

## Board of Directors

### Regular Session Board Meeting Agenda

Tuesday, August 8, 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**

- July 10, 2023
- July 17, 2023
- July 31, 2023

3. **Public Official Comments**

4. **Presentations**

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: Fund Transfer (Susan Dawood)

Proposed Resolution: That the Board of Directors, in compliance with Civil code 5515 and prudent fiscal management, authorize (\$1,500,000) is transferred between the CLPOA Operating account into a Schwab Operating Investment account to be invested and maintained by Alpha Wealth Management, the current investment advisor for the CLPOA.

### 8.2 APPROVAL: Annual Audit for Fiscal Year End (FYE) 2023 (Susan Dawood)

Proposed Resolution: That the Board of Directors receive and file the annual audit report for the FYE April 30, 2023.

### 8.3 APPROVAL: Appoint Security Advisory Committee Members (Amanda Moore)

Proposed Resolution: It is recommended that the Board of Directors approve the appointment of Terry Jarvis and Matthew Szymanski as alternate members; contingent upon execution of a confidentiality agreement, effective immediately.

### 8.4 APPROVAL: Revise Fine for Rule LM.6.3 Follow Marine Patrol Directives (Amanda Moore)

Proposed Resolution: It is recommended that the Board of Directors approve to revise the fine for rule LM.6.3, as attached.

### 8.5 28-Day Reading: Revise Rule GR.5.2 Prohibited Vehicles (Amanda Moore)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to revise rule GR.5.2, as attached.

## 9. Association Reports

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

## 10. Board Comments

## 11. Architectural Appeals

### A. Colleen Williams 23621 Canyon Lake Dr. N.

Appealing ACC Conditions of Approval/Not According to the Approved Plan

Proposed Resolution: That the Board of Directors uphold the ACC Committee decision and deny the member's request. Further recommend to require portions of the concrete to be removed.

## 12. Next Meeting Date

- Tuesday, September 5, 2023, at 1:00 p.m. – Executive Session
- Tuesday, September 5, 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 Monday, July 10, 2023. President Bill Van Vleet called the meeting to order at 6:05 p.m. Directors present were Jeff Bill, Alex Cook, Joe Kamashian and Greg Doherty. Five Board Members were present. Quorum was met. Also present were; Legal Counsel, Sean Kane; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; Director of Operations Steve Schneider; Sr. Member Services Manager Amanda Moore; and PIO / Clerk of the Board Harmony McNaughton.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by Director Cook.

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

2. **Approval of Minutes**

- June 6, 2023

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

3. **Public Official Comments**

Public agency officials provided comments.

4. **Presentations**

The Board of Directors presented the 2023 – 2024 Goals, Objectives, and Five-Year Plan.

5. **Announcements**

None.

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

The Board heard member comments.

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

MOTION/RESOLUTION: Upon motion properly made by Director Kamashian, seconded by Director Doherty and five 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

The Board recessed at 7:38 p.m. and reconvened the meeting at 7:47 p.m.

## 8. Board Action Items

8.1 APPROVAL: Revised Board Meeting Policy

MOTION/RESOLUTION: Director Cook moved that the Board of Directors approve the revised Board Meeting Policy, as attached. Director Kamashian seconded. MOTION FAILED

MOTION/RESOLUTION: Director Cook made a subsidiary motion that the Board of Directors approve the revised Board Meeting Policy, as revised to add to the redline “without prior approval”. Director Doherty seconded. Five votes in favor. MOTION CARRIED

8.2 APPROVAL: Revised Committee Policy

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the revised Committee Policy, as attached. Director Cook seconded. MOTION FAILED

MOTION/RESOLUTION: Director Cook made a subsidiary motion that the Board of Directors approve the revised Committee Policy, as revised to remove the redline section stating, “serving as a director”. Director Doherty seconded. MOTION FAILED

MOTION/RESOLUTION: Director Van Vleet made a subsidiary motion that the Board of Directors deny the proposed changes to the revised Committee Policy in its entirety. Director Bill seconded. Four votes in favor, Director Cook against. MOTION CARRIED

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

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve to revise the fine for rule GR.5.6.d.1, as attached. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

8.4 APPROVAL: Rules Review Committee Alternate Member Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of Julie White-Dahlgren as an alternate; contingent upon execution of a confidentiality agreement, effective immediately. Director Cook seconded. Five votes in favor. MOTION CARRIED

8.5 APPROVAL: Facilities Planning Committee Member Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of Dan Lekawa to the FPC; contingent upon execution of a confidentiality agreement, effective immediately. President Van Vleet seconded. Five votes in favor. MOTION CARRIED

8.6 APPROVAL: Driving Range Restoration

MOTION/RESOLUTION: Director Cook moved 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. Director Doherty seconded. Five votes in favor. 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.

**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**

MOTION/RESOLUTION: Director Kamashian moved to adjourn the meeting. Director Doherty seconded. Meeting adjourned at 8:38 p.m.

Minutes approved: \_\_\_\_\_ Approved on: \_\_\_\_\_

The Canyon Lake Property Owners Association Board of Directors (Board) met in a Special Regular Session on Monday, July 17, 2023. President Bill Van Vleet called the meeting to order at 6:00 p.m. Directors present were Jeff Bill, Alex Cook, Joe Kamashian and Greg Doherty. Five Board Members were present. Quorum was met. Also present were; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; Sr. Member Services Manager Amanda Moore; and PIO / Clerk of the Board Harmony McNaughton. Also, in attendance were City of Canyon Lake Officials; City Manager Nicole Dailey; Management Analyst Cory Gorham; Mayor Jeremy Smith and Councilmember Mark Terry; Fire Chief Jeff La Tendresse; and Riverside County Sheriff's Department Captain Jim Rayls and Lieutenant Will Edwards.

**1. Welcome and Call to Order**

Pledge of Allegiance was led by President Van Vleet.

Invocation was led by Mayor Jeremy Smith.

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

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

The Board heard member comments.

**3. Board Action Items**

**a. PRESENTATION: City Authorities and Responsibilities**

**3.a.1. Sheriff and Fire Department**

Lieutenant Edwards gave a presentation on Riverside County Sheriff's patrol operations in Canyon Lake.

Fire Captain LaTendresse gave a presentation on the City's Fire Station operations.

**b. PRESENTATION: CLPOA Authorities and Responsibilities**

President Van Vleet gave a presentation on Canyon Lake POA authorities, responsibilities, and operations.

**c. DISCUSSION: Community Security Improvements**

**3.c.1. E-Bike Regulations**

President Van Vleet led discussion on e-bike regulation challenges in the community, an upcoming e-bike registration program, and proposed rule changes under review.

**3.c.2. Holiday Overcrowding**

President Van Vleet led discussion on holiday overcrowding issues, feedback from members, and trend analysis.

**3.c.3. Guest List Management**

President Van Vleet led discussion on guest management improvements and options under evaluation.

**3.c.4. Community Security Enhancement Objectives**

President Van Vleet led discussion on enhancement objectives for improving community security and generous donation offers towards a possible reward program for youth in the community who

are spotted following the e-bike safety rules. The Board held discussion and heard member comments.

**4. Next Meeting Date**

- Tuesday, September 5, 2023, at 1:00 p.m. – Executive Session
- Tuesday, September 5, 2023, at 6:00 p.m. – Regular Session

**5. Adjournment**

MOTION/RESOLUTION: Director Cook moved to adjourn the meeting. Director Doherty seconded. Meeting adjourned at 8:19 p.m.

Minutes approved: \_\_\_\_\_ Approved on: \_\_\_\_\_



The Canyon Lake Property Owners Association Board of Directors (Board) met in a Special Regular Session on Monday, July 31, 2023. President Bill Van Vleet called the meeting to order at 6:02 p.m. Directors present were Jeff Bill, Alex Cook, Joe Kamashian and Greg Doherty. Five Board Members were present. Quorum was met. Also present were; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; and PIO / Clerk of the Board Harmony McNaughton.

**1. Welcome and Call to Order**

Pledge of Allegiance was led by President Van Vleet.

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

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

None.

**3. Board Action Items**

A. APPROVAL: Fire Station Purchase and Sale Agreement (PSA) with the City of Canyon Lake

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the resolution and Fire Station PSA. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

**4. 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

**5. Adjournment**

MOTION/RESOLUTION: Director Cook moved to adjourn the meeting. Director Kamashian seconded. Meeting adjourned at 6:07 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 2 months of the operating year.

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Susan C. Dawood, Controller.

**Date: August 8, 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 August 8, 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 three (3) 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 four (4) 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.

*Lynn Jensen*

Lynn Jensen  
Assistant General Manager

**Date:** August 8<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. 353-053-004	17.353-060-047	33.355-272-028
2. 351-161-002	18.353-031-006	34.355-061-024
3. 353-292-015	19.353-041-030	35.355-072-047
4. 355-403-001	20.353-074-017	36.351-132-010
5. 355-413-004	21.353-074-017	37.353-144-006
6. 353-152-014	22.353-253-050	38.355-221-003
7. 353-092-012	23.354-192-021	39.355-035-001
8. 355-037-004	24.351-132-006	40.355-132-018
9. 354-030-013	25.353-144-003	
10.354-132-049	26.355-184-002	
11.353-231-041	27.353-132-035	
12.354-051-001	28.355-042-010	
13.353-192-009	29.355-283-002	
14.354-161-008	30.353-082-002	
15.354-142-020-3	31.353-281-015	
16.354-242-022	32.354-041-022	

TO: Board of Directors

FROM: Controller

RE: Funds Transfer

**Background**

As part of prudent investment activities, Canyon Lake Property Owners Assn has maintained investments in an outside Investment Fund in order to Maximize earnings. As part of fiscal responsibility, the Finance Committee has met to review potential investment opportunities. It is the recommendation of the Finance Committee to invest \$1.5 million in a Schwab Investment fund in order to maximize the return on investment. The investments would adhere to the CLPOA investment policy of high grade, secure investments.

**Fiscal Impact**

Provides funds for investing in a Schwab Operating Fund.

**Recommendation**

In compliance with Civil code 5515 and prudent fiscal management, it is recommended that (\$1,500,000) is transferred between the CLPOA Operating account into a Schwab Operating Investment account to be invested and maintained by Alpha Wealth Management, the current investment advisor for the CLPOA.

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Susan C. Dawood, Controller

TO: Board of Directors  
FROM: Controller  
RE: Annual Audit for FYE 2023

**Background**

On an annual basis, the Board of Directors is required to acknowledge the receipt of the annual audit. The auditing firm, Brabo & Carlsen has completed the audit for FYE April 30, 2023.

**Fiscal Impact**

None

**Recommendation:**

Staff recommends that the Board of Directors receive, approve, and file the annual audit report for the FYE April 30,2023.

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Susan C. Dawood, Controller

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** August 8, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Appoint Security Advisory Committee Member(s)

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### **Background**

The Security Advisory Committee charter outlines that the Committee is to be made up of 7 members plus 2 alternates. Both alternate positions are vacant. The committee met and interviewed several applicants on July 25<sup>th</sup> and is recommending Terry Jarvis and Matthew Szymanski to fill the open alternate positions.

### **Fiscal Impact**

### **Recommendation**

It is recommended that the Board of Directors approve to appoint the individuals listed above to chairperson of the Security Advisory Committee contingent upon execution of a confidentiality agreement, effective immediately.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager



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31512 Railroad Canyon Road, Canyon Lake, CA 92587

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www.canyonlakepoa.com

**DATE:** August 8, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Revise Fine for Rule LM.6.3 Follow Marine Patrol Directives

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**Background**

It was brought to staff's attention that the rule pertaining to failure to comply with a Marine Patrol Officer's direction does not have a fine attached to it. Staff is recommending a fine be added to the rule and that the amount match what is in place for noncompliance of a Community Patrol Officer (GR.5.1m).

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve to revise the fine for rule LM.6.3 as attached.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

### **Current Rule**

#### **LM.6.3 Follow Marine Patrol Directives**

All Lake users must abide by Marine Patrol directives, written or verbal. NOTE: The Marine Patrol Captain may, at his / her discretion, make temporary changes to the Lake Use Rules to ensure the health and safety of all Lake users.

Fine \$0.00

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

#### **LM.6.3 Follow Marine Patrol Directives**

All Lake users must abide by Marine Patrol directives, written or verbal. NOTE: The Marine Patrol Captain may, at his / her discretion, make temporary changes to the Lake Use Rules to ensure the health and safety of all Lake users.

Fine \$100.00

### **Revised Rule**

#### **LM.6.3 Follow Marine Patrol Directives**

All Lake users must abide by Marine Patrol directives, written or verbal. NOTE: The Marine Patrol Captain may, at his / her discretion, make temporary changes to the Lake Use Rules to ensure the health and safety of all Lake users.

Fine \$100.00

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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**DATE:** August 8, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** 28 Day Reading – Revise Rule GR.5.2 Prohibited Vehicles

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**Background**

The Rules Review Committee was tasked with reviewing and recommending updates to the electric bicycle, scooter, and board requirements following the approval to implement a new registration program for e-bikes and after receiving feedback from the community after a special security workshop. On July 18, the committee met to discuss additional safety measures like lights, helmets, age restrictions, and reckless riding. The committee voted to recommend the following additions to the existing personal electric device rule.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the 28-day reading to revise rule GR.5.2 as attached.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

## Current Rule

### **GR.5.2 Prohibited Vehicles**

*Use, operation, riding upon or in, or transportation on or by, any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot, street, common area or CLPOA property within the Sub-division is prohibited. Golf carts may be used and operated within the Sub-division subject to the Board of Directors reasonable regulation thereof.*

Operation or use of any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot street, common area or Association property within the Subdivision is prohibited (See amendment to the CLPOA tract declarations recorded February 15, 1996, pursuant to Superior Court order of December 19, 1995).

Fine \$100.00 - \$300.00

Members, their guests or invitees may park motorcycles at their own risk at designated portions of CLPOA property at or near entrances to Canyon Lake.

**GR.5.2a Personal Electric Devices** - Electric bicycles and other personal electric devices such as electric stand-up scooters, skateboards, and wheeled boards are permitted to be used within the community so long as the following provisions are followed:

- bicycle is equipped with pedals and pedal assist functionality
- all scooters and boards must have a floorboard to stand on when riding
- cannot exceed 20 MPH
- an electric motor 750 watts or less

## Proposed Revision (Redlined)

### **GR.5.2 Prohibited Vehicles**

*Use, operation, riding upon or in, or transportation on or by, any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot, street, common area or CLPOA property within the Sub-division is prohibited. Golf carts may be used and operated within the Sub-division subject to the Board of Directors reasonable regulation thereof.*

Operation or use of any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot street, common area or Association property within the Subdivision is prohibited (See amendment to the CLPOA tract declarations recorded February 15, 1996, pursuant to Superior Court order of December 19, 1995).

Fine \$100.00 - \$300.00

Members, their guests or invitees may park motorcycles at their own risk at designated portions of CLPOA property at or near entrances to Canyon Lake.

**GR.5.2a Personal Electric Devices** - Electric bicycles and other personal electric devices such as electric stand-up scooters, skateboards, and wheeled boards are permitted to be used within the community so long as the following provisions are followed:

- ~~-bicycle is equipped with pedals and pedal assist functionality~~
- ~~-all scooters and boards must have a floorboard to stand on when riding~~
- ~~-cannot exceed 20 MPH~~
- ~~-an electric motor 750 watts or less~~

	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>
<b>Definition</b>	Low-speed or low-speed pedal assisted	Low-speed throttle assisted	Speed pedal assisted
<b>Speed Limit</b>	20 MPH	20 MPH	20 MPH
<b>Power Rating</b>	750 watts	750 watts	750 watts
<b>Driver's License</b>	No	No	No
<b>Helmet Requirement</b>	Under 18 (Must be securely fastened)	Under 18 (Must be securely fastened)	All riders / passengers (Must be securely fastened)
<b>Additional Equipment</b>	None	None	Must be equipped with a speedometer
<b>Age Requirement</b>	None	None	16 years old +
<i>*Class 4 electric motorcycles are prohibited in Canyon Lake</i>			

**GR.5.2b Electric Bicycle Registration**

Requirements that must be met for electric bicycles are as follows:

Member must be authorized and in good standing. Completion of the CLPOA E-Bike Safety Exam will be verified at the time of registration. CLPOA issued decals must be displayed on the front, left fork, for all electric bicycles.

Fine Amount: \$100.00

**GR.5.2c Light Requirements**

All electric bicycles ridden on Canyon Lake streets or common areas after sunset and / or before sunrise must be equipped with functioning headlights and taillights.

Fine Amount: \$100.00

**GR.5.2d Scooters / Motorized Boards**

All scooters and boards must have a floorboard to stand on when riding.

Fine Amount: \$100.00

**GR.5.2e Passengers**

Only one rider per seat or floorboard on all personal electric devices.

Fine Amount: \$100.00

**GR.5.2f Reckless Behavior**

No reckless or unsafe riding (weaving through traffic, running stop signs, double-riding, use of cellular devices, excessive speed, going against traffic, etc.) on any personal electric device.

Fine Amount: \$200.00

**Revised Rule**

**GR.5.2 Prohibited Vehicles**

*Use, operation, riding upon or in, or transportation on or by, any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot, street, common area or CLPOA property within the Sub-division is prohibited. Golf carts may be used and operated within the Sub-division subject to the Board of Directors reasonable regulation thereof.*

Operation or use of any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot street, common area or Association property within the Subdivision is prohibited (See amendment to the CLPOA tract declarations recorded February 15, 1996, pursuant to Superior Court order of December 19, 1995).

Fine \$100.00 - \$300.00

Members, their guests or invitees may park motorcycles at their own risk at designated portions of CLPOA property at or near entrances to Canyon Lake.

**GR.5.2a Personal Electric Devices** - Electric bicycles and other personal electric devices such as electric stand-up scooters, skateboards, and wheeled boards are permitted to be used within the community so long as the following provisions are followed:

	<b>Class 1</b>	<b>Class 2</b>	<b>Class 3</b>
<b>Definition</b>	Low-speed or low-speed pedal assisted	Low-speed throttle assisted	Speed pedal assisted
<b>Speed Limit</b>	20 MPH	20 MPH	20 MPH
<b>Power Rating</b>	750 watts	750 watts	750 watts
<b>Driver's License</b>	No	No	No
<b>Helmet Requirement</b>	Under 18 (Must be securely fastened)	Under 18 (Must be securely fastened)	All riders / passengers (Must be securely fastened)
<b>Additional Equipment</b>	None	None	Must be equipped with a speedometer
<b>Age Requirement</b>	None	None	16 years old +

**GR.5.2b Electric Bicycle Registration**

Requirements that must be met for electric bicycles are as follows:

Member must be authorized and in good standing. Completion of the CLPOA E-Bike Safety Exam will be verified at the time of registration. CLPOA issued decals must be displayed on the front, left fork, for all electric bicycles.

Fine Amount: \$100.00

**GR.5.2c Light Requirements**

All electric bicycles ridden on Canyon Lake streets or common areas after sunset and / or before sunrise must be equipped with functioning headlights and taillights.

Fine Amount: \$100.00

**GR.5.2d Scooters / Motorized Boards**

All scooters and boards must have a floorboard to stand on when riding.

Fine Amount: \$100.00

**GR.5.2e Passengers**

Only one rider per seat or floorboard on all personal electric devices.

Fine Amount: \$100.00

**GR.5.2f Reckless Behavior**

No reckless or unsafe riding (weaving through traffic, running stop signs, double-riding, use of cellular devices, excessive speed, going against traffic, etc.) on any personal electric device.

Fine Amount: \$200.00

## 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.

### 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> – Prep meetings with Ops staff, City Code Enforcement, Patrol, Fire department, Communications staff, Member Service’s staff and Lake Elsinore Sheriffs dept.
- Tacos and Family Fun – worked the event from 4-8:30 pm
- Planning Harborfest with the Guild
- Car show planning meetings have started bi-weekly.
- National Night Out planning meetings with the City.
- Fire Station Board meeting planning.
- Coordination of Maui Sunday, September 3 has started
- 9/11 planning with
- Concerts at the Lodge in 2023
  - Deana Carter – August 19 - \$44 & \$64 **SOLD OUT**
  - The Fabulous Thunderbirds – November 4 - \$59 & \$79

### Pool Dept. 54

- Aqua Fitness
  - Monday through Friday 8 am & 9 am
  - **NEW:** Evening classes Monday and Wednesday 7PM
- Pool Movie Night 6/15- 130 attendees
- Swim lessons and water polo Classes end Aug 4th
- Pool stats:
  - Month of July - total 6,872
  - Aqua fitness and lap swim – 1,241
  - Open swim – 6,518

### Event & Activities Updates

### Upcoming Events

- Pool movie night 08/12 @6pm- 10pm
- Deana Carter Concert @ The Lodge – Sold Out 08/19 @6pm
- Movie in the Park- Indian Beach 08/25 @5pm
- Community Garage sale 08/26- 08/27
- Maui Sunday -The Lodge 09/03 @4pm

### Classes

- Senior Fitness
  - Tuesday & Thursday, 10-10:45 am @ the Lodge
  - **NEW:** Monday 6 pm
- Restorative Yoga
  - Thursdays, 7-8 pm @ the Lodge



- Dance Cardio – Get Fit with Sticks
  - Tuesday & Thursday, 9-9:45 am @ the Lodge
  - **NEW:** Wednesday 6 pm
- 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 – July 2023

### 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 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, 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 Feature Pages
- Community Project Promotions
  - Solar Project
  - Canyon Lake Drive South Median Project
  - Lodge Patio & Event Space Construction
  - Lighthouse Restaurant & Bar Renovation
- Upcoming Event Promotions
  - Movie Nights at the Park
  - Movie Nights at the Pool
  - Maui Sunday
  - 9/11 Tribute
  - Canyon Lake Car Show
- Member Services Promotions
  - Golf Cart Use Reminder (GR.5.6f)
  - Canyon Lake Virtual Tours (360)
  - ePasses
  - Lake Warning Flags
  - Canyon Lake Camera Program
  - E-bike Safety
- 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 Tennis Clinic

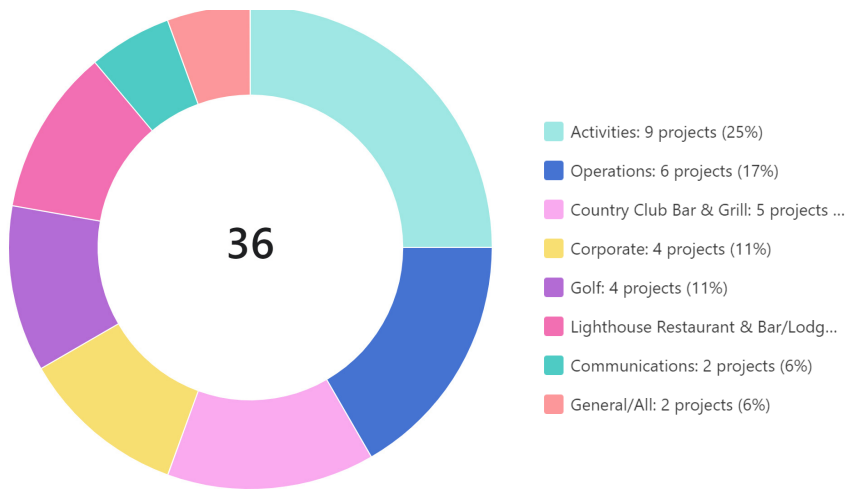
# COMMUNICATION REPORT

KPI Dashboard – July 2023

## ACTIVE CAMPAIGNS

July 2023

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



## HIGHLIGHTS

**217**

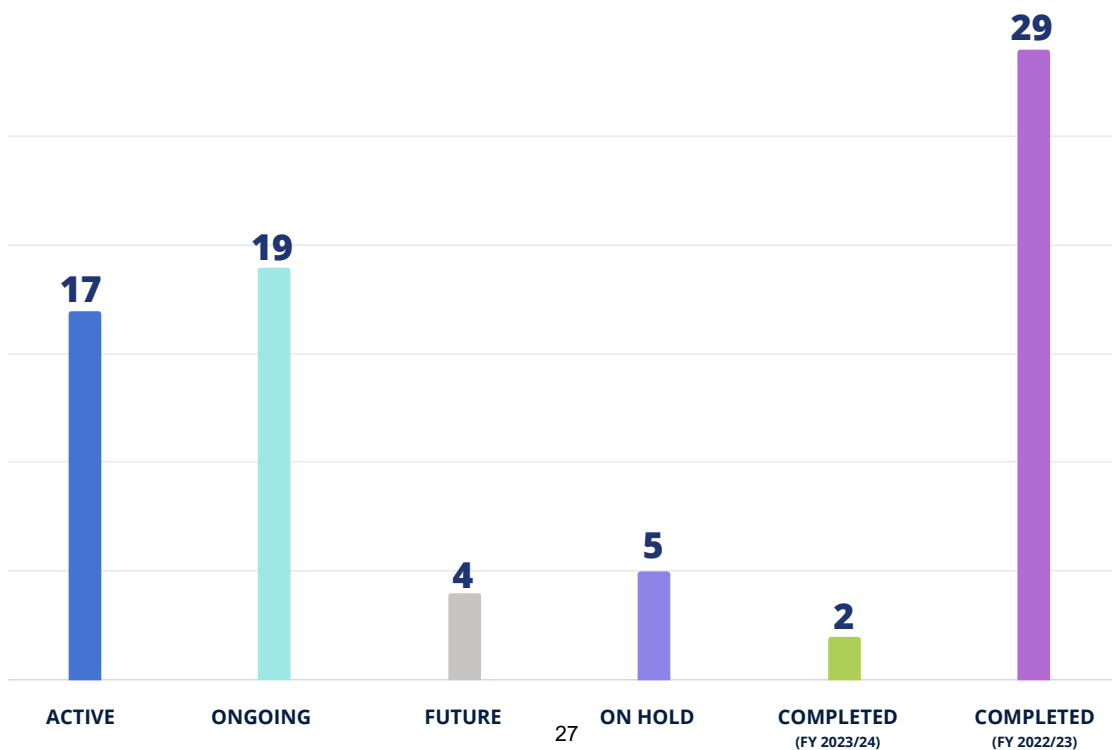
tasks completed  
in July 2023

**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

July 2023

## Community Promotions

### E-Bike Safety



With e-bike popularity on the rise, be sure you and your loved ones know the rules and practice riding responsibly while operating an e-bike.

CANYON LAKE  
@canyonlakepoa

### CANYON LAKE PARKS & RECREATION MONTH

#### DIAMOND POINT PARK

Dock | Fishing | Grass Area | Grill  
Picnic Area | Playground



CANYON LAKE  
@canyonlakepoa

### TACOS & Family Fun

Tuesday, July 25  
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:  
Bruno's BBQ, Twisted Treatery, Kona Ice

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

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

This is the last Tacos & Family Fun Night of the Summer!

CANYON LAKE  
@canyonlakepoa

### Canyon Lake POA 4TH OF JULY INDEPENDENCE DAY

DJ Mike Shroyer will be playing music starting at 8 p.m. leading up to the show in the Lodge patio.

Fireworks start at 9 p.m. Tune into 99.9 FM to hear music synchronized to the fireworks show!



### 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 GOLF & COUNTRY CLUB  
@canyonlakecountryclub

## Restaurant & Golf 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 RESTAURANT & BAR  
@canyonlakelighthouse  
www.canyonlakelighthouse.com

### FEAR OF PHOBIAS 70'S, 80'S, 90'S, TOP 40 DANCE

FRIDAY, JULY 14 | 6 P.M. TO 9 P.M.

HAPPY HOUR FROM 2 P.M. TO 6 P.M.

Call 951.246.1773 for reservations  
Open to the Public and Members

CANYON LAKE COUNTRY CLUB BAR & GRILL  
@canyonlakecountryclub

32001 Railroad Canyon Road, Canyon Lake, CA 92587 | www.canyonlakecc.com

### CANYON LAKE COUNTRY CLUB BAR & GRILL Cocktails & KARAOKE

KARAOKE FUN WITH HAPPY HOUR ALL DAY

MONDAY, JULY 24 | 5:30 P.M. TO 7:30 P.M.

EVERY 4TH MONDAY OF THE MONTH

Call 951.246.1773 for reservations  
Open to the Public and Members

CANYON LAKE COUNTRY CLUB BAR & GRILL  
@canyonlakecountryclub

32001 Railroad Canyon Road, Canyon Lake, CA 92587 | www.canyonlakecc.com

### CANYON LAKE 9ERS GOLF CLUB SUPER STAR STUDENTS SCHOLARSHIP GOLF TOURNAMENT

18 HOLES OF FUN, PAR 3/4 GOLF

SEP 16, 2023

TEE TIME AT 9 A.M. CHECK IN AT 8 A.M. AND PUTTING CONTEST AT 8 A.M.

**TOURNAMENT FEE**  
Lunch Included  
• Annual Member \$60 - Non-Member \$90 (Includes Green Fees)  
• Golf Cart Rentals Available \$15

Come Join Us For a Fun Day of Golf, Games, Raffles, Silent Auction and a Chance to Win a New Golf Car!

**ALL PLAYERS WELCOME**  
Residents, Non-residents, Men, Women, No Handicap Required, Non Golfers Lunch only \$22

Sign Up & Pay Online  
CANYON LAKE GOLF & COUNTRY CLUB  
32001 Railroad Canyon Road, CA 92587  
Deadline is 8:00 AM  
Artwork and Media by Canyon Lake POA

# FEATURE CAMPAIGNS – CANYON LAKE POA

July 2023

## Project Coverage

### Lodge Project | Phase 1



### Canyon Lake Drive South



### Pickleball Courts | Phase 2

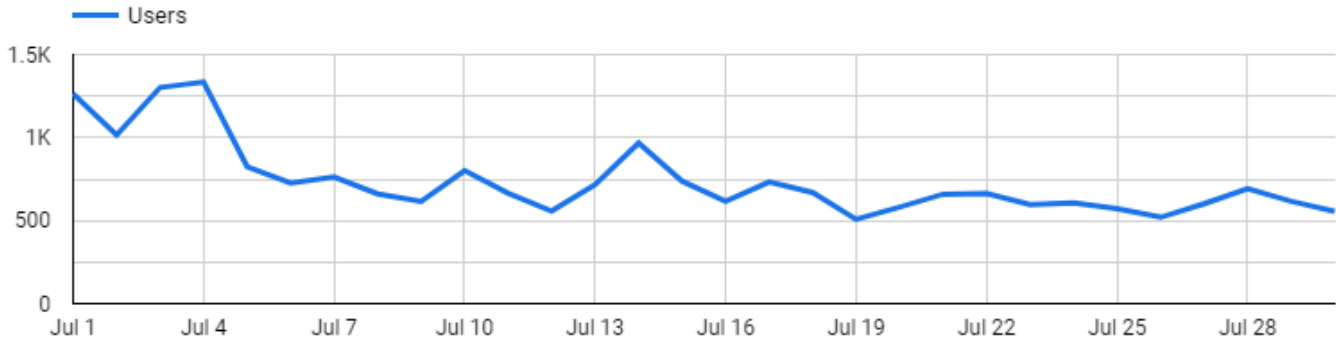


View all project pages at [www.clpoa.com/projects](http://www.clpoa.com/projects)

# COMMUNICATION REPORT

## Website Highlights – July 2023

### WEBSITE ANALYTICS HIGHLIGHTS



Users  
**18,020**



New Users  
**16,487**



Number of Sessions per User  
**1.4**



Sessions  
**25,296**



Pageviews  
**59,729**



Pages / Session  
**2.36**



Avg. Session Duration  
**00:01:49**



Bounce Rate  
**57.53%**



### TOP 10 VISITED WEBSITE PAGES

July 1, 2023 – July 31, 2023

<input type="checkbox"/>	Page Title <sup>?</sup>	Pageviews <sup>?</sup> ↓	Unique Pageviews <sup>?</sup>	Avg. Time on Page <sup>?</sup>	Entrances <sup>?</sup>	Bounce Rate <sup>?</sup>	% Exit <sup>?</sup>	Page Value <sup>?</sup>
		<b>60,718</b> % of Total: 100.00% (60,718)	<b>49,436</b> % of Total: 100.00% (49,436)	<b>00:01:21</b> Avg for View: 00:01:21 (0.00%)	<b>25,662</b> % of Total: 100.00% (25,662)	<b>57.47%</b> Avg for View: 57.47% (0.00%)	<b>42.26%</b> Avg for View: 42.26% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
<input type="checkbox"/>	1. <a href="#">Home - Canyon Lake POA</a>	<b>10,892</b> (17.94%)	8,965 (18.13%)	00:00:50	7,186 (28.00%)	34.21%	34.61%	\$0.00 (0.00%)
<input type="checkbox"/>	2. <a href="#">Login - Canyon Lake POA</a>	<b>5,880</b> (9.68%)	4,400 (8.90%)	00:00:45	1,365 (5.32%)	45.13%	22.13%	\$0.00 (0.00%)
<input type="checkbox"/>	3. <a href="#">Camping - Canyon Lake POA</a>	<b>3,224</b> (5.31%)	2,116 (4.28%)	00:01:31	1,786 (6.96%)	52.24%	44.42%	\$0.00 (0.00%)
<input type="checkbox"/>	4. <a href="#">4th of July Fireworks - Canyon Lake POA</a>	<b>2,095</b> (3.45%)	1,875 (3.79%)	00:03:47	1,777 (6.92%)	85.93%	83.34%	\$0.00 (0.00%)
<input type="checkbox"/>	5. <a href="#">My Info - Canyon Lake POA</a>	<b>1,983</b> (3.27%)	1,575 (3.19%)	00:00:44	310 (1.21%)	21.61%	8.22%	\$0.00 (0.00%)
<input type="checkbox"/>	6. <a href="#">Events - Canyon Lake POA</a>	<b>1,826</b> (3.01%)	1,564 (3.16%)	00:01:42	913 (3.56%)	70.54%	54.55%	\$0.00 (0.00%)
<input type="checkbox"/>	7. <a href="#">Home - Lighthouse Restaurant</a>	<b>1,527</b> (2.51%)	1,239 (2.51%)	00:00:58	1,187 (4.63%)	53.83%	52.52%	\$0.00 (0.00%)
<input type="checkbox"/>	8. <a href="#">Search - Canyon Lake POA</a>	<b>1,360</b> (2.24%)	1,204 (2.44%)	00:00:48	54 (0.21%)	62.96%	14.93%	\$0.00 (0.00%)
<input type="checkbox"/>	9. <a href="#">Make Payment - Canyon Lake POA</a>	<b>1,244</b> (2.05%)	1,017 (2.06%)	00:02:33	169 (0.66%)	78.11%	44.05%	\$0.00 (0.00%)
<input type="checkbox"/>	10. <a href="#">Restaurant - Canyon Lake POA</a>	<b>1,130</b> (1.86%)	1,004 (2.03%)	00:01:03	696 (2.71%)	63.07%	51.68%	\$0.00 (0.00%)

# COMMUNICATION REPORT

## Social Media Highlights – July 2023

### PERFORMANCE SUMMARY

**19,854**

Followers  
Total

**226**

Published Posts  
Total

**333,893**

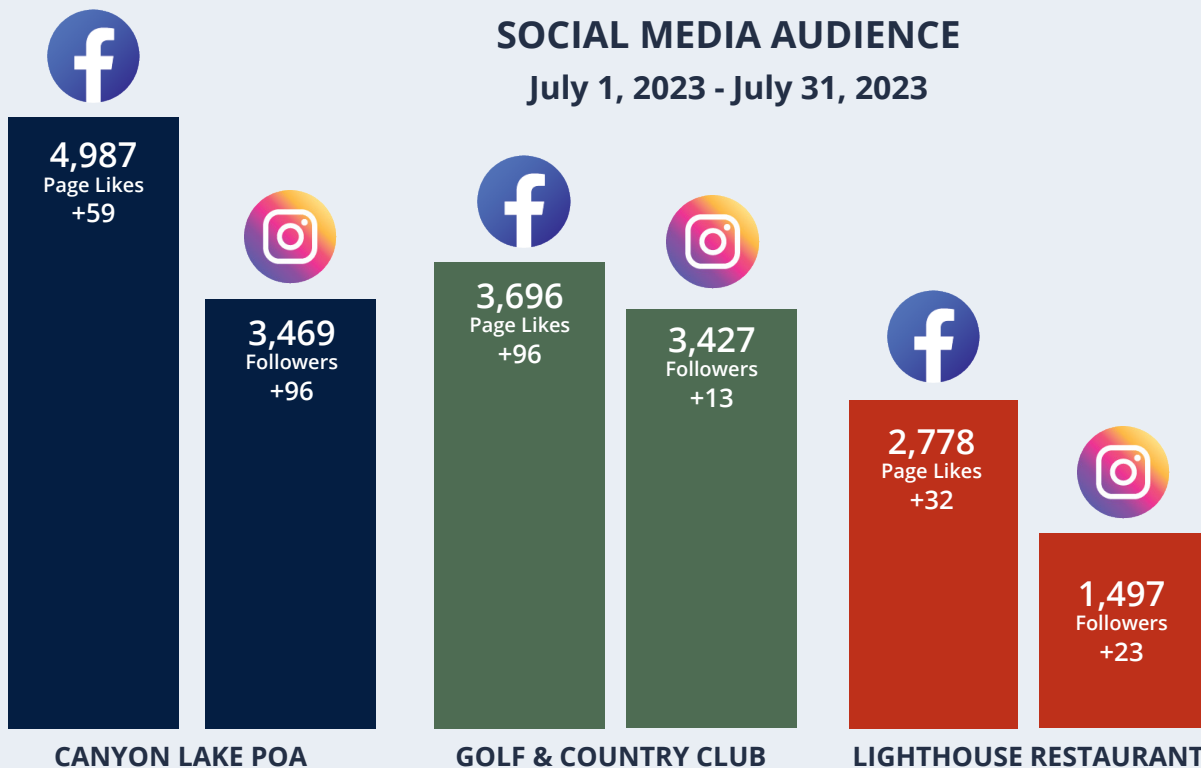
Impressions  
Total

**19,081**

Engagement  
Total

### SOCIAL MEDIA AUDIENCE

July 1, 2023 - July 31, 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

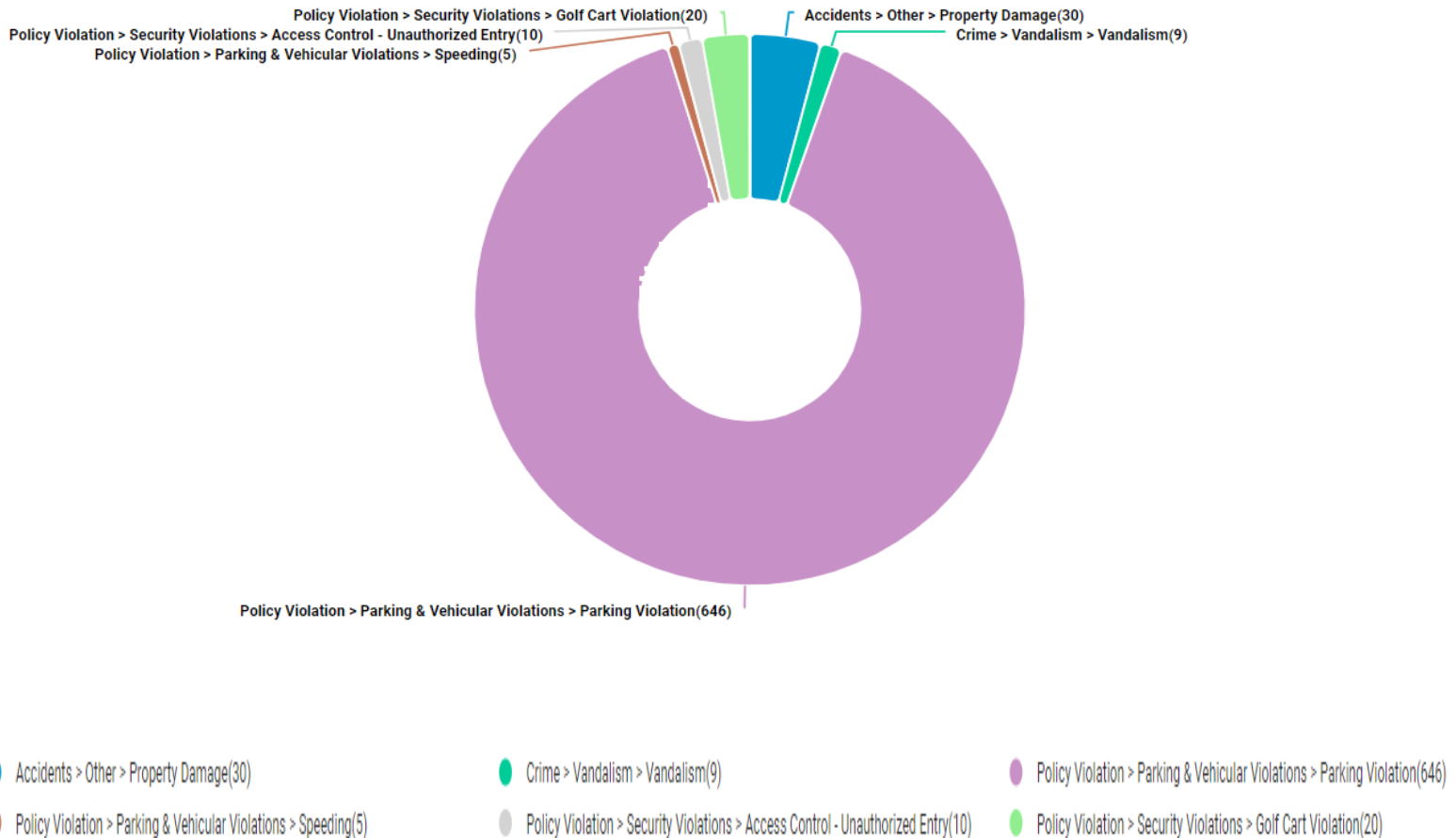
31512 Railroad Canyon Road, Canyon Lake, CA 92587  
951.244.6841  
www.canyonlakepoa.com

## COMMUNITY PATROL REPORT

### June 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.

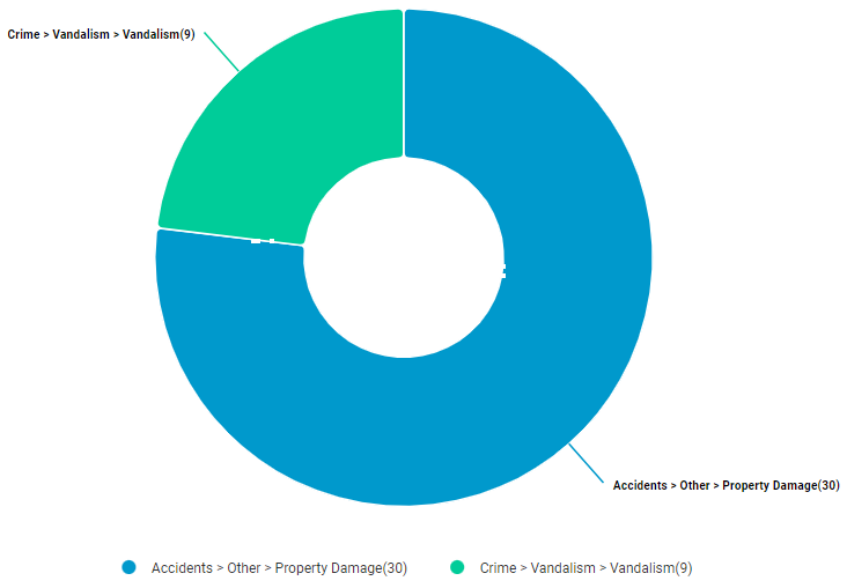
Jun-01-2023 00:00 to Jun-30-2023 23:59



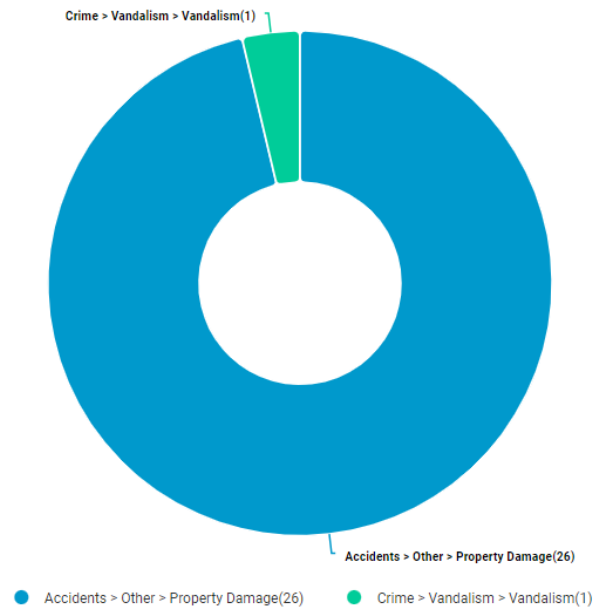


Category	# of Activities (May)	# of Activities (June)
Property Damage	25	30
Vandalism	2	9
Parking & Vehicular Violations	646	651
Unauthorized Entries	9	10
Golf Cart Violations	38	20
<b>Total</b>	<b>720</b>	<b>720</b>

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



May -02-2023 00:00 to May -31-2023 23:59



Category	May 2023	June 2023	Change (#)	Change (%)
Accidents	25	30	4	15.4%
Vandalism	2	9	8	800%
<b>Total</b>	<b>27</b>	<b>39</b>	<b>12</b>	<b>44.4%</b>

**Additional Information**

	April	May	June
Total Calls for Service	65	171	156
Call for Service – Unable to Locate	31	58	49
Total Number of Citations Issued	500	565	746

**Gate Entry Statistics**

	<b>April</b>	<b>May</b>	<b>June</b>
Total Guest Passes issued by Gate	-	-	-
- Main Gate	15,822	116,895	17,458
- East Gate	10,276	10,999	10,925
- North Gate	6,757	7,660	7,647
Total Guest Entries by Gate	-	-	-
- Main Gate	35,943	38,947	38,955
- East Gate	23,447	24,854	24,653
- North Gate	14,502	16,204	16,149
Total RFID Entries by Gate	-	-	-
- Main Gate	138,982	145,087	133,969
- East Gate	71,111	72,732	67,244
- North Gate	44,790	40,483	36,661
Confiscated Guest Passes	118	100	111

**Two Guest Lane Entry Protocol\***

	<b>April</b>	<b>May</b>	<b>June</b>
Total time in minutes	-	-	-
- Main Gate	34	32	105
- 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

June 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	APRIL	MAY	JUNE
LM.2.5 Expired/ No Registration ( State )	0	0	1
LM.2.6 Expired/ No Registration ( POA )	1	3	10
LM.2.7 Expired / No Registration at a dock or lift	0	0	14
LM.7.3 Reckless behavior while operating a motorized boat	0	0	0
GR.6.2c Failure to present valid ID	0	0	1
GR.4.4 Fishing License	5	2	6
LM.6.7 Excessive Wake	0	0	0
GR.2.18a Loud Noise	5	1	9

### Warnings Issued

Warning	APRIL	MAY	JUNE
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	1
LM.7.3 Reckless behavior while operating a motorized boat	2	1	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	4	8	10
GR.2.18a Loud Noise	2	0	2
LM.9.11 Plowing	1	3	4

### Additional Information

	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Total Calls for Service	201	389	292
Boat Safety Inspection	139	335	211
Boat Tow (Out of fuel/mechanical)	10	7	9
Boat Tow (Adrift)	1	0	0
Battery Assist	2	2	2
P&C Inspector Escort Hours	8.5	6.2	11.5
Fishing License Checks	38	22	26
Quagga Inspection	37	31	49
White Tag Applied	23	25	31
Quarantine Tag Applied	0	1	0

### Boat Operating Hours

	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Boat 1 START 303.8/ END 435.4	160.8	64.9	131.6
Boat 2 START 56.2/ END 311.8	56.2	108	255.6
Boat 3 START 673.5/ END 729.3	43.3	39.8	55.8
Boat 4 START 1157.0/ END 1291.2	108.3	47.1	134.2

### Boat Operating Hours by Location

	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
Main Lake	169.3	128	311.4
East Bay	156	93	210
North Ski	43.3	39.8	55.8

### Incident Report Summary

	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</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)*

Date: 8/8/23

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 **2290**.

Permit Breakdown

1. **1421** Open permit – down
  - a. **81**- new home/major additions – no change
  - b. **141** lakeside permits - up
  - c. **256** solar panel permits - down
  - d. **64** fence permits – up
  - e. **45** pool permits – no change
  - f. **14** dumpster/pod permits - no
  - g. **434** Same Day Permits - down
  - h. **298** Improvements (multiple types) - down

Violation/Escrow Breakdown

1. **783** Open violations – down
2. **24** Open escrows - down

**ACC Committee Overview**

1. Total of **280** items reviewed – up
2. Total of **223** permits approved - up

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**2**) - down
2. Grading Permit (**0**) – no change
3. Improvements (**45**) – down
4. Lakeside Improvement (**20**)-down
5. Recorded Variance (**12**) – down
6. Rejected Applications (**25**) – down
7. Re-Submittal's (**62**) - up
8. Permit issued same day (Over the counter) (**80**) - down
9. Preliminary Applications (**5**) - down

**Member Complaints**

1. **48** Complaints investigated (**2** months) - down
2. **7** already written. – same

Letter - Compliance

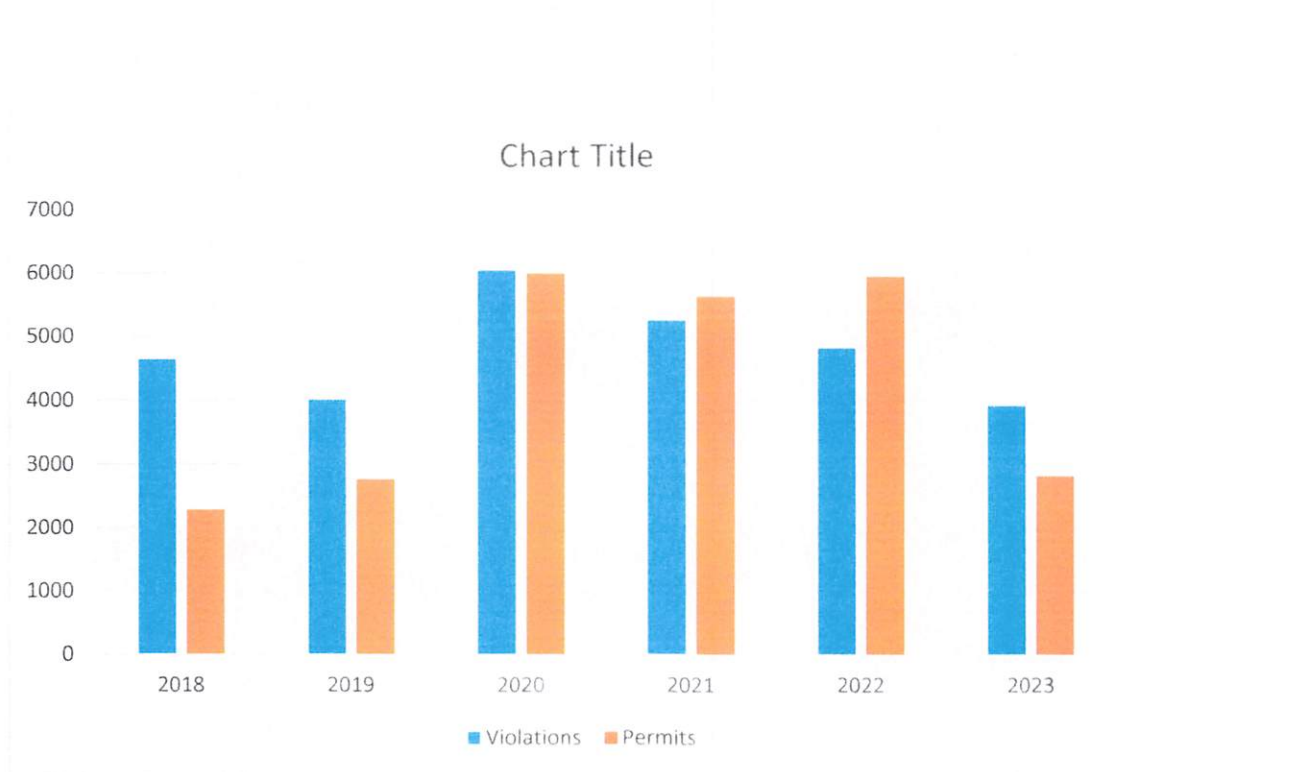
1. **296** compliances - down
2. **121** Courtesy Notices -down

## Department Review Continued

Below is a violation versus permit chart from **2018** through current year. **2023** is only 7 months into the same for same data.

As the graph shows from **2018** to current year the number of violations versus permits has shifted. In **2018** the number of violations out-weighed permits considerably, however since the end of **2019** a shift started to take place from the **2019** through current year. This was also during the height of covid, and most members were home-bound, which then turned into doing things around the home, maintenance, repairs, and new projects.

The chart shows the departments total items to review on a monthly basis has now shifted to the permit side, instead of being violation driven. That's not to say that there are no violations, it just means that the application process to obtain permits are now being followed more today then in years past.



## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Developing Projects

- **Driving Range Restoration** – Project will begin the first week of August.
- **Holiday Harbor Dock Replacement** – The dock will begin construction in late summer/early fall and is scheduled for install in November.
- **Lodge Bar/Restaurant Remodel** – Tile flooring has gone in, and wall coverings are being installed.
- **Lodge Outdoor Venue** – concrete was poured, and awnings have begun install.
- **Mailbox Slabs and Lighting** – Project is continuing.
- **Pickleball Court Addition** – Project is scheduled for completion in the fall.
- **Solar Panels** – The driving range is finishing up.
- **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 were presented to Recreation Committee & FPC Committee. This project will go to bid early fall.

### 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 Tuesdays were a great success as always thanks in part to our staff.
- 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 (June); 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

- **Health Permit, Holiday Harbor** – The snack bar at Holiday Harbor has an updated Health Permit as is required annually.

## Safety / Training

- **Eye Protection** – Monthly safety meeting with the Safety Compliance Company where staff learned helpful information to keep their eyes safe from hazards. Use of proper eye protection and proper cleaning in case of an accident.

## **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 July.

**Green Committee:** The Green Committee met on July 13, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Positioning of OB stakes on #16
- Status of #1, #2 & #14 Cart paths
- Entrance signs, beware of teeing off at #1 & #14
- Golf course rules

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 August 10, 2023, at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on July 13, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the FPC Committee:

- Motorcycle shade/security – sub-committee created to look at options
- Park signs – add names of parks to letter signs
- Swim up docks – Inside enclosed swim areas
- Cost estimates for 5-year plan

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 August 10, 2023, at 3:30pm.

**Recreation Committee:** The Recreation Committee met on July 11, 2023, in the Conference Room at the POA. The following agenda items were addressed by the Recreation Committee:

- Gault Field playground equipment
- Permanent concrete game tables

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 August 14, 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

July was a busy month in the hot weather for our staff. The 4<sup>th</sup> of July is usually one of the busiest holidays in Canyon Lake and this year was no different. Taco Tuesdays also brings our membership out to the amenities to be together and enjoy some great food. With school starting again soon, these are great events to enjoy the heat and sun. While at the Lodge, members could probably see the progress that is happening on the front area. Concrete has been poured and the shade structure frame is installed to cover the outdoor seating area. Planters are taking shape and the tile work outside has begun. Inside there is also tile work completed and finish carpentry is going in. Tennis court shade structure will go to bid this fall and if approved, it will be a nice area for members to enjoy. Pickleball additions are still moving forward as is the solar panel project which is almost completed. Our lake was also stocked in two different locations with 1000 3-4" Bluegill fish and 1000 1-2" Bass fish that should all be a good size for those fishing within a year. Continuing projects and completing regular daily work can be very difficult in this three-digit weather, but with the help of a few boxes of popsicles and a lot of ice water, our staff has been keeping up with the heat.



Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT**  
**June 2023**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
327926	N/A	5/15/2023	COMMON AREA / LITTLE PONY	CHECK PERIMETER FENCING	\$39.60	1	\$89.60	6 FT. BARBED WIRE
327995	N/A	5/19/2023	GAULT FIELD	CHECK PERIMETER FENCING	\$20.00	1	\$70.00	2 FT. CHAIN LINK FENCE
328002	N/A	5/19/2023	COMMON AREA / INDIAN BEACH	REPLACE PLYWOOD ON STAGE	\$516.53	8	\$916.53	PLYWOOD
328036	2648724	5/24/2023	MAIN GATE	ASSESS & REPAIR / RE-ATTACH GATE ARM AT MAIN GATE	\$0.00	4	\$300.00	LABOR TIME ONLY (ON-CALL)
328064	N/A	5/30/2023	COMMON AREA / HARRELSON PARK	CHECK PERIMETER FENCING	\$7.00	1	\$57.00	1/2 BAG HOG RINGS
328070	2660606	5/30/2023	COMMON AREA / EASTPORT PARK	REMOVE MARKINGS ON PILLAR AT EASTPORT	\$0.00	0.25	\$12.50	LABOR TIME ONLY
328112	2666363	6/2/2023	SKYLINK	ASSESS & REPAIR PEDESTRIAN GATE LATCH	\$0.00	4.75	\$237.50	LABOR TIME ONLY
328125	N/A	6/2/2023	COMMON AREA / HARRELSON PARK	CHECK PERIMETER FENCING	\$14.00	1	\$64.00	1 BAG HOG RINGS
328192	N/A	6/9/2023	INDIAN BEACH	CLEAN GRAFFITI OFF ROCKS	\$0.00	1	\$50.00	LABOR TIME ONLY
328211	N/A	6/12/2023	COMMON AREA / LITTLE PONY GATE	CHECK PERIMETER FENCING	\$39.60	1	\$89.60	6FT BARBED WIRE
328224	N/A	6/12/2023	COMMON AREA / STEELHEAD	CLEAN OR PAINT OVER GRAFFITI AT STEELHEAD	\$0.00	2	\$100.00	LABOR TIME ONLY
328237	N/A	6/13/2023	COMMON AREA / INDIAN BEACH	ASSESS & REPAIR / REPLACE TOILET PAPER DISPENSER	\$214.20	0.5	\$239.20	NEW TOILET PAPER DISPENSER
328229	2684504	6/13/2023	COMMON AREA / MAIN CAUSEWAY	CLEAN GRAFFITI OFF ROCKS AT MAIN CAUSEWAY	\$0.00	4	\$300.00	LABOR TIME ONLY (ON-CALL)
328278	N/A	6/16/2023	COMMON AREA / HARRELSON PARK	CHECK PERIMETER FENCING	\$14.00	1	\$64.00	1 BAG HOG RINGS
328283	2694767	6/19/2023	COMMON AREA / INDIAN BEACH	ASSESS & REPAIR DAMAGED DOOR	\$0.00	1.5	\$75.00	LABOR TIME ONLY
328298	2696699	6/20/2023	GAULT FIELD	ASSES & REPAIR PERIMETER FENCING	\$0.00	1	\$50.00	LABOR TIME ONLY
328358	2703363	6/26/2023	VACATION PARK	REMOVE & CLEAN UP DIRTY FEMININE PADS STUCK TO PILLAR AT PARK	\$0.00	4	\$300.00	LABOR TIME ONLY (ON-CALL)
328359	2703785	6/26/2023	COMMON AREA / EASTPORT PARK	CLEAN GRAFFITI & SECURE / REPLACE FEMININE WASTE BASKET	\$109.84	0.5	\$134.84	(2) NEW FEMININE WASTE BASKETS
328370	N/A	6/27/2023	LODGE	CLEAN INAPPROPRIATE MARKINGS ON WALL	\$0.00	0.5	\$25.00	LABOR TIME ONLY
328372	N/A	6/27/2023	GAULT FIELD	ASSESS & REPAIR PERIMETER FENCE	\$20.00	1	\$70.00	2 FT CHAIN LINK FENCE
328381	2714727	6/28/2023	EASTPORT	REPLACE BASKETBALL HOOP	\$210.11	4	\$410.11	NEW BASKETBALL HOOP
328382	N/A	6/28/2023	LONGHORN DR. / BRONC CT.	CLEAN UP DEBRIS FROM CAR ACCIDENT	\$0.00	0.5	\$25.00	LABOR TIME ONLY
328412	N/A	6/30/2023	HAPPY CAMP	CHECK PERIMETER FENCING	\$39.60	1	\$89.60	6 FT. BARBED WIRE

**\$1,244.48**    \$ 44.50    **\$3,769.48**  
**\$ 2,225.00**

**Canyon Lake Property Owners Association**  
**Repair & Replacement Fund Expenditures**

	2021-2023 To Date Ending April 2023	2023-2024 To Date Ending June 2023	Project Totals 5/1/21 to 06/30/23
	-	-	-
Admin Int	-	-	-
#2146 Interior Floor, Carpet	18,913	-	18,913
	-	-	-
Admin IT	-	-	-
#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
	-	-	-
Park Equipment & Furnishings	-	-	-
2-2209-00 Harrelson Park Dock Replacement \$59,700	28,429	30,429	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 - Playgroud Equipment	22,345	-	22,345
#20031 Restroom - Roadrunner Park	3,687	-	3,687
#6022 Dock - Indian Beach	32,350	-	32,350
#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
2-2209-01 Holiday Harbor Park Dock \$194,412.00	1,500	-	1,500
#18012 - Indian Beach Restrooms	4,985	-	4,985
	-	-	-
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	2,700	-	2,700
#12051 Gault Field #4 - Fence, Chain Link	2,350	-	2,350
	-	-	-
Equestrian	-	-	-
#1174 Equestrian - Sand Replacement	80,190	-	80,190
#1179 Equestrian Repairs	19,113	-	19,113
#1181 Equestrian - Fence Vinyl	5,800	-	5,800
	-	-	-
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	-	7,194
#1579 Furniture Senior Center	-	-	-
	-	-	-
Lodge	-	-	-
#17018 Lodge - Fridge	2,980	-	2,980
#18109 Lodge - HVAC #2	27,750	-	27,750
#18110 Lodge - HVAC #3	27,750	-	27,750
#18034 Lodge - Roof Plumbing	7,247	-	7,247
#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	18,115	4,940	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
#18118 Lodge - Cameras	3,279	-	3,279
#18013 Lodge - Elevator (Service), Cab Refurb	1,651	-	1,651
#18036 Lodge - Sewer Assessment/Repairs	3,800	-	3,800
#18062 Lodge - Int. Floor, Carpet	2,633	-	2,633
#2-2301-01 Lodge - Restaurant and Bar Renovation	889,845	419,753	1,309,598
	-	-	-
Country Club	-	-	-
#1432 CC Undercounter Freezer	2,257	-	2,257
#1759 CC Replace Folding Grille	3,903	-	3,903
#4053 CC Replace Range Burner - Unit#2	13,621	-	13,621
#4068 Magnolia Room	3,550	-	3,550
#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
#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	1,558	-	1,558
#4015 CC - Bar, Cooler	7,088	-	7,088
#4011 CC - Ext, Door, Entry New	1,506	-	1,506
#4063 CC -Magnolia, Cabinets	4,895	-	4,895
#4091 CC - Restrooms	-	6,227	6,227
	-	-	-
Corporate Office	-	-	-
#1025 Admin Int - Office Equipment	2,438	-	2,438
POA Office Remodel -- P&C	28,930	-	28,930

**Canyon Lake Property Owners Association**  
**Repair & Replacement Fund Expenditures**

	2021-2023 To Date Ending April 2023	2023-2024 To Date Ending June 2023	Project Totals 5/1/21 to 06/30/23
#1051 AC Unit - P&C	-	11,200	11,200
<b>Computers</b>	-	-	-
#1900 CP Computers	3,826	-	3,826
<b>Operations</b>	-	-	-
#1839 Operations - Ext, Walls, Repairs	20,500	-	20,500
<b>Pool</b>	-	-	-
#1156 Pool Chemical Reader	1,886	-	1,886
#1153 Pool Heater	8,400	-	8,400
#1101 Pool Filters	-	-	-
#21031 Pool, Pump and Motor	6,566	-	6,566
#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
#21006 Pool Furniture	5,781	-	5,781
#21047 Pool Vacuum	4,305	-	4,305
#21023 Pool Reel Winder	-	16,718	16,718
<b>Lake</b>	-	-	-
#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	-	-	-
#17010 Lake - Buoys	7,859	-	7,859
<b>Campground</b>	-	-	-
#3032 Campground Restroom Remodeling \$431,621	512,133	2,250	514,383
#1275 Campground - Railing, Stairs	1,550	-	1,550
<b>Entry Gates</b>	-	-	-
#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
#8018 Main Gate - Gate Operators	10,549	-	10,549
#1006 Fairway Estates - Operators	7,797	-	7,797
#8003 North Gate - Gate Camera	4,602	-	4,602
<b>East Port</b>	-	-	-
#7014 - East Port - Basketball Court Resurfacing	26,300	-	26,300
<b>Ski Slalom</b>	-	-	-
#1904 Ski Slalom - Railing, Pipe	1,990	-	1,990
#23008 Ski Slalom - Restrooms (Refurb)	4,015	-	4,015
<b>Golf Course</b>	-	-	-
#13057 Golf Netting	5,500	-	5,500
#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
#13046 Golf - Maintenance, Golf Carts (1)	11,552	-	11,552
2-2302-00 Golf Course Mainline Repairs \$145,829.20	80,430	-	80,430
<b>Grounds</b>	-	-	-
#13051 Signs, POA	4,380	-	4,380
#8015 Main Gate Entrance Fountain Monument Repairs	19,616	-	19,616
#14003 East Port Landscaping Monument	128,404	-	128,404
#14006 Mailbox (Concrete Pads)	163,293	29,400	192,693
#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	-	91,286
#1857 Signs, street	6,962	-	6,962
2-2010-01 CLDS So Median Landscape \$100k-\$150k	18,113	-	18,113
2-2212-00 CLDS Median Improvements \$680,400	514,741	81,460	596,201
#14012 Grounds - Signs, POA	8,711	-	8,711
#10005 Fairway Estates - Signs	1,110	-	1,110
<b>Vehicles</b>	-	-	-
#25023 - Toyota, Tacomas	2,490	-	2,490
#25025 -Vehicle - Tractor, Kubota (1)	8,902	-	8,902
#25003 -Boat, Champion	12,360	-	12,360
#25004 - Boat	45,880	-	45,880
#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
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>	<b>5,428,967</b>	<b>602,377.08</b>	<b>6,031,344</b>

# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

2021-2022 To Date Ending April 2022	2022-2023 To Date Ending June 2023	Project Totals 5/1/21 to 06/30/23
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		\$	-
3-2209-00 Pavement Engineering "Year Two"	129,229	2,940	\$ 132,169
3-2104-01 Pavement Imp Plan Design	202,493	-	\$ 202,493
3-2102-00 Pavement Condition Index	94,514	-	\$ 94,514
3-2104-00 Campground - Misc Road Repairs	1,950	-	\$ 1,950
3-2201-02 Striping - (Holiday Harbor)	15,550	-	\$ 15,550
3-2201-01 Striping CLDS	6,450	-	\$ 6,450
#14017 - Traffic Signs	10,911	-	\$ 10,911
Misc Repairs	2,500	-	\$ 2,500
Traffic Study		2,900	\$ 2,900
<b>Total Road Reserve Fund Acct 03-0670</b>	<b>463,597</b>	<b>5,840</b>	<b>469,437</b>

# Canyon Lake Property Owners Association

## FUND 05 CAPITAL IMPROVEMENT PROJECTS

Ending May 31, 2023

	2020-2021 Ending April 2021	2021-2022 Ending April 2022	2020-2023 Ending April 0, 2023	2022-2023 Ending June 2023	Project Totals 5/1/20 to 06/30/23
5-2111-01 Flag Poles		11,368	-	-	11,368
5-2004-00 Sierra Park North Pump Track Design & Engineering \$88,690.00	110,603	1,283	127,344	-	239,230
5-2010-03 Roadrunner Restroom Design \$31,800	23,624	6,174	-	-	29,798
5-2102-01 Mailbox Lighting Project \$145,320	60,825	60,825	-	-	121,650
5-2102-02 Sierra Park Shade Structures \$ 126,195	16,892	78,602	24,733	-	120,227
5-2102-03 Indian Beach Shade Project \$131,056		129,265	15,217	-	144,482
5-2105-00 Surveillance System -- Happy Camp		12,299	-	-	12,299
5-2105-01 Speed Trailer (3rd)		13,483	-	-	13,483
5-2105-02 Large Dog Park Phase 2		16,586	-	-	16,586
5-2105-03 Road Runner Park Restroom \$184,000		163,027	52,542	-	215,569
5-2106-00 Office Remodel P & C		11,373	-	-	11,373
5-2106-01 Sierra Park North \$2,200,000*		1,777,659	400,904	-	2,178,563
5-2107-00 Equestrian Center Barn Fans		2,575	-	-	2,575
5-2107-01 Lighthouse Restaurant & Bar Remodel		270	-	-	270
5-2108-00 Shade Canopy Lodge/Bar Patio		30,436	-	-	30,436
5-2108-01 Rob Caveney Park - Fencing		10,940	-	-	10,940
5-2111-00 Pickleball Courts Phase 2 Design		25,652	17,523	-	43,175
5-2111-00 Happy Camp Propane Dispenser		10,775	-	-	10,775
5-2109-01 Sprinklers POA and Conference Room		3,071	-	-	3,071
5-2203-00 Community Solar Project				7,920.00	7,920
5-2206-00 Country Club Patio Shade Project			59,508	2,500.00	62,008
5-2302-00 Pickleball Phase 2			21,874	70,512.91	92,387
5-2302-01 Lodge Patio Event Space			29,774	-	29,774
5-2303-01 Community Garden Area				15,672.26	15,672
	211,944	2,365,662.15	749,420.78	96,605.17	3,423,632.10



Date: 8/8/23

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Colleen Williams Appealing ACC Conditions of Approval/Not According to the Approved Plan

T/L: 3863-059

Address: 23621 Canyon Lake Dr N

CC&R & Rule Violation

Member Since December 5, 2011

#### 6. ARCHITECTURAL CONTROL COMMITTEE

##### Exhibits for Review

Exhibit 1	Original Driveway
Exhibit 2	Approved Driveway Plan
Exhibit 3	Resubmittal
Exhibit 4	Front View of House

##### Background

Colleen Williams a former ACC Committee member reached out to staff and the ACC Committee and requested help with a new driveway plan for her property. Staff set up the appointment with the Committee to go out to the property and come up with measurements and dimension for a new driveway plan to aid her in ingress and egress to her home off of Canyon Lake Dr.

Several attempts were taken to come up with the plan that would meet with the rules and regulations for **PC.5.10** Driveways (please see below). Several calculations along with dimension were given to Colleen in order for her to submit.

A plan was submitted to the Committee for review **May 20, 2021**, and denied: driveway has already been formed and is not according to plan. It is not circular. The **1/3** landscape calculations are not correct. The front area is **1920 sq. ft.** requiring **640 sq. ft.** of landscaping. The **1/3** requirements not met. Parking area does not meet **PC.5.10**. Two trees required in the front, need accurate plot plan.

A secondary meeting **May 27, 2021**, with the member at the property, for discussion only. Member will change plan to a circular driveway and submit drawing with measurements and calculations.

**June 10, 2022**, new plan submitted for circular driveway to the Committee. The Committee approved the plan with these conditions. Sixteen (**16'**) foot separation for a circular driveway is approved due to the utility

boxes. Front area is **1920 sq. ft.** requiring **640 sq. ft.** of landscaping with this plan. The **1/3** requirements have been met.

**December 22, 2021**, the inspector went out for a final inspection and found the driveway not to the approved plan, two trees still required.

**August 5, 2021**, a change application was submitted to the Committee for the difference in the plan. The Committee denied the application: the one third landscape requirements have not been met.

**November 9, 2021**, a board appeal form was submitted to Colleen for the rejected driveway plan

**May 12, 2022**, the Committee met and reviewed the circular driveway change application. The Committee denied the plan: circular driveway was not built according to the approved plan. With the new plan, the required **1/3** landscape was not met (**PC.8.1**), short approximately one hundred (**100**) sq. ft. Concrete needs to be cut down to thirteen (**13'**) feet wide.

**On March 30, 2023**, Colleen met with the ACC Committee to discuss the rejected driveway plan; no change to the previous decision.

It was stated in the appeal by the member that the Committee's drawings and measurements (supplied in board packet) have changed throughout this process. This statement makes it appear that the Committee is responsible for the measurements. The Committee as a favor to a previous ACC Committee member was attempting to help Colleen at her request. The drawings and measurements referred to were different scenarios due to conversations and meetings at the property with the member. It was the means to find out if the plan(s) were acceptable. The final plan with the approval stamp is the only plan that was approved.

#### Rules Description

##### **CC&R Section 6. ARCHITECTURAL CONTROL COMMITTEE Para 1 & 6**

All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof, and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require the approval in writing before any such work is commenced of the Architectural Control Committee (herein called "Committee"), as the same is from time to time composed.

The Committee shall have the right to disapprove any plans, specifications or details submitted to it in the event the same are not in accordance with all of the provisions of this Declaration; if the design or color scheme of the proposed building or other structure is not in harmony with the general surroundings of such lot or with the adjacent buildings or structures; if the plans and specifications submitted are incomplete; or in the event the Committee deems the plans, specifications or details, or any part thereof, to be contrary to the interests, welfare or rights of all or any part of the real property subject hereto, or the owners thereof. The decisions of the Committee shall be final.

**PC.5.10 Driveways and Additional Parking** A concrete driveway shall be installed at all homes prior to occupancy. Only concrete or paver driveways are allowed for driveways or additional parking. In most cases, additional parking shall be perpendicular to the street and not transverse the front of the house. Additional

perpendicular or parallel parking for a RV, trailer, boat, car, truck, etc. shall not block the front view of the home from the street and may be installed provided the one third landscaping requirement for the front yard is met per PC.8.1. Turn around (circular) driveways may be approved, providing they maintain a minimum of eighteen (18) feet between cutouts (i.e.; entrance and/ or exit). Circular driveways are for easy access to the street and are not for long term permanent parking of RVs, trailers, and boats. For corner lots with parking on the side parallel to the side street, the Committee will set the location for the parking area using the apex of the corner. Curb cuts cannot be made in the radius of the curb. Members must provide measurements and calculations for the 1/3 landscaping requirement. Decorative ribbons of landscaping material such as artificial grass or rocks may be installed in the concrete, but the ribbons will not be used for calculating the 1/3 landscaping requirement. Decorative ribbons of landscaping material such as artificial grass or rocks may be installed in the concrete but the ribbons or area between parking strips will not be used for calculating the one third landscaping requirement. A curb cut must be listed on the application if being accomplished. All driveways, additional parking, and curb cuts are at the discretion of the Committee based on the front width of the lot, neighbor's street parking requirements, aesthetics, and topography.

### Committee Results

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Denied May 20, 2021:** Driveway has already been formed and is not according to plan. It is not circular. 1/3 landscaping calculations are not correct. Your front area is 1920 sq ft requiring 640 sq ft of landscaping. 1/3 landscaping requirement not met. Parking area does not meet PC.5.10. Two trees required in front, need accurate plot plan. (Tree removed without a permit)

**2<sup>nd</sup> Meeting Discussion Only May 27, 2021:** Discussion only: Member will change plan to a circular driveway and submit new drawing with measurements and calculations. Total front area is 1920 sq.ft. requiring 640 sq.ft. of landscaping.

**3<sup>rd</sup> Meeting Approved June 10, 2021:** sixteen (16') foot separation for a circular driveway is approved due to the utility boxes. Front area is 1920 sq. ft. requiring 640 sq.ft. of landscaping. You will have 655.5 sq.ft. of landscaping with this plan. 1/3 landscaping requirement met. An additional tree is needed in the first thirty-two (32') feet back from the curb planted a minimum of six (6) feet back from the curb.

**4th Meeting Denied May 12, 2022:** circular driveway was not built according to plan. With the new plan, the required 1/3 landscaping was not met (PC.8.1). You are short approximately 100+ sq. ft. Concrete needs to be cut down to thirteen (13') feet wide.

**Committee In-Conclusion:** Colleen Williams a well-respected ACC Committee member. One day when the Committee was out in the field verifying applications and plan, Colleen had called and asked the Committee to stop by. She advised the Committee she wanted a circular driveway to access Canyon Lake Dr easier. Her existing concrete in front consisted of a three (3) car driveway, with added parking on the left side. The Chairperson drew up the plans and did the required calculations. The Committee went to her home four times and the Chairperson separately went to her home three additional times. Colleen did not follow the plan and poured parallel parking to the street that obstructs the front view of the home in violation of PC.5.10. There is insufficient landscaping per PC.8.10. This project was not built according to the approved plan. The Committee's recommendation is that the concrete follows the plan in design and any concrete over thirteen feet in width should be removed.

**Members Appeal** – Please see members written appeal and supplied pictures in board packet.

**Fiscal Impact**

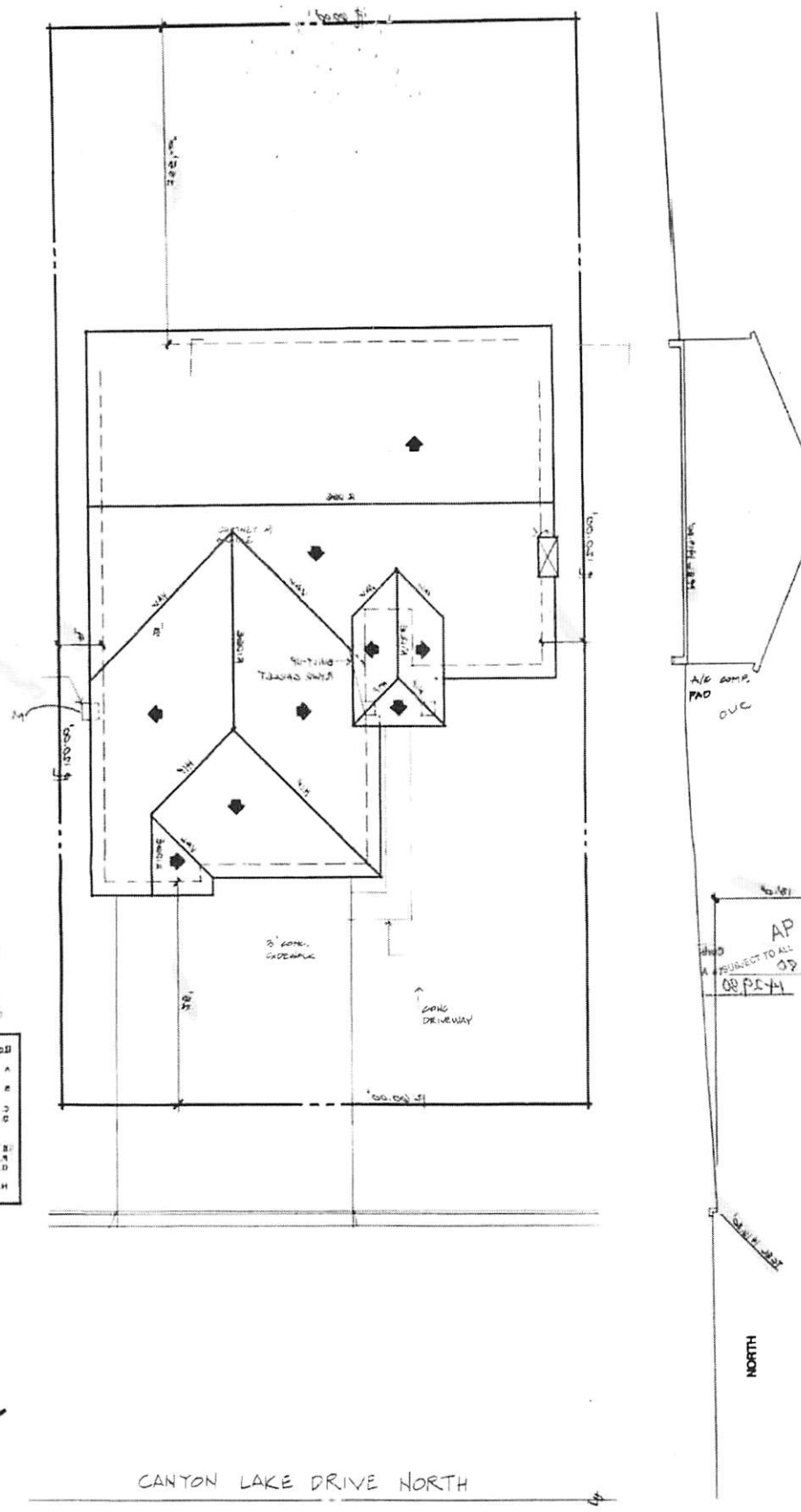
None

**Staff Recommendation**

Staff recommends that the Board of Directors uphold the ACC Committee decision and deny the member's request. Portions of the concrete to be removed.

**Cheryl Mitchell**

Senior Planning and Compliance Manager



Above  
 LISTED ON  
 CANTON LAKE DRIVE NORTH  
 SUBJECT TO ALL  
 AP

AP  
 SUBJECT TO ALL  
 OR PLS 41

NORTH

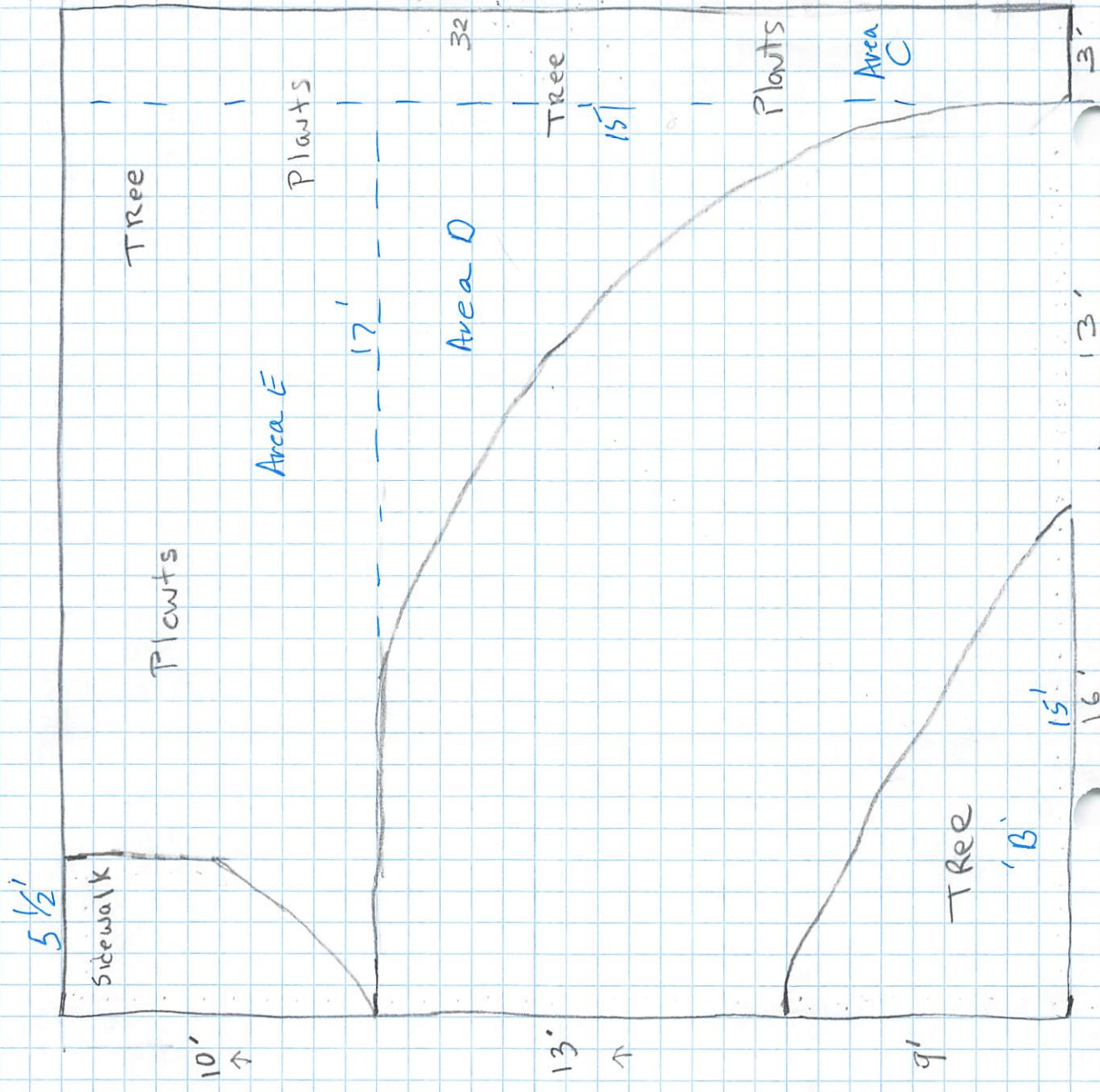
CANYON LAKE DRIVE NORTH

**S TE/ROOM PLA I**

SCALE 1/8" = 1'-0"

Original Plan 7

6/01/2021



Acc - Tree use discussion

Revised Sohn's original.  
 Forms will be changed to this attached Design -

APPROVED  
 SUBJECT TO ALL CC&R/RULES & REGULATIONS OF THE C.L.P.O.A. & SUBJECT TO ALL REQUIRED PERMITS FROM CITY OF CANYON LAKE BUILDING &

SAFETY DEPARTMENT.  
 SEE LETTER OF APPROVAL FOR SPECIAL CONDITIONS.

Area A  
 4' x 28'

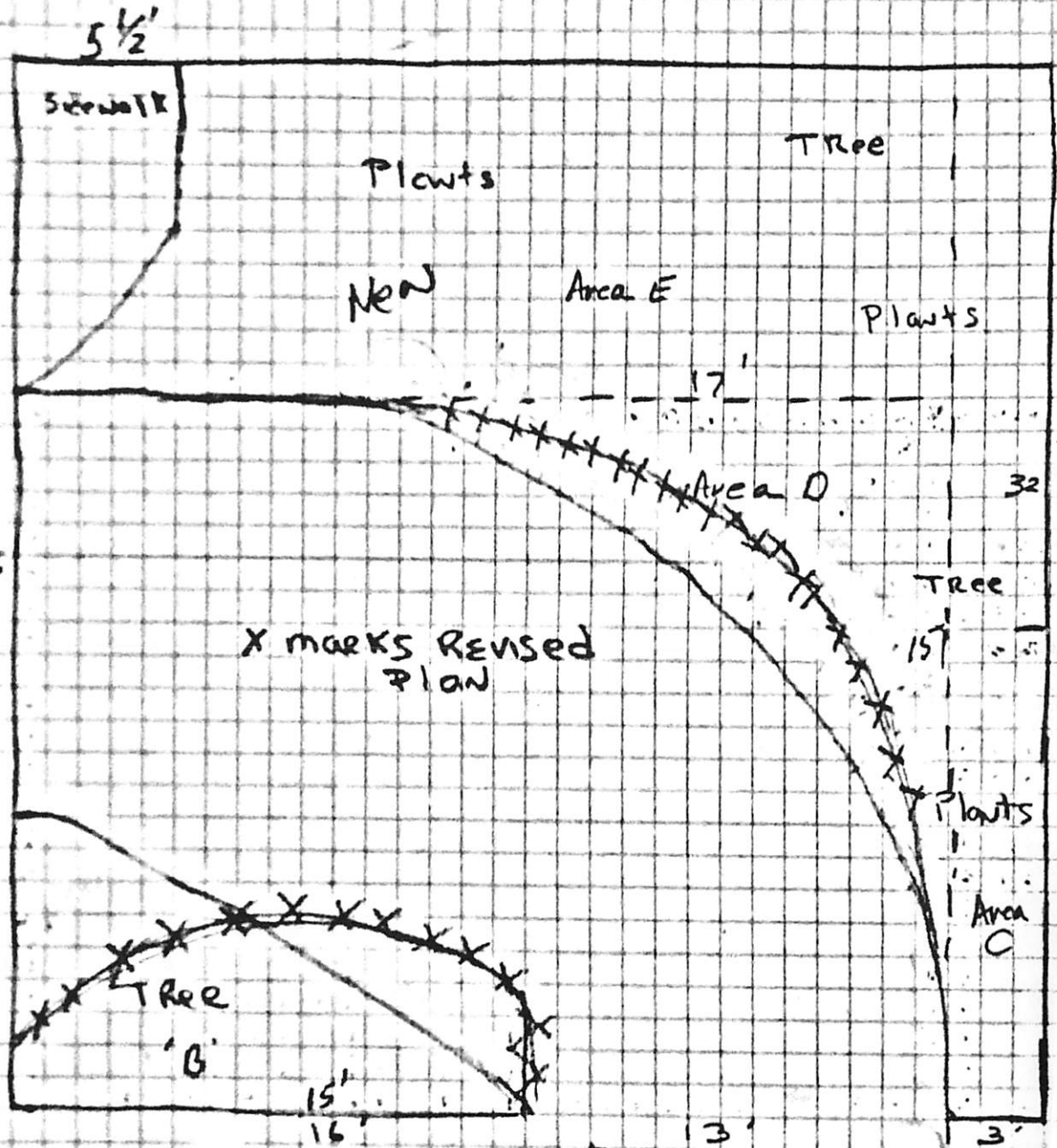
CLPOA  
 JUN 10 2021  
 PLAN. & COMPLIANCE

2

6/01/2021

Revised Schwab's original  
Plans will be changed to this  
attached Design

Area A  
4' x 28'



X MARKS REVISED  
PLAN

ACC - Fee OR discussion

Present 3

