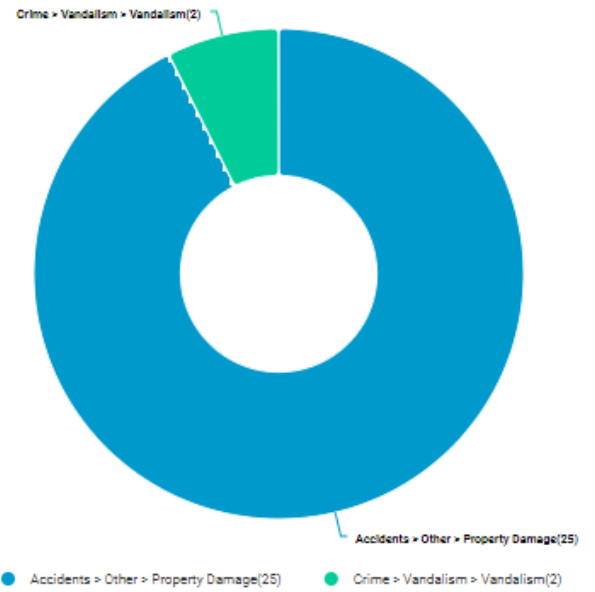
- Policy Violation > Security Violations > Access Control - Unauthorized Entry(9)
- Policy Violation > Security Violations > Golf Cart Violation(38)
- Accidents > Other > Property Damage(25)
- Crime > Vandalism > Vandalism(2)
- Policy Violation > Parking & Vehicular Violations > Parking Violation(646)

Category	# of Activities
Property Damage	25
Vandalism	2
Parking & Vehicular Violations	646
Access Control	9
Golf Cart Violations	38
<b>Total</b>	<b>720</b>

Apr -01-2023 00:00 to Apr-30-2023 23:59



May -01-2023 00:00 to May-31-2023 23:59



Category	April 2023	May 2023	Change (#)	Change (%)
Accidents	24	25	1	4.2%
Vandalism	11	2	-10	-83.3%
<b>Total</b>	<b>35</b>	<b>27</b>	<b>-9</b>	<b>-25.0%</b>

### Additional Information

	March	April	May
Total Calls for Service	56	65	171
Call for Service – Unable to Locate	28	31	58
Total Number of Citations Issued	284	500	565

## Gate Entry Statistics

	March	April	May
Total Guest Passes issued by Gate	-	-	-
- Main Gate	14,613	15,822	16,895
- East Gate	9,713	10,276	10,999
- North Gate	6,238	6,757	7,660
Total Guest Entries by Gate	-	-	-
- Main Gate	35,080	35,943	38,947
- East Gate	22,502	23,447	24,854
- North Gate	13,895	14,502	16,204
Total RFID Entries by Gate	-	-	-
- Main Gate	146,892	138,982	145,087
- East Gate	75,000	71,111	72,732
- North Gate	40,607	44,790	40,483
Confiscated Guest Passes	66	118	100

## Two Guest Lane Entry Protocol\*

	March	April	May
Total time in minutes	-	-	-
- Main Gate	42	34	32
- 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.

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Report presented by: *Zach Wells (Community Patrol Captain)*

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

## Marine Patrol Report

May 2023

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	MARCH	APRIL	MAY
LM.2.5 Expired/ No Registration ( State )	0	0	0
LM.2.6 Expired/ No Registration ( POA )	0	1	3
LM.2.7 Expired / No Registration at a dock or lift	3	0	0
LM.7.3 Reckless behavior while operating a motorized boat	0	0	0
GR.6.2c Failure to present valid ID	0	0	0
GR.4.4 Fishing License	3	5	2
LM.6.7 Excessive Wake	1	0	0
GR.2.18a Loud Noise	1	5	1

### Warnings Issued

Warning	MARCH	APRIL	MAY
LM.2.5 Expired/ No Registration ( State )	0	0	0
LM.2.6 Expired/ No Registration ( POA )	0	0	0
LM.2.7 Expired / No Registration at a dock or lift	0	0	0
LM.7.3 Reckless behavior while operating a motorized boat	3	2	1
GR.6.2c Failure to present valid ID	0	0	0
GR.4.4 Fishing License	0	0	0
LM.6.7 Excessive Wake	12	4	8
GR.2.18a Loud Noise	0	2	0
LM.9.11 Plowing	2	1	3

**Additional Information**

	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
Total Calls for Service	53	201	389
Boat Safety Inspection	21	139	335
Boat Tow (Out of fuel/mechanical)	2	10	7
Boat Tow (Adrift)	0	1	0
Battery Assist	1	2	2
P&C Inspector Escort Hours	6.0	8.5	6.2
Fishing License Checks	21	38	22
Quagga Inspection	12	37	31
White Tag Applied	20	23	25
Quarantine Tag Applied	1	0	1

**Boat Operating Hours**

	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
Boat 1 START 303.8/ END 368.7	112.2	160.8	64.9
Boat START 56.2/ END 164.2	0.0	56.2	108
Boat 3 START 673.5/ END 713.3	2.9	43.3	39.8
Boat 4 START 1157.0/ END 1204.1	48.7	108.3	47.1

**Boat Operating Hours by Location**

	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>
Main Lake	86.3	169.3	128
East Bay	77.5	156	93
North Ski	0.0	43.3	39.8

**Incident Report Summary**

	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>

NO REPORTS	0	0	0
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**Incident Report Detail**

<b>Incident Description</b>	<b>Location</b>

Report presented by: *Don Motteler (Marine Patrol Captain)*

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Harrelson Park Dock Replacement** – The dock was installed at Harrelson Park.
- **Equestrian Sign** – New equestrian sign was installed at the barn.
- **CLDS Median at Main Gate** – Center median plants and lighting are all done.

### Developing Projects

- **Holiday Harbor Dock Replacement** – The dock will begin construction in late summer/early fall.
- **Lodge Bar/Restaurant Remodel** – Project is continuing inside. Doors and windows are being installed.
- **Lodge Outdoor Venue** – Planters have been constructed and footings were poured for shade structure at the building.
- **Mailbox Slabs and Lighting** – Project is continuing.
- **Pickleball Court Addition** – Project is scheduled for completion in the fall.
- **Solar Panels** – Work at the Lodge is complete, and the driving range is expected to be completed late summer. PTO received from SCE for the equestrian center.
- **Storm Drain work on Fairweather & San Joaquin** – Storm drains have been located and will be assessed for damage when the lake level goes down.
- **Tennis Court Shade Structure** – Renderings will be presented to Recreation Committee & FPC Committee.

### 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. Taco Tuesday's have begun, and our janitorial staff has been working many extra hours for these events.
- Operations worked closely with staff at the POA, Country Club & Lodge providing event assistance for many private member parties and weddings.

## General Maintenance Items

- **Resident Matters** – Responded to residential requests, questions, and/or concerns.
- **Vandalism** – Vandalism reports included are for the previous month (May); 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 has been concentrating on weed abatement in easements and other common areas.
- **Tree Maintenance** – Schedule has been established with sourced vendor according to priority. Operations assists on an as needed basis.

## Landscape Maintenance

Operations communicates with Land Care 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

Dog Parks at the East Gate are now closed every Thursday from 6:00 am-10:00 am for regular maintenance and cleaning.

- No major issues to report this month.

## Regulatory / Compliance

- **HAB Monitoring** – testing was completed before the 4<sup>th</sup> of July holiday at 5 beaches for harmful algal bloom.
- **Equestrian Fire Safety Doors** – The fire safety doors at the Equestrian center had their annual testing.
- **Pressure Decay Testing** – Testing was completed for South Coast AQMD on the above ground storage tank at Happy Camp. All equipment passed testing.

## Safety / Training

- **Bloodborne Pathogen Safety** – Monthly safety meeting with the Safety Compliance Company gave instruction on how to safely handle and clean up any bloodborne pathogens.
- **Respirator Fit Testing** – 9 employees were trained and tested on proper respirator safety and fit.



## 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 June.

**Green Committee:** The Green Committee met on June 8, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Golf Course rule discussion
- #2 cart path widening
- Widen #1 and #14 cart paths

The Green Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on July 13, 2023, at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on June 8, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the FPC Committee:

- Pickleball Courts – golf cart parking
- Rental Docks – Discuss location
- Splash Pad – discuss features for Indian Beach
- Swim up docks – discuss locations

The Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on July 13, 2023, at 3:30pm.

**Recreation Committee:** The Recreation Committee met on June 13, 2023, in the Conference Room at the POA. The following agenda items were addressed by the Recreation Committee:

- Beach sand on beach North of Tennis Courts
- Asphalt Ramp at upper Gault Field gate access

The Committee meets on the 2<sup>nd</sup> Tuesday of the month in the Conference Room at the POA. The next scheduled meeting is on July 11, 2023, at 4:00pm.

**Tuesday Work Group (TWG):** The TWG members have completed their season and will be “dark” through the summer months of July – September.

The Committee meets on the last Tuesday of the month in the Magnolia Room at the Country Club. The next TWG meeting is scheduled for October 31, 2023, at 1:00pm.

## DIRECTOR'S MESSAGE

The year is halfway done already, and we are busy as ever. The Summer fun has started for our membership and their guests. Fiesta days was a big hit as always and our Operations staff worked extra hard to be sure that all the behind-the-scenes work was completed. They are also working hard on Tuesdays now that Taco Tuesdays have begun. Our center median project is coming to a close and the new foliage and lighting looks great. The new dock at Harrelson Park was a nice addition to that area and Holiday Harbor will be completed next. The Lodge is our biggest project right now and it is moving along inside and out. The doors and windows went in and the electrical is finishing up. Outside the final planter is being placed to form up the seating area and the brackets have been installed for the patio cover by the building. The trellis is all installed over the stage area, and it is quite the statement piece. The Solar panels at the Lodge have also been completed and the driving range area will be done by late Summer. Additional Pickleball courts have started and should be completed in the fall. Overall, the projects around the community are moving at a great pace and we cannot wait to see them completed and welcome the membership and their guests to enjoy them as well.



Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT  
May 2023**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
327435	2563200	3/29/2023	GAULT FIELD	ASSESS & REPAIR / REPLACE ROOF TILE	\$118.79	1.5	\$193.79	ROOF TILES
327448	N/A	3/30/2023	GAULT FIELD	PICK UP & RE-INSTALL STOLEN SIGNS	\$0.00	1	\$50.00	LABOR TIME ONLY
327750	2608721	4/27/2023	GAULT FIELD	CLEAN UP CHALK MARKINGS	\$0.00	0.5	\$25.00	LABOR TIME ONLY
327777	N/A	4/28/2023	COMMON AREA / HARRELSON PARK	CHECK PERIMETER FENCING	\$7.00	1	\$57.00	HOG RINGS
327779	2611057	4/28/2023	GAULT FIELD	ASSESS & REPLACE PLEXI GLASS ON SHOWCASE WINDOW	\$289.34	6.5	\$614.34	NEW PLEXI GLASS
327844	N/A	5/5/2023	COMMON AREA / VACATION PARK	CHECK PERIMETER FENCING	\$39.60	1	\$89.60	BARBED WIRE
327858	2626023	5/8/2023	COMMON AREA / EASTPORT	RE-SECURE / REPLACE TOWEL DISPENSER COVER	\$0.00	0.25	\$12.50	LABOR TIME ONLY
327873	N/A	5/9/2023	COMMON AREA / NORTH SKI	SECURE FENCING BY NORTH SKI	\$7.00	1	\$57.00	HOG RINGS
N/A	N/A	5/15/2023	SKYLINK GATE	REPAIR ENTRANCE GATE	\$140.00	0	\$140.00	VENDOR MADE REPAIRS
328001	2645391	5/19/2023	GOLF COURSE / 6TH TEE	ASSESS & REPAIR FENCING BY 6TH TEE TUNNEL	\$30.00	1	\$80.00	CHAIN LINK FENCE
328075	2655961	5/30/2023	COMMUNITY PATROL	ASSESS & REPAIR SPEED TRAILER #3	\$0.00	1	\$50.00	LABOR TIME ONLY

**\$631.73   \$ 14.75   \$1,369.23**  
**\$        737.50**

Date: 7/10/23

To: Board of Directors

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

Total current items monitored by the department **2353** which includes permit due dates, violations, extension, and escrow inspections, last month **2368**.

**Permit Breakdown**

1. **1463** Open permit – up
  - a. **81**- new home/major additions
  - b. **138** lakeside permits - up
  - c. **266** solar panel permits - up
  - d. **59** fence permits – up
  - e. **45** pool permits - down
  - f. **14** dumpster/pod permits - down
  - g. **507** Same Day Permits - down
  - h. **326** Improvements (multiple types) - down

**Violation/Escrow Breakdown**

1. **788** Open violations – down
2. **21** Open escrows - down

**ACC Committee Overview**

1. Total of **396** items reviewed – up
2. Total of **214** permits approved - up

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**3**) - up
2. Grading Permit (**0**) – no change
3. Improvements (**73**) – down
4. Lakeside Improvement (**21**)-up
5. Recorded Variance (**13**) – down
6. Rejected Applications (**54**) – up
7. Re-Submittal's (**23**) - up
8. Permit issued same day (Over the counter) (**121**) - down
9. Preliminary Applications (**7**) - down

**Member Complaints**

1. **51** Complaints investigated (**2** months) - up
2. **7** already written. – up

**Letter - Compliance**

1. **386** compliances - up
2. **176** Courtesy Notices -down

**Department focuses**

Weed abatement is officially complete as of **June 12, 2023**, with **12** lots that required abatement by the **CLPOA**. However, there are quite a few lots that have been re-noticed due to new weed growth. This is typical due to the amount of rain we received during the winter months.

Below is a graph for both violation and permits. The total items reviewed each month is the combination of permits and violations to be inspected on a monthly basis.

The goal is to bring more awareness to the community regarding the rules and regulation, especially the permitting process. Most members are not aware that anything done to the exterior of the property requires approval by the ACC Committee prior to starting the project. For maintenance, repairs, tree removal, solar application as well as artificial lawn and DG are free application processed the same day.

Member question why we require permits, and the best way to explain is due to the CC&Rs, such as setbacks for front, side and rear yard, height restrictions, and overall aesthetic of all improvements, it's the ACC Committee's responsibility to ensure all application are vetted for compliance of the rules, regulation, and CC&R and that all improvements are harmonious to the community. Next month a graph will be provided to see the visual difference for violation noticed, and time it took for compliance.

