

**Board of Directors**

**Regular Session Board Meeting Agenda**

**Tuesday, November 7, 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**

- October 3, 2023

3. **Public Official Comments**

4. **Presentations**

- Community Patrol Update (Allied Universal Security Services)

5. **Announcements**

- Pickleball Courts Ribbon Cutting Ceremony (President Van Vleet)

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: Secure Motorcycle Parking (Director Bill)

Proposed Resolution: It is recommended that the Board of Directors approve developing a secure parking area for motorcycles by the main gate in accordance with the guidelines as set forth by the FPC and SAC recommendations with a space rental rate of \$40.00 monthly and a rental program to mirror dock rentals.

### 8.2 APPROVAL: 2024 Water Sport Clubs' Calendar Requests & Lake Use (Carrie Pratt)

Proposed Resolution: It is recommended that the Board of Directors approve/reject the 2024 Water Sport Clubs' Calendar request and Rules Variance.

### 8.3 APPROVAL: Fee Schedule Updates (Lynn Jensen)

Proposed Resolution: It is recommended that the Board of Directors approve the FY 2023 – 2024 Fee Schedule updates, as attached.

### 8.4 APPROVAL: Revised Sanctioned Club Policy (Lynn Jensen)

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

### 8.5 APPROVAL: Reserve Funding for Lodge Equipment Well Roof (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve \$63,900 plus a 8% contingency from Reserve fund 02-6700 to replace the Lodge equipment well roof.

### 8.6 APPROVAL: Reserve Funding for Redesign of Cart Path Area and Tee Area on Hole 2 of the Golf Course (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve \$8,500 plus a 10% contingency from Reserve fund 02-6700 to redesign the Cart Path and Tee area on Hole 2 of the Golf Course.

### 8.7 APPROVAL: Revise Rule LR.2.7 No Skateboards, Scooters, or Bicycles Allowed (Lynn Jensen)

Proposed Resolution: It is recommended that the Board of Directors approve to revise rule LR.2.7, as attached.

### 8.8 APPROVAL: Revise Rule GR.6.4 Permanent Guest List (Lynn Jensen)

Proposed Resolution: It is recommended that the Board of Directors approve to revise rule GR.6.4, as attached.

### 8.9 28-Day Reading: Revise Rule GR.5.3r Illegal Parking (Lynn Jensen)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to revise rule GR.5.3r, as attached.

**9. Association Reports**

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

**10. Board Comments**

**11. Architectural Appeals**

- A. Robert Byrnes 22241 Canyon Club Drive  
Appealing ACC Denial Oversized Dock

Proposed Resolution: That the Board of Directors uphold the ACC Committee decision and deny the dock plan as submitted.

- B. Richard Fransik 30450 Comanche Circle  
Appealing ACC Denial for RV parking, 5' (five) foot fence

Proposed Resolution: That the Board of Directors uphold the ACC Committee decision and deny the request for RV parking, curb cut, and fence as submitted.

**12. Next Meeting Date**

- Tuesday, December 5, 2023, at 1:00 p.m. – Executive Session
- Tuesday, December 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 Tuesday, October 3, 2023. President Bill Van Vleet called the meeting to order at 6:03 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, Attorney Sean Kane; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; 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 member John Stelzner.

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

2. **Approval of Minutes**

- September 5, 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**

The Board heard public official comments.

4. **Presentations**

- President Van Vleet presented a Community Security Update.
- President Van Vleet and the Board of Directors presented long-term committee chairpersons with Service Recognition awards.

5. **Announcements**

None.

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

None.

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

MOTION/RESOLUTION: Upon motion properly made by Director Doherty, seconded by Director Cook and five votes in favor, items A, B, C and D 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 the Controller or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with

Civil Code §5673 in order to secure the debt owed to the Association. APPROVED

- D. APPROVAL: Receive and File Happy Camp and Community Garden Rule Title Changes  
MOTION/RESOLUTION: That the Board of Directors receive and file these technical changes to the Campground and Community Garden rule titles, as attached. APPROVED

## 8. Board Action Items

### 8.1 APPROVAL: Canyon Lake Property Owners Association, Board of Directors Resolution Regarding Sale of Common Area

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve the attached resolution. Notwithstanding the prospective sale of the Fire Station by CLPOA to the City, which the Board fully intends to effectuate pursuant to the terms of the PSA, CLPOA's current Board will not sell any common area. Furthermore, CLPOA's current Board will submit to the membership for prospective approval, a proposed Bylaw amendment that would require membership approval for any Board in the future to sell common area. Director Cook seconded. Five votes in favor. MOTION CARRIED

### 8.2 APPROVAL: 2024 Annual Meeting of the Members and Election of Directors' Ballot Measures

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve the attached ballot measures to be included on the 2024 Annual Meeting of the Members and Election of Directors' Ballot. Director Doherty seconded. Five votes in favor. MOTION CARRIED

### 8.3 APPROVAL: Annual Committee Member Appointments

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of the following committee members and necessary chairperson changes to align with the Canyon Lake POA Committee Policy, as amended to make Dale Welty and Steve Libring alternate committee members to the FPC and Chris Papavero and Ray Stribling the committee members. Director Bill seconded. Five votes in favor. MOTION CARRIED

### 8.4 APPROVAL: Appoint Finance Committee Member

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the appointment of Terri Washle as a member; contingent upon execution of a confidentiality agreement, effective immediately. Director Cook seconded. Five votes in favor. MOTION CARRIED

### 8.5 APPROVAL: Road Reserve Funding for Year Two Road Project Concrete Work

MOTION/RESOLUTION: Director Cook moved that the Board of Directors approve the funding of \$301,790 plus a 5% contingency from the Road Reserve Fund, 03-670 for year two road project concrete work. Director Kamashian seconded. A roll call vote was held with all five directors in favor. MOTION CARRIED

### 8.6 APPROVAL: Revise Rule GR.5.2 Prohibited Vehicles

MOTION/RESOLUTION: Director Cook moved that the Board of Directors approve to revise rule GR.5.2, as attached. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

### 8.7 APPROVAL: New Rules for Community Garden

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to add rules GC.1.1 through GC.1.10, as attached. Director Doherty seconded. Five votes in favor. MOTION CARRIED

**8.8 28-Day Reading: Revise Rule LR.2.7 No Skateboards, Scooters, or Bicycles Allowed**

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the 28-day reading to revise rule LR.2.7, as attached. Director Doherty seconded. Five votes in favor. MOTION CARRIED

**8.9 28-Day Reading: Revise Rule GR.5.3r Illegal Parking**

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the 28-day reading to revise rule GR.5.3r, as attached. President Van Vleet seconded. MOTION FAILED

MOTION/RESOLUTION: President Van Vleet made a subsidiary motion that the Board of Directors table this item. Director Cook seconded. Five votes in favor. MOTION CARRIED

**8.10 28-Day Reading: Revise Rule GR.6.4 Permanent Guest List**

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the 28-day reading to revise rule GR.6.4, as attached. Director Bill 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, November 7, 2023, at 1:00 p.m. – Executive Session
- Tuesday, November 7, 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 7:56 p.m.

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

**Date: November 7, 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 November 7, 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 one (1) 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 six (6) 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:** November 7<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. 355-411-007	17.355-360-010	33.353-083-011
2. 355-171-010	18.354-120-023	34.353-060-007
3. 355-182-006	19.354-071-017	35.353-053-004
4. 355-194-006	20.354-152-034	36.353-033-028
5. 355-212-009	21.354-141-009	37.353-041-034
6. 355-251-021	22.355-061-027	38.353-082-034
7. 353-152-004	23.355-053-009	39.353-074-016
8. 353-111-005	24.351-154-002	40.353-081-001
9. 353-141-010	25.351-131-033	41.353-072-006
10.353-114-002	26.351-141-008	42.355-111-034
11.353-112-005	27.351-172-016	43.355-283-002
12.353-223-011	28.351-171-007	44.355-341-006
13.355-231-055	29.351-152-010	45.353-252-003
14.353-201-018	30.351-133-011	
15.355-131-005	31.354-242-025	
16.355-123-040	32.354-232-012	

**Date: 10/30/23**

**To: Board of Directors**

**From: Jeff Bill**

**Board Action/Resolution: Approve secure motorcycle parking.**

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**Background**

As previously mentioned in prior board meeting the FPC has completed their part of developing a plan for a secure motorcycle parking area. They were also requested to include the drainage issue behind the designated parking area as part of the scope so this can be done at one time instead of in phases.

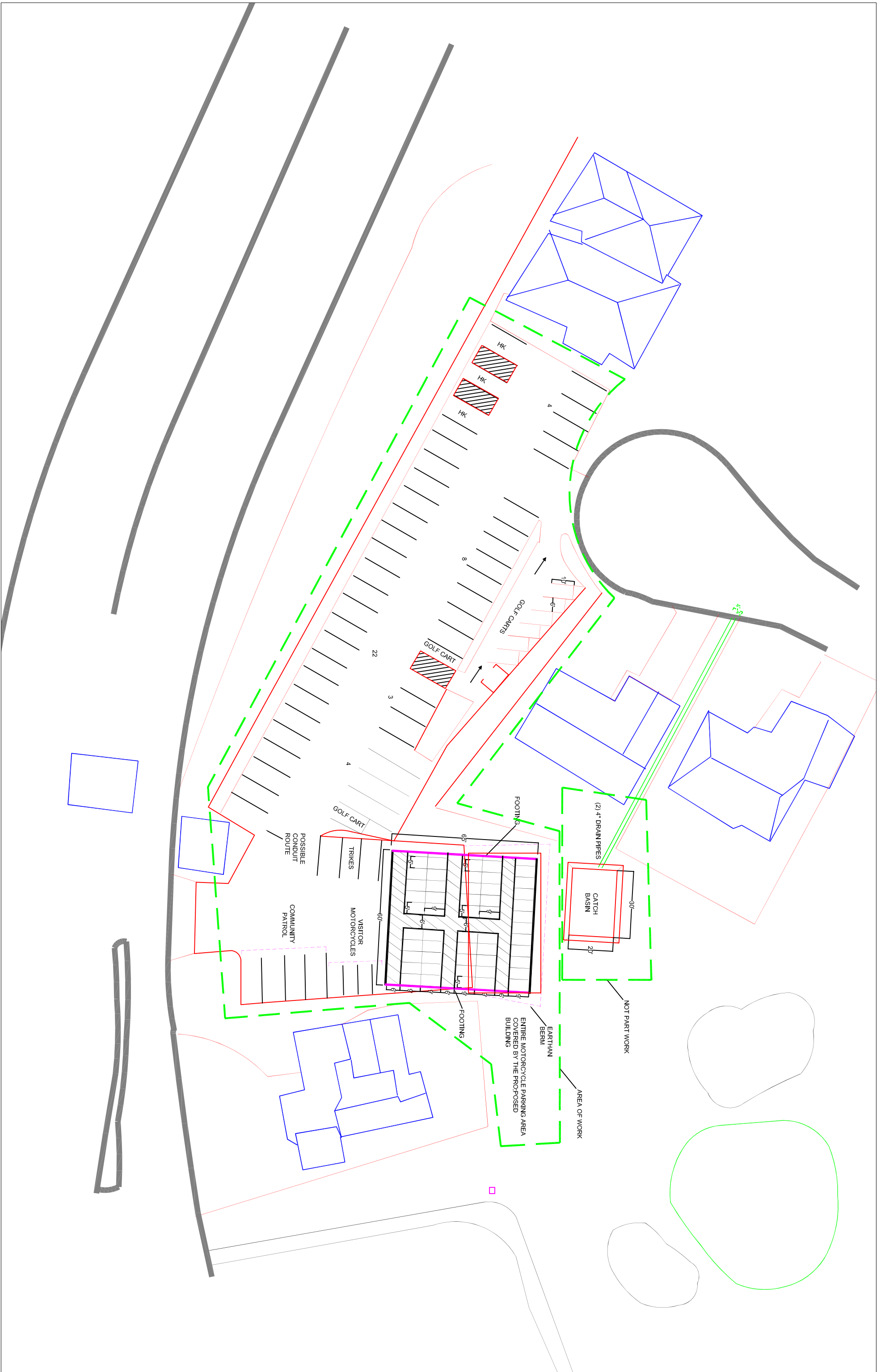
**Fiscal Impact**

250k-275k

**Recommendation**

Due to increases in theft and requests from the Canyon Lake community, I'm recommending the board approve developing a secure parking area for motorcycles by the main gate in accordance with the guidelines as set forth by the FPC and SAC recommendations.

Space rental rate \$40.00 monthly, rental program to mirror dock rentals.



**Date: November 7, 2023**

**To: Board of Directors**

**From: Activities Department**

**Board Action/Resolution: Request for - 2024 Water Sport Clubs' Calendar Requests & Lake Use Rules Variance Request**

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## **Background**

The Ski Clubs' have submitted a request for the 2024 Annual Calendar and Rules Variance. This request is to accommodate the participation of members in the Clubs' tournaments and events hosted annually.

*LM.6.7 Main Lake Ski Area Speed Limit*

*LM.6.13 Follow Counter-Clockwise Pattern*

*LM.9.2. Life Jackets required for all skiers or riders*

*LM.9.3 Maximum of One (1) Skier or Rider Per Boat*

*LM.9.4 Follow Counter-Clockwise Ski Pattern*

*LM.9.5 Ski Pattern Turns*

*LM.9.9 Maintain Safe Distance from Docks*

*LM.9.10 No Start or End at Dock*

*LM.9.11 Safe Distance Required for Towing*

*LM.9.16 Special Rules for the Areas of Treasure Island and Sunset Beach and Other High Traffic Areas*

*LM.9.17 Ski Rope Requirements / No Side Mount Bars*

*LM.9.20 No Wake Enhancing Devices Allowed*

*LM.9.23 Slalom Skiing Priority*

*LM.9.24 Skier/Rider Turn*

*LM.9.27 Boats Must Stop*

*LM.9.28 Turnaround and U-Turn Restrictions*

*LM.9.30 A Rider's Turn in Backwater*

## **Fiscal Impact**

None

## **Recommendation**

It is recommended that the Board of Directors approve/reject the 2024 Water Sport Clubs' Calendar request and Rules Variance.

*Carrie Pratt*

Carrie Pratt, Senior Activities Manager

# April 2024

May 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 Wakeboard Club 8-4 pm	1 April Fool's Day	2	3	4	5	6
7	8	9	10	11	12	13 Wakeboard Club 8-4 pm
14 Wakeboard Club 8-4 pm	15	16	17	18	19	20
21	22 Earth Day	23	24	25	26	27 Ski Club 8-4 pm
28 Ski Club 8-4 pm	29	30	1	2	3	4

# May 2024

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4 Wakeboard Club 8-4 pm
5 Wakeboard Club 8-4 pm	6	7	8	9	10	11
12 Mother's Day	13	14	15	16	17	18 Ski Club 8-4 pm 2-7 pm Jump L.
19 Ski Club 8-4 pm 2-7 pm Jump L.	20	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	1

# September 2024

October 2024

Su	Mo	Tu	We	Th	Fr	Sa
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day	3	4	5	6	7 Wakeboard Club 8-4 pm
8 Wakeboard Club 8-4 pm	9	10	11	12	13	14 Ski Club 8-4 pm 2-7 pm Jump L.
15 Ski Club 8-4 pm 2-7 pm Jump L.	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5



# October 2024

November 2024

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 Ski Club 8-4 pm 2-7 pm Jump L.	30	1	2	3	4	5 Ski Club 8-4 pm 2-7 pm Jump L.
6 Ski Club 8-4 pm 2-7 pm Jump L.	7	8	9	10	11	12 Wakeboard Club 8-4 pm
13 Wakeboard Club 8-4 pm	14 Columbus Day	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Halloween	1 All Saints' Day	2

**Date: November 7, 2023**

**To: Board of Directors**

**From: Assistant General Manager, Lynn Jensen**

**Action Item: Fee Schedule Changes- Rental Rates for Lodge & Country Club Facility Use.**

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### **Background**

Over the past few months, staff has been in the process of reviewing the policies and use fees for rental of the restaurant banquet rooms and areas, at each of the restaurants. After reviewing several local venues pricing, and taking into consideration the POA's operation of banquet facilities within the association, staff has proposed the revised rental fees, as attached.

In this proposed fee schedule, the rate changes are listed for each restaurant, and by the group reserving the listed area. Staff is recommending these rates to meet similar market rates, and establish reasonable rates for members and the designated groups using the facilities. The proposed rates will assist in reducing the subsidy to the restaurants.

### **Fiscal Impact**

To be determined based on scheduled reservations and potential bookings requested this upcoming year.

### **Requested Next Steps**

Staff is requesting that the Board approve the revised Schedule of Fees, as attached.

*Lynn Jensen*

Assistant General Manager

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
<b>ADMINISTRATIVE COSTS, FEES AND PERMITS</b>		
<b>COLLECTION COSTS:</b>		
INSTALLMENT FEES WITH CLPOA APS PROGRAM	5.00	5.00
INSTALLMENT FEE	10.00	10.00
LATE CHARGES	10%	10%
INTENT TO LIEN CHARGE	100.00	100.00
LIEN FEES	375.00	385.00
FILE PREP FOR COLLECTION SERVICE/SMALL CLAIMS	100.00	100.00
BAD CHECK CHARGES (NSF FEES)	35.00	30.00
INTEREST ON DELINQUENCIES	12%	12%
<b>ESCROW FEES:</b>		
<b>CALIFORNIA FORM 4528 PREMIER ESCROW PACKAGE (Includes Bank Owned)</b>	525.00	475.00
- (ARTICLES OF INCORPORATION, CC&R's, By-Laws, Operating Rules & Regulations, Operating Budget, Notice of Violations, Minutes of Regular Board Meetings, Required Statement of Fees (Demand Letter), Financial Statements)		
<b>ITEMIZED FORMS (not included in standard escrow package):</b>		
INSURANCE DECLARATION PAGE	30.00	25.00
LENDER QUESTIONNAIRE (Custom add \$50)	220.00	200.00
LITIGATION (Disclosure)	35.00	30.00
UPDATED REQUIRED STATEMENT OF FEES (Demand Letter)	85.00	75.00
REQUIRED STATEMENT OF FEES (Demand Letter)	220.00	200.00
RESERVE REPORT		<del>50.00</del>
<b>ADDITIONAL ESCROW FEES (not included in standard escrow package):</b>		
EXPEDITED RUSH SERVICE (within 2 business days)	100.00	100.00
REFINANCE STATEMENT OF FEES (Demand Letter, does not include Association documents)	85.00	75.00
ESCROW TRANSFER FEE	395.00	350.00
<b>OTHER ADMINISTRATIVE FEES:</b>		
COPYING (including CC&R's) - PER PAGE-BLACK AND WHITE	0.25	0.25
COPYING (including CC&R's) - PER PAGE-COLOR	0.50	0.50
COPYING (Sanctioned Club Rate) - PER PAGE-BLACK AND WHITE	0.02	0.02
COPYING (Sanctioned Club Rate) - PER PAGE-COLOR	0.15	0.15
<b>MEMBERSHIP FEES - MISCELLANEOUS:</b>		
GUEST LIST - PARTY LIST LESS THAN 24 HRS EXPEDITE FEE	25.00	25.00
LEASE FEE	160.00	150.00
LEASE FEE - RENEWAL	75.00	50.00
LEASE FEE - AMENDMENT FEE (changes made after 30 days of submittal)	50.00	50.00
LOST/STOLEN ID CARD OR DECAL	35.00	35.00
PERIMETER GATE ACCESS (Key Deposit)	100.00	100.00
OUTSTANDING ID / DECAL (per item)	100.00	100.00
<b>PERMITS:</b>		
CONTRACTOR PASSES - (calendar year)	250.00	250.00
GARAGE SALE (Limit 3 per Year)	20.00	20.00
<b>OPERATIONAL</b>		
<b>MAINTENANCE:</b>		
LABOR PER HOUR (including Event Setup, Teardown, & Monitoring)	50.00	50.00
LABOR PER HOUR (Emergency After Hours -after 5pm, Mon-Sun)	75.00	75.00
HEAVY EQUIPMENT AND SUPPLIES	At Cost	At Cost
<b>ACC FILING FEES AND PERMITS</b>		

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
<b>FILING FEES (Fee/Bond):</b>		
FILING FEE, NEW PROJECTS	200.00	200.00
NEW HOME/FILING FEE/BOND	300.00 / 3,000.00	300.00 / 3,000.00
ADDITION OVER 1,000 SQ. FT./FILING FEE/BOND	200.00 / 2,000.00	200.00 / 2,000.00
ADDITION UNDER 1,000 SQ. FT./FILING FEE/BOND	200.00 / 1,000.00	200.00 / 1,000.00
DOCK (new or replacements) /FILING FEE/BOND	200.00 / 1,000.00	200.00 / 1,000.00
DOCK - REMOVAL BOND		
SEAWALL & APPURTENANT STRUCTURE /FILING FEE/BOND	200.00 / 1,000.00	200.00 / 1,000.00
VARIANCE / LICENSE AGREEMENT FEE (APPLICATION, FILING & RECORDING FEE)	225.00	225.00
SHORELINE LICENSE AGREEMENT FEE	225.00	225.00
<b>PERMITS:</b>		
NEW HOME	3,000.00	3,000.00
ADDITION OVER 1,000 SQ. FT	2,000.00	2,000.00
ADDITION LESS THAN 1,000 SQ. FT	1,000.00	1,000.00
<b>OTHER ACC FEES:</b>		
SELF HELP REPAIR ADMINISTRATION FEE	225.00	225.00
SELF HELP REPAIR	At Cost	At Cost
<b>REGISTRATION FEES</b>		
VESSELS - MOTORIZED	45.00	45.00
VESSELS	5.00	5.00
<b>LAKE USE FEES — ANNUAL</b>		
POWER — 3 - 25 HP	135.00	130.00
POWER — 26 + HP	280.00	275.00
NOTE: LAKE USE FEE DOES NOT INCLUDE REGISTRATION FEE.		
<b>BOAT MOORAGE</b>		
ANNUAL WITH ELECTRIC	1,530.00	1,450.00
ANNUAL WITHOUT ELECTRIC	1,430.00	1,350.00
(If you pay monthly you must pay via APS with \$5.00 installment charge)		
<b>FACILITY RENTAL — HOURLY OR DAILY</b>		
<b>COMMON AREA ROOM USE FEE: (MEMBER/CLUB RATE)</b>		
HOLIDAY HARBOR AMPITHEATER (Weekdays)	250.00	250.00
HOLIDAY HARBOR AMPITHEATER (Weekends)	500.00	500.00
ROADRUNNER PARK (PAVILION) - DAILY	80.00	80.00
HOLIDAY HARBOR (PAVILLION ) - DAILY	45.00	45.00
HOLIDAY HARBOR (SNACK BAR) - DAILY	120.00	120.00
HOLIDAY HARBOR EAST PAVILION - DAILY	80.00	80.00
HOLIDAY HARBOR DEPOSIT (refundable)	250.00	250.00
INDIAN BEACH PAVILION 1	50.00	50
INDIAN BEACH PAVILION 2	50.00	50
INDIAN BEACH STAGE (w/electricity/no electricity)	100.00 / 75.00	100.00 / 75.00
SIERRA PARK PAVILION 1	50.00	50
SIERRA PARK PAVILION 2	50.00	50
EASTPORT ACTIVITY ROOM - DAILY (MEMBERS) M-S	75.00	75.00
EASTPORT ACTIVITY ROOM - DAILY (CLUBS) M-S	-	-
EASTPORT SNACK BAR - DAILY	150.00	150.00
EASTPORT DEPOSIT (Refundable)	250.00	250.00
ACCESS TO POA CONTROLLED UTILITY OUTLETS (per site daily)	50.00	50.00
-(drought restrictions may apply)		
GAULT FIELD LIGHT FEE - NON LEAGUE RELATED - PER HOUR	40.00	40.00

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
GAULT FIELD LEAGUE FEE (per game)	5.00	5.00
STORAGE UNIT RENTALS - PER SQ. FT.	0.60	0.60
<b>LODGE USE FEE: (MEMBER RATE)</b>		
HOLIDAY BAY ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	750.00 / 250.00	500.00 / 100.00
POOL VIEW ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	400.00 / 150.00	250.00 / 75.00
SUNSET BEACH ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	300.00 / 100.00	175.00 / 50.00
<del>BAR/LOUNGE AREA - DAILY (Up to 5 hours)</del>	<del>400.00</del>	<del>250.00</del>
PRIVATE DINING / HALF DINING ROOM- DAILY (Up to 5 hours)	400.00	
FRONT LAWN & TRELLIS- DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	1500.00 / 1000.00	250.00
SUNSET LOUNGE OUTDOOR DINING AREA (Up to 2 hours)	1,000.00	
FACILITY ROOM RATE FOR ADDITIONAL HOURS /AFTER HOURS CLEAN-UP (AFTER 10P)	150.00 / 300.00	125.00
BAR SET UP FEE	150.00	125.00
- HOURLY PER PERSON / AFTER 5P MON-SUN		
SPECIAL EVENT STAFF SUPPORT (Non-Banquet)- PER HOUR	40.00	
* Table Linens fee may apply	At cost	
** All Reservations are subject to availability and management approval		
<b>LODGE USE FEE: (CLUB RATE)</b>		
HOLIDAY BAY ROOM - DAILY (Up to 5 Hours) (FRI-SUN)/(MON-FRI 5P)	750.00 / 0.00	500.00 / 0.00
POOL VIEW ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	400.00 / 0.00	250.00 / 0.00
SUNSET BEACH ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	300.00 / 0.00	150.00 / 0.00
<del>MAIN DINING ROOM - DAILY (Up to 5 hours)</del>	<del>-</del>	<del>-</del>
<del>BAR/LOUNGE AREA - DAILY (Up to 5 hours)</del>	<del>N/A</del>	<del>250.00</del>
PRIVATE DINING/ HALF DINING ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	400.00 / 0.00	N/A
FRONT LAWN & TRELLIS - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	1000.00 / 500.00	250.00
SUNSET LOUNGE OUTDOOR DINING AREA (Up to 2 hours) (FRI-SUN)/(MON-FRI 5P)	1000.00 / 500.00	
FACILITY ROOM RATE FOR ADDITIONAL HOURS /AFTER HOURS CLEAN-UP (AFTER 10P)	150.00/ 300.00	100.00
BAR SET UP FEE	150.00	125.00
STANDARD CLEAN UP FEE / SETUP-TEAR DOWN		50.00/70.00
- HOURLY PER PERSON / AFTER 5P MON-SUN	50.00/70.00	
SPECIAL EVENT STAFF SUPPORT (Non-Banquet)- PER HOUR	40.00	
* Table Linens fee may apply		
** All Reservations are subject to availability and management approval		
<b>LODGE USE FEE: (OUTSIDE ENTITIES/NON-MEMBER RATE)</b>		
		FY 18-19 Rates (Removed from Budget Book)
HOLIDAY BAY ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	2000.00 / 1500.00	1,250.00
POOL VIEW ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	1000.00 / 750.00	500.00
SUNSET BEACH ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	500.00 / 400.00	300.00
<del>BAR/LOUNGE AREA - DAILY (Up to 5 hours)</del>	<del>N/A</del>	<del>N/A</del>
PRIVATE DINING ROOM (BANQUET ONLY)- DAILY (Up to 5 hours)	500.00	
FRONT LAWN & TRELLIS - DAILY (Up to 5 hours)	3,000.00	300.00
SUNSET LOUNGE OUTDOOR DINING AREA (Up to 2 hours)	2,000.00	
FACILITY ROOM RATE FOR ADDITIONAL HOURS, PER ROOM	300.00	100.00
AFTER HOURS CLEAN-UP (AFTER 10P)	500.00	
BAR SET UP FEE	150.00	100.00
STANDARD CLEAN UP FEE / SETUP-TEAR DOWN		25.00
- HOURLY PER PERSON / AFTER 5P MON-SUN	50.00 / 75.00	
SPECIAL EVENT STAFF SUPPORT (Non-Banquet)- PER HOUR	40.00	N/A
* Table Linens fee may apply	At cost	At cost
** All Reservations are subject to availability and management approval		

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
<b>COUNTRY CLUB USE FEE: (MEMBER AND CLUB RATE)</b>		
DINING ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	400.00 / 200.00	350.00 / 150.00
PATIO - DAILY (Up to 4 hours) (FRI-SUN)/(MON-FRI 5P)	200.00 / 125.00	125.00 / 75.00
MAGNOLIA ROOM - (Up to 4 hours) (FRI-SUN)/(MON-FRI 5P)	150.00 / 0.00	125.00 / 0.00
FACILITY RATE FOR ADDITIONAL HOURS	100.00	100.00
STANDARD CLEAN UP FEE / SETUP-TEAR DOWN - HOURLY PER PERSON / AFTER 5P MON-SUN	50.00 / 70.00	N/A
* Table Linens fee may apply		
** All Reservations are subject to availability and management approval		
<b>COUNTRY CLUB USE FEE: (OUTSIDE ENTITIES/ NON-MEMBER RATE)</b>		
		FY 18-19 Rates (Removed from Budget Book)
DINING ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	600.00 / 250.00	350.00
PATIO - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	400.00 / 200.00	100.00
MAGNOLIA ROOM - (Up to 5 hours) (FRI-SUN)/(MON-FRI 5P)	250.00 / 100.00	200.00
FACILITY RATE FOR ADDITIONAL HOURS	100.00	N/A
STANDARD CLEAN UP FEE / SETUP-TEAR DOWN - HOURLY PER PERSON / AFTER 5P MON-SUN	50.00 / 70.00	N/A
* Table Linens fee may apply	At cost	At cost
** All Reservations are subject to availability and management approval		
<b><u>EVENT SECURITY</u></b>		
EVENT SECURITY OFFICER - HOURLY -(as recommended by manager of facility)	40.00 PER PERSON	30.00 PER PERSON
<b>EQUESTRIAN CENTER — MONTHLY</b>		
PIPE STALL (12 X 24 feet)	207.00	195.00
PIPE STALL (16 X 24 feet)	241.00	227.00
PIPE STALL (24 X 24 feet)	291.00	274.00
BARN (12 X 16 feet)	342.00	322.00
BARN (12 X 24 feet)	458.00	432.00
BARN (14 X 24 feet)	496.00	467.00
<b>EQUESTRIAN CENTER — OTHER</b>		
BLANKETING FEE	45.00	45.00
BLANKETING FEE (1/2 day)	24.00	24.00
TRAILER STORAGE FEE	60.00	49.00
SPECIAL NEEDS FEEDING CHARGE (PER REQUEST)		
SHAVINGS	8.50	8.37
BERMUDA PER FLAKE	Market Price	1.21
ALFALFA PER FLAKE	Market Price	1.85
TIMOTHY PER FLAKE	Market Price	2.42
ORCHARD PER FLAKE	Market Price	2.18
<b>CAMPGROUND — DAILY (Sunday-Thursday)</b>		
LAKEFRONT WITH WATER, ELECTRIC & SEWER	47.00	45.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	42.00	40.00
TENT SITES	37.00	35.00
WINTER RATE DISCOUNT ON ABOVE RATES	(10.00)	(10.00)
EXTRA CAR FEE	5.00	5.00
DAY CAMP (8:00 A.M. - 6:00 P.M.)	5.00	5.00
<b>CAMPGROUND — (Friday-Saturday)</b>		
LAKEFRONT WITH WATER, ELECTRIC & SEWER	52.00	50.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	47.00	45.00

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
TENT SITES	42.00	40.00
WINTER RATE DISCOUNT ON ABOVE RATES	(10.00)	(10.00)
EXTRA CAR FEE	5.00	5.00
DAY CAMP (8:00 A.M. - 6:00 P.M.)	5.00	5.00
<b>CAMPGROUND — HOLIDAY RATES</b>		
LAKEFRONT WITH WATER, ELECTRIC & SEWER	62.00	60.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	57.00	55.00
TENT SITES	52.00	50.00
EXTRA CAR FEE	5.00	5.00
DAY CAMP (8:00 A.M. - 6:00 P.M.)	10.00	10.00
<b>OTHER CAMPGROUND FEES:</b>		
CAMPGROUND DUMP FEE	15.00	15.00
<b>POOL FEES:</b>		
SWIM INSTRUCTION PER SESSION - 1st wk, 1 child	85.00	85.00
SWIM INSTRUCTION PER SESSION - 2nd CHILD OR -2nd Week (Combo 1st & 2nd \$140)	55.00	55.00
AQUA FITNESS - DAILY	3.00	2.50
AQUA FITNESS - MONTHLY	30.00	30.00
AQUA FITNESS - PUNCH CARD 10 PUNCHES	20.00	20.00
<b>GREEN FEES — ANNUAL</b>		
ANNUAL MEMBER - INDIVIDUAL	2,200.00	2,150.00
ANNUAL MEMBER - 2 PERSON MEMBERSHIP (Same Tract-Lot)	3,725.00	3,650.00
ANNUAL MEMBER - FAMILY ( After two adults each person must be under 21 years old) (Same Tract-Lot)	4,400.00	4,300.00
ANNUAL MEMBER - JUNIOR (17 and under)	675.00	650.00
 <u>OUTSIDE (NON - MEMBER) RATES</u>		
OUTSIDE ANNUAL - INDIVIDUAL w cart	3,350.00	3,300.00
OUTSIDE ANNUAL - FAMILY (Couples & children 17 and under w cart)	5,600.00	5,500.00
OUTSIDE ANNUAL - JUNIOR (17 and under)	1,000.00	960.00
INITIATION FEES (One time charge) (If you pay monthly you must pay via APS with \$5.00 installment charge)	250.00	200.00
 OUTSIDE BASE PAY FOR PLAY ANNUAL-Membership fee	775.00	774.00
OUTSIDE PAY FOR PLAY PER ROUND	28.00	22.00
 <b>GREEN FEES — DAILY</b>		
<u>PRIME TIME:</u>		
18 HOLE	48.00	43.00
9 HOLE	31.00	28.00
JUNIOR	16.00	13.00
<u>TWILIGHT:</u>		
TIMES CHANGES SEASONALLY - REFER TO TIMES POSTED AT THE GOLF SHOP		
18 HOLE	47.00	37.00
9 HOLE	31.00	28.00
JUNIOR	16.00	13.00
<u>SUPER TWILIGHT:</u>		
TIMES CHANGES SEASONALLY - REFER TO TIMES POSTED AT THE GOLF SHOP		
18 HOLE	29.00	26.00
JUNIOR	13.00	10.00

**CANYON LAKE PROPERTY OWNERS ASSOCIATION  
SCHEDULE OF FEES  
FISCAL YEAR ENDING APRIL 30, 2024**

	For the Fiscal Year May 1, 2023 through April 30, 2024	For the Fiscal Year May 1, 2022 through April 30, 2023
<b>OTHER:</b>		
ANY PLAY LESS THAN 9 HOLES (TOURNAMENTS)	10.00	9.00
20 ANYTIME ROUNDS - 18 HOLE (valid for 2 years from date of issuance)	816.00	731.00
20 ANYTIME ROUNDS - 9 HOLE (valid for 2 years from date of issuance)	527.00	476.00



**Date: November 7, 2023**

**To: Board of Directors**

**From: Corporate**

**RE: Approval: Revised Policy - Sanctioned Club & Activity Groups Policy**

---

**Background:**

The CLPOA Sanctioned Club Policy designates the guidelines for groups requesting to be recognized as sanctioned organizations with the CLPOA. This policy outlines the requirements for these groups including, the benefits of being a recognized organization with the Association.

One of the benefits that many of the clubs utilize is, the discounted menu items for Sanctioned Club Banquets. As we know, the cost of everything has increased which has had an impact on our costs of goods for the restaurants. Staff is requesting a modification to the policy to assist with the Operating Budget expenses for both restaurants.

In the attached policy, staff is requesting that the Board approve a designated discount amount for banquet food purchases for Sanctioned Club banquets. The set amount will allow staff to have consistency with both restaurants, and assist with the overall budget expenses.

**Fiscal Impact**

The fiscal impact would result in an additional revenue to the restaurants.

**Recommendation**

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

*Lynn Jensen*

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Lynn Jensen, Assistant General Manager



**CANYON LAKE PROPERTY OWNERS' ASSOCIATION  
POLICIES, PROCEDURES & GUIDELINES**

**DIVISION: Corporate**

**POLICY NO. :**

**EFFECTIVE DATE: Revised November 7, 2023**

**(This policy supersedes all previous Sanctioned Club & Activity Groups Policies.)**

**Sanctioned Club & Activity Groups Policy**

**1.0 Policy**

WHEREAS, Article II, Section 1 of the Bylaws states the primary purpose of the Association shall be to further and promote the common interests and welfare of its members within the subdivision known as Canyon Lake; and

WHEREAS, Article II, Section 2 of the Bylaws states the Association shall do whatever is necessary, conducive, incidental or advisable to accomplish and promote its objective and purposes;

NOW, THEREFORE, BE IT RESOLVED THAT the following general guidelines and procedures for sanctioned clubs and activity groups be adopted:

It will be the policy of the CLPOA to foster and promote the existence of clubs and other organizations created for recreational, fraternal, civic improvement, or other purposes not specifically prohibited hereafter.

**Sanctioned Clubs**

Those organizations which desire formal recognition, and all of the benefits associated with being a CLPOA Sanctioned Club.

Sanctioned Clubs that make use of CLPOA facilities will be expected to perform some degree of community service in the spirit of reciprocity.

**Activity Groups/Non-Sanctioned Clubs and Organizations**

Those organizations which desire use of the common areas as approved by the CLPOA, without being recognized as a CLPOA Sanctioned Club. Activity Groups will be limited to the use of designated facilities, as approved by the CLPOA, annually.

**Sanctioned Club Approval Procedure**

Any organization desiring sanctioning by the CLPOA will petition the Board of Directors for approval by submission of the following documentation:

**BOARD Approved:**

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

## CANYON LAKE PROPERTY OWNERS' ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

- A. An application setting forth the club's name, principal address, list of officers, type of club and proposed date of sanction.
- B. A signed Club Damages Agreement must be submitted.
- C. Clubs must submit a signed Gate Access Agreement, if applicable.
- D. A copy of the club's by-laws as approved by the membership of the club. A copy of the minutes approving the by-laws must be attached with the request. The by-laws shall contain the following as a minimum:
  - 1. Name of club including its principal address.
  - 2. Objective and purpose of club.
  - 3. List of officers of the club.
  - 4. Procedures, policies, and manner of operation for the club, including the method of disciplinary action against members for non-compliance with club or CLPOA rules.
  - 5. Dissolution clause.
- E. A roster of all the current club members. Clubs must maintain a minimum of twenty (20) club members at all times. The minimum twenty (20) members must be prime, associate, or sub-associate members. All other memberships will not be counted towards the minimum membership requirements. Membership will be verified to meet the minimum requirement of Canyon Lake residents.
- F. The club requesting sanctioning shall be notified from the CLPOA on the decision of the request.
- G. A list of all the club officers and contact information shall be kept current with CLPOA at all times during sanctioning.
- H. Sanctioned clubs will be approved for a term of three (3) years, after which an application for renewal must be presented for the continued sanctioning by the CLPOA. Application for renewal must be accompanied by a statement signed by the club president setting forth the accomplishment of the club, and a list of the community service provided by the club during the prior term of approval. In addition, Clubs must provide a copy of meeting minutes for two meetings per year, for the three (3) year sanctioning period. Failure to meet this requirement will lead to either disapproval, or non-renewal for another term of three years. Such disapproval will not mean the club cannot continue as a non-sanctioned club.
- I. Application of approval to clubs in existence on the effective date of this policy. Previously approved clubs will be required to meet all the requirements of this policy from the effective date of this revised policy.

### **Activity Groups/Non-Sanctioned Clubs and Organizations Approval Procedure**

Any organization desiring use of the common area, as a recognized Activity Group, will apply to the CLPOA for approval by submission of the following documentation:

- A. An application setting forth the Activity Group name, type of club and proposed date of approval.
- B. A signed Club Damages Agreement must be submitted.
- C. The group requesting approval shall be notified from the CLPOA on the decision of the request.

BOARD **Approved:**

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

## CANYON LAKE PROPERTY OWNERS' ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

- D. Groups will be approved for a term of three (3) years, after which an application for renewal must be presented for the continued approval by the CLPOA.

### **General Requirements for recognition as a CLPOA Sanctioned Club**

- A. The objectives and purpose of any club desiring sanction shall **not** include any of the following:
1. Objective of club is of a short term, involving one function or not of a continuing nature.
  2. Advances the interest of one special interest group at the expense of another group.
  3. Purposed not compatible with the best interest of community. Membership qualifications which are unusually restrictive to prospective members.
  4. Other prohibitions which the Board of Directors may from time to time apply.
- B. Membership of any club shall at all times be composed of at least 75% residents of Canyon Lake. Current rosters of club members must be submitted annually with Club Calendar requests. Membership requirements apply to all club hosted functions except for community events in which the general membership is invited.
- C. Clubs will be allowed use of CLPOA facilities on a first-come first-serve basis as per the CLPOA rules and policies. Any club which is involved with damage to a CLPOA facility will be denied use of facilities until such time as restitution for damages are made. Clubs will not be granted use of the facilities if there are any outstanding balances owed, or paperwork due to the Association.

### **General Requirements for recognition as a CLPOA Activity Group**

- A. The objectives and purpose of any activity group desiring approval shall **not** include any of the following:
1. Advances the interest of one special interest group at the expense of another group.
  2. Purposed not compatible with the best interest of community. Membership qualifications which are unusually restrictive to prospective members.
  3. Other prohibitions which the Board of Directors may from time to time apply.
- B. Membership of any activity group shall at all times be composed of at least 60% residents of Canyon Lake. Current rosters of group members must be submitted annually with group calendar requests. Membership requirements apply to all group hosted functions except for community events in which the general membership is invited.
- C. Activity Groups will be allowed use of CLPOA facilities on a first come first serve basis, as per the CLPOA rules and policies. Any group which is involved with damage to a CLPOA facility will be denied use of facilities until such time as restitution for damages are made. Clubs will not be granted use of the facilities if there are any outstanding balances owed, or paperwork due to the Association.

### **Community Service Requirements for Sanctioned Clubs**

BOARD **Approved:**

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

## CANYON LAKE PROPERTY OWNERS' ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

- A. The CLPOA shall recognize the following options as community service requirements for continued approval as a recognized sanctioned club. Each club shall provide community service-related activities annually, for the three (3) year term of sanctioning for renewal and approval as approved by the Board of Directors.
1. Community Service- volunteering for community related services such as; clean-up days at common areas, special event assistance to the CLPOA (a significant number of the specific club members must participate as a club), or other community related services as approved by the CLPOA.
  2. Monetary donations to the Association, CLPOA recognized organizations, or CLPOA sponsored events and activities. A financial statement (i.e., approved Treasurer's Report, or Annual Report) must be submitted with the designated list of donations.
  3. Donation of common area improvements or repairs towards community parks, beaches or equipment (i.e., park benches, picnic tables, landscape improvements, or common area equipment).

### Community Service Requirements for Activity Groups

- A. The Activity Group hosted functions shall be free and open to the general membership and group members, which shall be considered the community service requirement for these designated groups.

### Benefits for Sanctioned Clubs

CLPOA recognized clubs/organizations shall have the following benefits for the term of sanctioning. Upon completion of the required information for approval or renewal, the benefits shall continue as approved by the Board for each term of sanctioning.

1. Annual calendar scheduling of club functions and events beginning 1<sup>st</sup> Friday of September, for the following calendar year. Club with special event license requirements may be able to schedule as required, subject to approval of the CLPOA.
2. Discounted use of CLPOA facilities and common areas per the CLPOA rules and policies. (costs associated with staff time for equipment use, event set-up & clean-up may be charged at an hourly rate).
3. Discounted menu items for Sanctioned Club banquets. **Sanctioned Clubs shall receive a 10% discount off the Banquet Menu pricing. This discount shall not apply to the purchase of alcohol.**
4. Use of certain CLPOA equipment for sanctioned club functions (tables, chairs, signs, etc.).
5. Advertisement for club functions and upcoming events.
6. Club contact info and listings on CLPOA website.

### Benefits for Activity Groups & Organizations

BOARD **Approved:**



**CANYON LAKE PROPERTY OWNERS' ASSOCIATION  
POLICIES, PROCEDURES & GUIDELINES**

CLPOA activity groups/organizations shall have the following benefits for the term of approval. Upon completion of the required information for approval or renewal, the benefits shall continue as approved by the CLPOA for each year on a first-come, first-served basis by priority, as outlined in the facility use policy.

1. Annual calendar scheduling of group functions and activities after January 1<sup>st</sup> for the following calendar year.
2. Discounted use of designated CLPOA facilities and common areas per the rules and policies. (costs associated with staff time for equipment use, event set-up & clean-up are charged at an hourly rate).
3. Use of certain CLPOA equipment (tables, chairs, signs, etc.), as approved, subject to applicable fees.
4. Advertisement for club functions and upcoming events, as provided by the group.
5. Club contact info and listings on CLPOA website.

BOARD **Approved:**

**Date: November 7<sup>th</sup>, 2023**

**To: Board of Directors**

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

**Board Action/Resolution: Reserve Funding for Lodge Equipment Well Roof**

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**Background**

Over this last raining season, we have seen more and more leaks on the Lodge equipment well roof. The rolled asphalt roof is 23 years old and in need of replacement. We would like to remove the rolled asphalt roof and replace it with a newer technology called TPO which stands for thermoplastic polyolefin. TPO is durable, helps reflect light and has a 25-30 year life span.

We received 3 bids.

**Fiscal Impact**

\$63,900 plus a 8% contingency funding from 02-6700.

**Recommendation**

It is recommended that the Board of Directors approve \$63,900 plus a 8% contingency from Reserve fund 02-6700 to replace the Lodge equipment well roof.

*Steve Schneider*

Steve Schneider, Director of Operations

**Date: November 7<sup>th</sup>, 2023**

**To: Board of Directors**

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

**Board Action/Resolution: Reserve Funding for Redesign of Cart Path and Tee Area on Hole 2**

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**Background**

It was brought to the Green Committees attention through a member there is a narrow portion of the Golf Course cart path at the number 2 tee which sometimes golfers step onto private property. Green Committee has recommended we hire a professional golf course architect to help solve the issue.

After we have a design, it will be presented to the Green Committee for their recommendation, put out to bid and come back to the Board for project funding.

**Fiscal Impact**

Design cost approximately \$8,500 plus a 10% contingency funding from 02-6700.

Total project cost approximately \$93,000

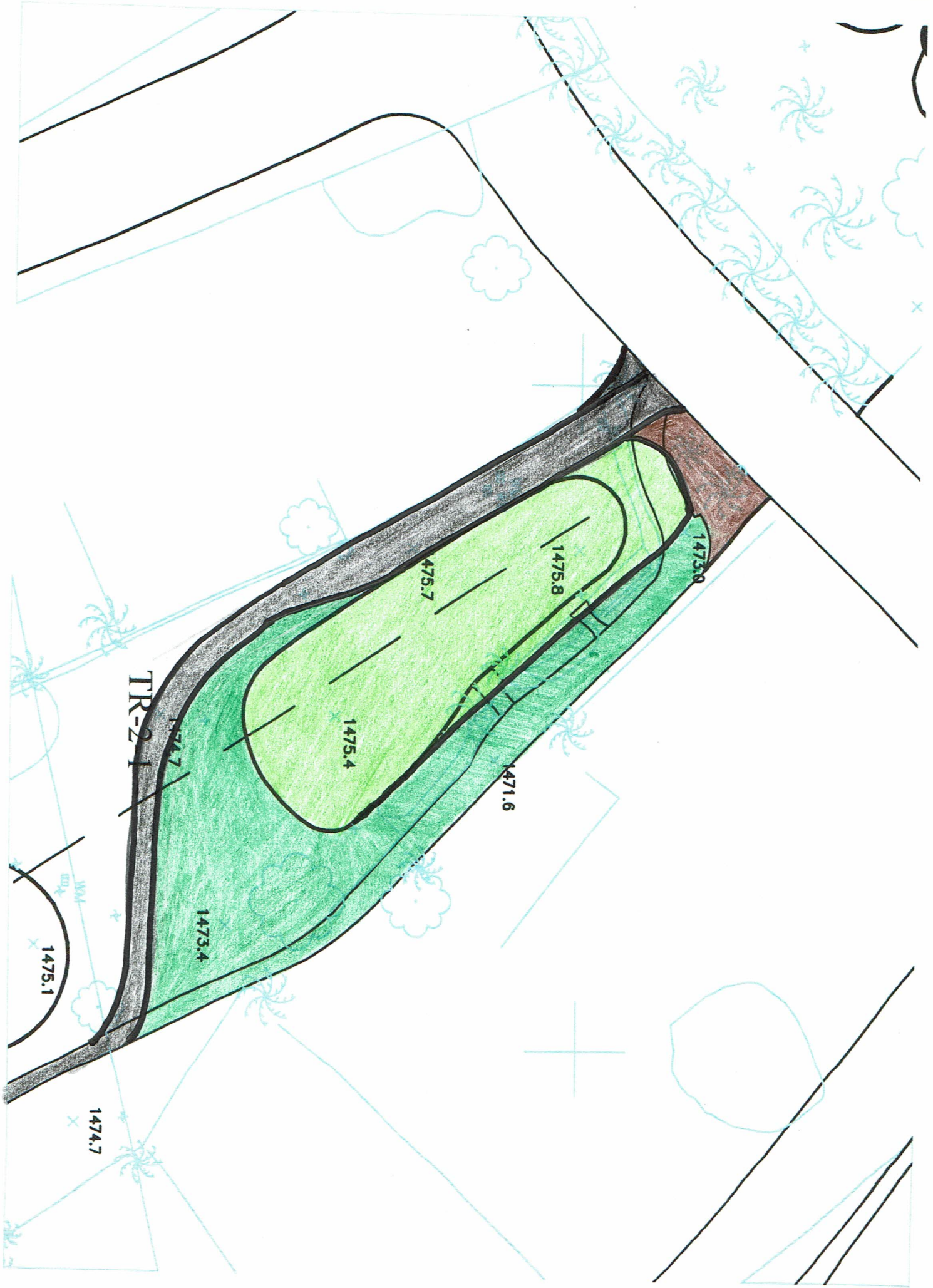
**Recommendation**

It is recommended that the Board of Directors approve \$8,500 plus a 10% contingency from Reserve fund 02-6700 to redesign cart path area and tee area on hole 2.

*Steve Schneider*

Steve Schneider, Director of Operations





TR-21

1475.8

1475.7

1475.4

1473.4

1471.6

1473.0

1475.1

1474.7

002

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31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** November 7, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Asst. General Manager

**RE:** APPROVAL – Revise Rule LR.2.7 No Skateboards, Scooters, or Bicycles Allowed

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### **Background**

With the increase in popularity of personal electric devices, staff felt it was appropriate to update the restrictions on operating such devices at or around the Lodge facility. Multiple complaints and feedback from the membership have been received regarding the increase in electric bicycles, scooters, skateboards, etc. being left unattended all around the Lodge facility and being ridden dangerously in crowded areas or walkways. Also, the facility recently underwent an overdue renovation and in the attempt to maintain the area's aesthetics and atmosphere, staff feels this rule and fine revision is necessary. To clarify, this will not apply to the parking lot.

### **Fiscal Impact**

### **Recommendation**

It is recommended that the Board of Directors approve to revise rule LR.2.7 as attached.



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Lynn Jensen, Asst. General Manager

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### **Current Rule**

#### **LR.2.7 No Skateboards, Scooters or Bicycles Allowed**

Skateboards, scooters and bicycles are prohibited in or around the Lodge facility and pool including all walkways and entryways.

Fine: \$50.00

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

#### **LR.2.7 No Skateboards, Scooters, ~~or~~ Bicycles, or Personal Electric Devices Allowed**

Skateboards, scooters, ~~and~~ bicycles, and any personal electric device such as electric bicycles, scooters, and wheeled boards are prohibited in or around the Lodge facility and pool including all walkways, ~~and~~ entryways, patios, restrooms, and outdoor dining areas. Such devices and equipment must be left in designated racks at all times and shall not be left unattended or propped against any CLPOA property.

Fine: ~~\$50.00~~ \$100.00

### **Revised Rule**

#### **LR.2.7 No Skateboards, Scooters, Bicycles, or Personal Electric Devices Allowed**

Skateboards, scooters, bicycles, and any personal electric device such as electric bicycles, scooters, and wheeled boards are prohibited in or around the Lodge facility and pool including all walkways, entryways, patios, restrooms, and outdoor dining areas. Such devices and equipment must be left in designated racks at all times and shall not be left unattended or propped against any CLPOA property.

Fine: \$100.00

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31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE: November 7, 2023**

**ACTION:**

**TO: Board of Directors**

**FROM: Asst. General Manager**

**RE: APPROVAL – Revise Rule GR.6.4 Permanent Guest List**

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### **Background**

In an effort to prevent unauthorized access to the community, the board approved the following amendments to the permanent guest list policy: permanent guest lists will be purged on an annual basis. It is important to note that adequate notification will be provided to the membership prior to the annual purge. The following is being recommended to make the rule consistent with the policy being practiced.

### **Fiscal Impact**

### **Recommendation**

It is recommended that the Board of Directors approve to revise rule GR.6.4 as attached.



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Lynn Jensen, Asst. General Manager

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## **Current Rule**

### **GR.6.4 Permanent Guest List**

A Permanent Guest List is available for Members to list additional guests on a permanent basis. Each Member may list a maximum six (6) guests per tract and lot. This list that will allow access to the Community on a regular basis. A guest pass will be printed at the gate upon presentation of a valid Driver's License, which shall be valid for ten (10) days. It is the responsibility of the guests to obtain a new pass after the pass has expired.

## **Proposed Revision (Redlined)**

### **GR.6.4 Permanent Guest List**

A Permanent Guest List is available for Members to list **up to six (6) guests per tact and lot.** **These guests will remain on the property until removed or purged.** ~~additional guests on a permanent basis.~~ **These lists will be purged on an annual basis.** ~~This list that will allow access to the Community on a regular basis.~~ A guest pass will be printed at the gate upon presentation of a valid Driver's License, which shall be valid for ten (10) days. It is the responsibility of the guests to obtain a new pass after the pass has expired.

## **Revised Rule**

### **GR.6.4 Permanent Guest List**

A Permanent Guest List is available for Members to list up to six (6) guests per tact and lot. These guests will remain on the property until removed or purged. These lists will be purged on an annual basis. A guest pass will be printed at the gate upon presentation of a valid Driver's License, which shall be valid for ten (10) days. It is the responsibility of the guests to obtain a new pass after the pass has expired.

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** November 7, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Asst. General Manager

**RE:** 28 Day Reading – Revise Rule GR.5.3r Illegal Parking

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**Background**

It was brought to staff's attention that there is not a rule addressing vehicles parked in a fashion that prevents speed trailer operation and enforcement. Staff is recommending this amendment to allow CLPOA to cite these vehicles when appropriate. Staff is also recommending a small increase in the fine amount, due to the safety concerns in lack of speed enforcement. After consulting with patrol, it was decided that a distance of 20 feet is appropriate.

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve the 28 day reading to revise rule GR.5.3r as attached.



---

Lynn Jensen, Asst. General Manager

---

### **Current Rule**

**GR.5.3r** - No other illegal parking found to be blocking other vehicles from moving from a parking area, parking within a loading zone or vehicles parked within a designated golf cart parking spot.

Fine: \$50.00

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

**GR.5.3r** - No other illegal parking found to be blocking other vehicles from moving from a parking area, parking within a loading zone, ~~or~~ vehicles parked within a designated golf cart parking spot, or parking within 20 feet of any speed enforcement trailer and preventing its operation.

Fine: ~~\$50.00~~ \$100.00

### **Revised Rule**

**GR.5.3r** - No other illegal parking found to be blocking other vehicles from moving from a parking area, parking within a loading zone, vehicles parked within a designated golf cart parking spot, or parking within 20 feet of any speed enforcement trailer and preventing its operation.

Fine: \$100.00

## 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 November 2023.

### Activities Dept. 50

- Park hours change on October 1, 2023 to winter hours of 8 am – 8 pm until April 30, 2024.
- Community benches throughout community. Give Activities a call to order a bench.
- Coordinating with the JWC, Fine Arts Guild and other clubs to host events including Harbor Fest.
- Car show planning meetings and worked the event.
- 9/11 evening event planned with staff and the Veteran's and First Responders
- Many Halloween events were planned and executed by Operations and Activities staff
- Veteran's planning with the City
- Concerts At The Lodge 2024 Concerts booked
- CLUB RESERVATIONS FOR 2024
  - The planning calendar is getting full – emails will be going out shortly

### Pool Dept. 54

- Aqua Fitness
  - Monday through Friday 8:30
- Pool stats:
  - Month of October - total 1,751
  - Aqua fitness and lap swim – 576
  - Open swim – 1175
- Pool Closes for the 2023 season 11/26/23

### Event & Activities Updates

#### Upcoming Events

- The City Veterans Day @ Holiday Harbor 11/11 @ 2pm
- Quartermania by Family Matters at the Senior Center 11/12
- Sip & Shop by JWC @ a location pending at this time
- Annual Tree Lighting @ the Lodge 11/26 @4pm
- Winter Wonderland by the City 12/02 @3pm
- Toy Drive and Christmas Parade 12/03 @5pm
- Boat Parade 12/09 @ 5pm
- Breakfast w/ Santa by the Ski Club 12/09 @8am
- Parade of Lights 12/09 @ 5pm
- Choraleers Concert @ the Lodge 12/10 @2pm
- Community Theater Christmas Dinner Show @ the Lodge 12/15 @7pm
- Community Theater Pageant @ the Lodge 12/16
- Brunch with Santa @ the Lodge 12/17

#### Classes

- Active Fitness – new name, same class
  - Tuesday & Thursday, 10-10:45 am @ the Lodge
  - NEW: Monday 6:30 pm



- Dance Cardio – Get Fit with Sticks
  - Tuesday & Thursday, 9-9:45 am @ the Lodge
  - Wednesdays @ 6:30 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
- Restorative Yoga
  - Thursdays, 7-8 pm @ the Lodge

## **Committees**

Senior Committee – no open positions

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

# COMMUNICATION REPORT

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

### Looking Forward

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

- **Online Enhancements**  
(in progress or coming soon)
  - Lodge Upcoming Events Page
  - Amenity/Facility Calendars
  - Manager Bio Pages
- **Community Project Promotions**
  - Lodge Renovation Project
  - Year 2 Pavement Project
- **Upcoming Event Promotions**
  - Pickleball Ribbon Cutting
  - Senior Center Holiday Boutique
  - JWC's Sip & Shop Event
  - Tree Lighting Festival
  - Toy Drive & Christmas Parade
  - Ski Club's Breakfast with Santa
  - Parade of Lights
  - Senior Center Christmas Dinner Party
  - Senior Center NYE Party
  - Lodge NYE Party
- **Member Services Notices**
  - Canyon Lake Virtual Tours (360)
  - ePasses
  - Access Updates for Permanent Guests & Service Providers
- **Community Safety/Security**
  - Lake Warning Flags
  - Lake Emergency Markers
  - Canyon Lake Camera Program
  - E-bike Registration Program
  - Boater's Guide
- **Canyon Lake POA Merchandise Store Redesign**
- **SMS Text Marketing**
- **Promoting Dining and Events at Restaurants**
- **Amenity Promotions**
  - Golf Course Video Hole Tour
  - Golf Annual Membership Campaign
  - Golf Daily Play Promotion (Canyon Lake residents only)
  - Lighthouse Restaurant Promotions

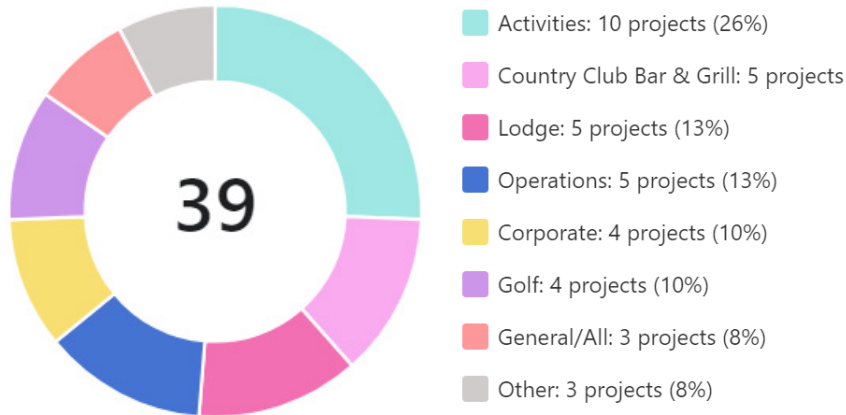
# COMMUNICATION REPORT

KPI Dashboard – October 2023

## ACTIVE CAMPAIGNS

October 2023

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



## HIGHLIGHTS

**634**

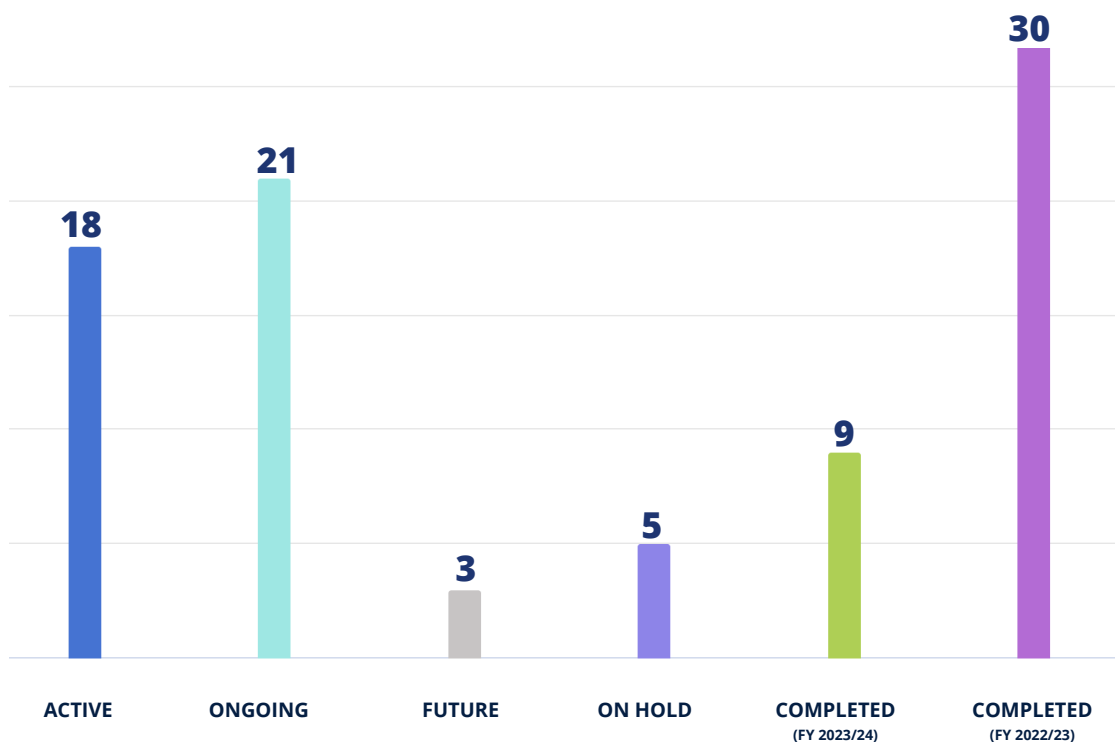
tasks completed  
in October 2023

**19**

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

October 2023

## Community Promotions

**2023 Canyon Lake Car Show Annual**

**SATURDAY, OCTOBER 7, 2023**  
9 A.M. - 3 P.M. AT CANYON LAKE LODGE

HUNDREDS OF CLASSIC CARS • VENDORS • RAFFLES • ENTERTAINMENT

OWN A PRE-1988 OR SPECIALTY VEHICLE? DOWNLOAD REGISTRATION FORM AT [WWW.CLPOA.COM/CARSHOW](http://WWW.CLPOA.COM/CARSHOW) TO PARTICIPATE. \$40 ENTRY FEE, INCLUDED T-SHIRT, LOTS OF GOODIES & AWARDS!

VISIT [WWW.CLPOA.COM/CARSHOW](http://WWW.CLPOA.COM/CARSHOW) FOR EVENT DETAILS!

**YACHT CLUB**

# LAKE CLEAN UP

**October 21 at 9 a.m.**  
Diamond Point Park  
22751 Blue Teal Dr.  
Canyon Lake, CA

**Help Clean Our Lake!**

**GUESS HOW MANY PIECES OF CANDY ARE IN THE JAR**

COMMENT YOUR ANSWER FOR A CHANCE TO WIN A \$25 POA GIFT CARD

THE WINNER WITH THE CLOSEST GUESS WILL BE ANNOUNCED ON MONDAY, OCTOBER 30

CANYON LAKE PROPERTY OWNERS ASSOCIATION

[@canyonlakepoa](https://www.instagram.com/canyonlakepoa)

2023 CONCERTS AT THE LODGE PRESENTS

# THE FABULOUS THUNDERBIRDS

NOVEMBER 4, 2023

VIP: \$79 | GENERAL ADMISSION: \$59

**TICKETS ON SALE NOW**

[WWW.CLPOA.COM/THETFABULOUSTHUNDERBIRDS](http://WWW.CLPOA.COM/THETFABULOUSTHUNDERBIRDS)

Canyon Lake Senior Center's 23rd

# HOLIDAY BOUTIQUE

2-Day Shopping Event

NOVEMBER 4 & 5 | 9 A.M. – 4 P.M.

LOCALLY CRAFTED ART  
UNIQUE ARTISAN GIFTS  
HOLIDAY & HOME DECOR  
AND MORE!

Canyon Lake Senior Center  
23307 Canyon Lake Drive  
Canyon Lake, CA 92587

[www.clpoa.com/holidayboutique](http://www.clpoa.com/holidayboutique)

CANYON LAKE PROPERTY OWNERS ASSOCIATION

# HAPPY VETERANS DAY

HONORING ALL WHO SERVED

OFFICES CLOSED  
FRIDAY, NOVEMBER 10  
REGULAR HOURS  
RESUME NOVEMBER 11

## Restaurant & Golf Promotions

CANYON LAKE COUNTRY CLUB BAR & GRILL

\$35 A PERSON  
2-HOUR ART SESSION

# Paint and Sip

THURSDAY, OCTOBER 12 | 5 P.M. TO 7 P.M.

Buy tickets now at [www.createwithpaint.net](http://www.createwithpaint.net)  
Open to Members and the Public

CANYON LAKE COUNTRY CLUB BAR & GRILL

[@canyonlakecountryclub](https://www.instagram.com/canyonlakecountryclub)

32001 Railroad Canyon Road, Canyon Lake, CA 92587 | [www.canyonlakecc.com](http://www.canyonlakecc.com)

CANYON LAKE GOLF & COUNTRY CLUB

# Overseeding SCHEDULE

OCTOBER 9 - OCTOBER 29  
Golf Course & Pro Shop Closed for Annual Overseeding

OCTOBER 16 - OCTOBER 29  
Country Club Bar & Grill Closed for Annual Maintenance

OCTOBER 25  
Golf Pro Shop Opens

OCTOBER 30  
Golf Course and Country Club Opens

CANYON LAKE GOLF & COUNTRY CLUB

[@canyonlakecountryclub](https://www.instagram.com/canyonlakecountryclub)

LODGE SUNSET LOUNGE & TERRACE

# SKIP JOHNSON

LIVE POP AND JAZZ

THURSDAY, OCTOBER 5  
5 P.M. - 8 P.M.

Reservations available online at [www.canyonlakelighthouse.com](http://www.canyonlakelighthouse.com)

The dinner and bar appetizer menus will be served in the lounge, bar and outside terrace. The dining room is currently closed for renovation and the Sunset Terrace construction is nearing completion. All new indoor and outdoor furniture is expected to arrive next month. Please pardon our dust while we improve our community.

22200 Canyon Club Drive, CA 92587, Canyon Lake CA

LODGE SUNSET LOUNGE & TERRACE

# HALLOWEEN Bash

## YESTERDAY'S NEWS

ROCK & CLASSIC ROCK HITS

Friday, October 27 | 6 p.m. to 9 p.m.

- COSTUME CONTEST AND PRIZES
- CHILLING DRINK SPECIALS
- LIVE MUSIC BY YESTERDAY'S NEWS

Reservations available online at [www.canyonlakelighthouse.com](http://www.canyonlakelighthouse.com)

# COMMUNICATION REPORT

## Website Highlights – October 2023

### Website Analytic Highlights

Users

13K

↓ 12.9%

Event count

108K

↓ 12.6%

Views

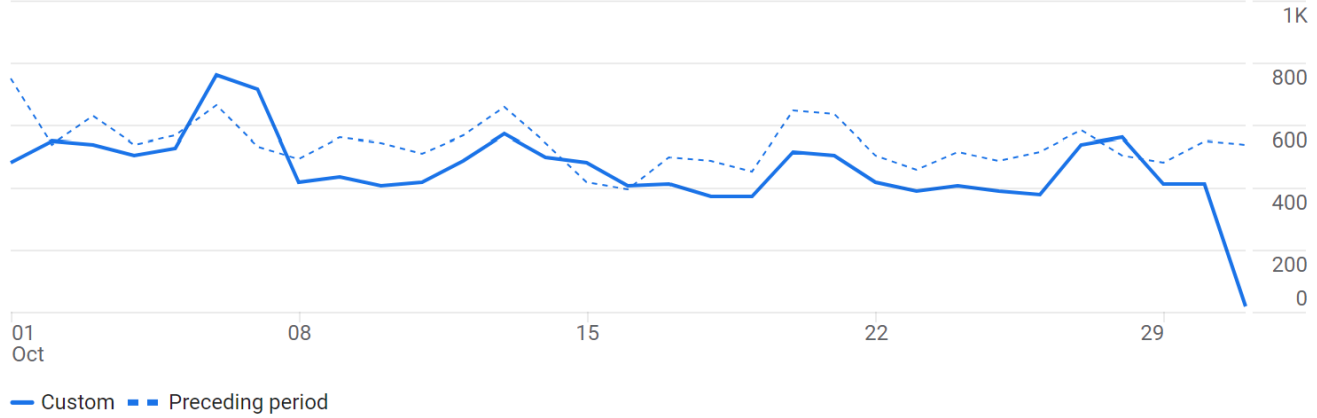
45K

↓ 11.7%

New users

12K

↓ 18.4%



### Top 15 Visited Website Pages

Page title and screen class	↓ Views	Users	Views per user	Average engagement time	Event count
	100% of total	100% of total	Avg 0%	Avg 0%	All events
	44,451	12,605	3.53	1m 26s	107,368
1 Home - Canyon Lake POA	8,309	4,597	1.81	0m 27s	23,888
2 Login - Canyon Lake POA	4,362	1,833	2.38	0m 41s	9,691
3 Home - Lighthouse Restaurant	1,766	1,128	1.57	0m 23s	5,305
4 Camping - Canyon Lake POA	1,601	833	1.92	1m 02s	4,329
5 My Info - Canyon Lake POA	1,520	778	1.95	0m 38s	3,186
6 Events - Canyon Lake POA	1,401	806	1.74	0m 47s	3,162
7 Make Payment - Canyon Lake POA	1,155	601	1.92	1m 33s	2,170
8 Search - Canyon Lake POA	952	399	2.39	0m 59s	1,939
9 Canyon Lake Car Show - Canyon Lake POA	915	583	1.57	0m 33s	2,611
10 Events Reservation - Canyon Lake POA	832	430	1.93	0m 28s	1,717
11 Restaurant - Canyon Lake POA	782	608	1.29	0m 16s	1,948
12 Memberships - Canyon Lake POA	605	461	1.31	0m 48s	1,459
13 Dinner Menu   Canyon Lake Lighthouse - Lighthouse Restaurant	583	394	1.48	1m 00s	1,121
14 Rules - Canyon Lake POA	537	266	2.02	0m 29s	1,307
15 Camp Reservations - Canyon Lake POA	511	155	3.30	4m 15s	1,038

# COMMUNICATION REPORT

Social Media Highlights – October 2023

## PERFORMANCE SUMMARY

**20,494**

Followers  
Total

**307**

Published Posts  
Total

**330,750**

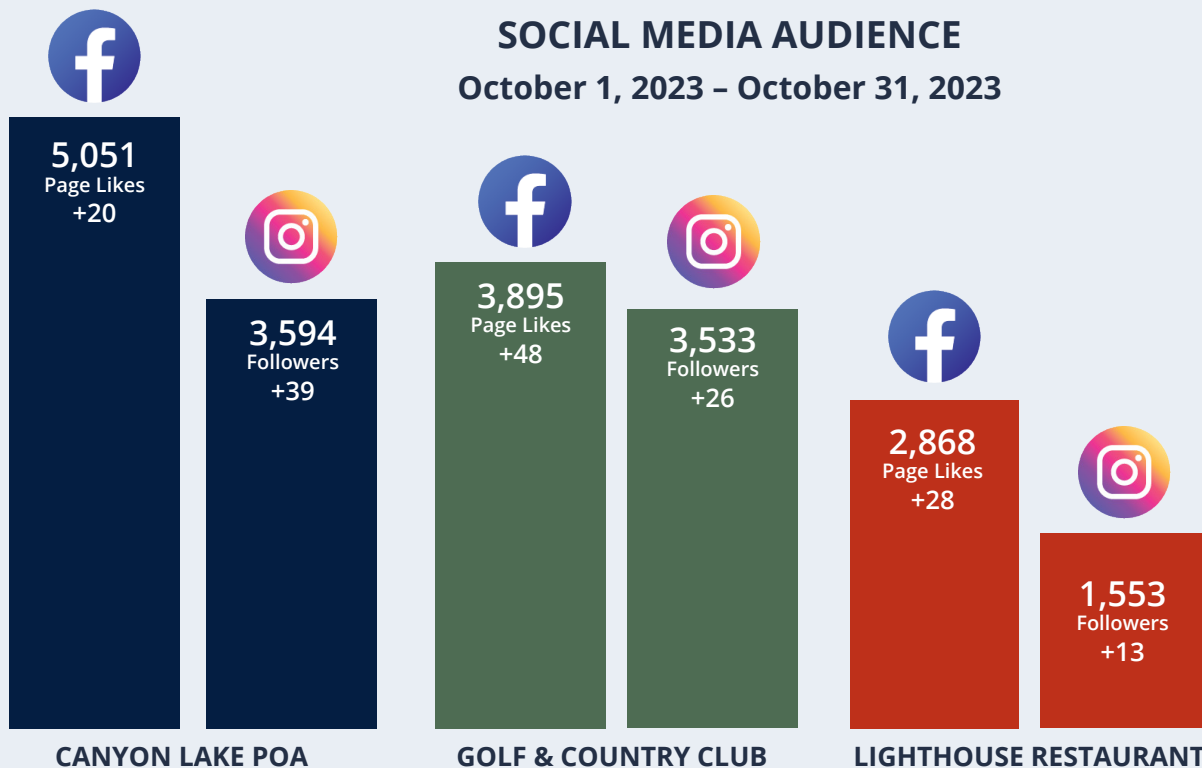
Impressions  
Total

**16,592**







Engagement  
Total

## SOCIAL MEDIA AUDIENCE

October 1, 2023 – October 31, 2023



## PROFILE SUMMARY

Profile	Followers	Growth	Posts	Impressions	Engagements
 Canyon Lake POA   Facebook	5,051	20	115	93,126	8,472
 Canyon Lake POA   Instagram	3,594	39	125	93,160	1,967
 Golf & Country Club   Facebook	3,895	48	14	75,454	3,374
 Golf & Country Club   Instagram	3,533	26	21	11,496	349
 Lighthouse   Facebook	2,868	28	13	49,959	2,281
 Lighthouse   Instagram	1,553	13	19	7,555	149

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

## COMMUNITY PATROL REPORT

September 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.

Category	# of Activities (August)	# of Activities (Sept.)
Property Damage	23	29
Vandalism	7	2
Parking & Vehicular Violations	589	523
Unauthorized Entries	6	11
Golf Cart Violations	13	13
<b>Total</b>	<b>638</b>	<b>578</b>

### Vandalism

Category	August 2023	Sept. 2023	Change (#)	Change (%)
Accidents	23	29	6	26.1%
Vandalism	7	2	-5	-71.4%
<b>Total</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>3.3%</b>

### Additional Information

	July	August	September
Total Calls for Service	254	167	220
Call for Service – Unable to Locate	93	48	82
Total Number of Citations Issued to Guests	N/A	369	323
Total Number of Citations Issued to Contractors	N/A	75	2
Total number of full citations	N/A	125	169
Total number of Warning Citations	N/A	475	360

## **E-Bikes**

Total Calls for Service	N/A	8	11
Call for Service -Unable to locate	N/A	5	17
Routine Patrol by CP	N/A	8	16
Total Number of Citations	N/A	3	3

---

## **Gate Entry Statistics**

	<b>July</b>	<b>August</b>	<b>September</b>
Total Guest Passes issued by Gate	-	-	-
- Main Gate	18,766	16,040	15,400
- East Gate	12,4336	10,184	9,899
- North Gate	8,302	6,779	6,481
Total Guest Entries by Gate	-	-	-
- Main Gate	40,513	36,241	34,409
- East Gate	26,864	23,131	22,477
- North Gate	16,273	14,491	13,373
Total RFID Entries by Gate	-	-	-
- Main Gate	139,089	222,241	222,256
- East Gate	71,662	305,300	84,338
- North Gate	37,046	55,693	53,291
Confiscated Guest Passes	116	110	86



## **Two Guest Lane Entry Protocol\***

	<b>July</b>	<b>August</b>	<b>September</b>
Total time in minutes	-	-	-
- Main Gate	113	40	45
- 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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 31512 Railroad Canyon Road, Canyon Lake, CA 92587  
 951.244.6841  
 www.canyonlakepoa.com

## Marine Patrol Report

September 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	JULY	AUGUST	SEPTEMBER
LM.2.5 Expired/ No Registration ( State )	3	1	0
LM.2.6 Expired/ No Registration ( POA )	7	1	0
LM.2.7 Expired / No Registration at a dock or lift	11	3	1
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	2	3	3
LM.6.7 Excessive Wake	0	0	1
GR.2.18a Loud Noise	0	0	0

### Warnings Issued

Warning	JULY	AUGUST	SEPTEMBER
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	2	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	3	8	4
GR.2.18a Loud Noise	1	0	1
LM.9.11 Plowing	2	3	2

**Additional Information**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Total Calls for Service	208	121	93
Boat Safety Inspection	104	74	23
Boat Tow (Out of fuel/mechanical)	24	6	11
Boat Tow (Adrift)	1	1	2
Battery Assist	3	1	0
P&C Inspector Escort Hours	5.8	8.3	6.25
Fishing License Checks	15	8	16
Quagga Inspection	61	47	36
White Tag Applied	23	15	20
Quarantine Tag Applied	2	0	1

**Boat Operating Hours**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Boat 1 START 727.2/ END 900.3	127.5	164.3	173.1
Boat 2 START 586.6/ END 681.3	178.1	96.7	94.7
Boat 3 START 833.6/ END 852.4	79.7	24.6	18.8
Boat 4 START 1254.0/ END 1257.1	5.1	8.3	2.9

**Boat Operating Hours by Location**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Main Lake	210.4	154.7	174.5
East Bay	105.3	114.6	93.3
North Ski	79.7	24.6	18.8

**Incident Report Summary**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</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: 11/7/23

To: Board of Directors

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

Total current items monitored by the department **2281** which includes permit due dates, violations, extension, and escrow inspections, last month **2468**.

Permit Breakdown

1. **1450** Open permit – up
  - a. **84**- new home/major additions – up
  - b. **148** lakeside permits - up
  - c. **222** solar panel permits - down
  - d. **47** fence permits – down
  - e. **40** pool permits – down
  - f. **19** dumpster/pod permits - up
  - g. **441** Same Day Permits - up
  - h. **145** Improvements (multiple types) - down

Violation/Escrow Breakdown

1. **722** Open violations – down
2. **30** Open escrows - up

**ACC Committee Overview**

1. Total of **301** items reviewed – up
2. Total of **169** permits approved - up

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**2**) - down
2. Grading Permit (**0**) – no change
3. Improvements (**54**) – down
4. Lakeside Improvement (**4**) -down
5. Recorded Variance (**13**) – down
6. Rejected Applications (**46**) – up
7. Re-Submittal's (**18**) - down
8. Permit issued same day (Over the counter) (**78**) - down
9. Preliminary Applications (**4**) - down

**Member Complaints**

1. **41** Complaints investigated (**2** months) - down
2. **4** already written. – down

Letter - Compliance

1. **171** compliances - down
2. **140** Courtesy Notices - down

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Driving Range Restoration** – Driving range is completed and open for members and the public.
- **Pickleball Court Addition** – Project is completed and courts are open for members.

### Developing Projects

- **Holiday Harbor Dock Replacement** – The dock should be completed and installed this month.
- **Indian Beach Swim-up Dock** – project will begin next year with completion by Spring.
- **Lodge Bar/Restaurant Remodel** – Drywall is being completed now.
- **Lodge Outdoor Venue** – Grass went in and some furniture has been delivered. Railing has been installed and the fire features are complete.
- **Mailbox Slabs and Lighting** – Project is continuing.
- **Paving project (phase 2)** – Phase 2 will be beginning in November.
- **Storm Drain work on Fairweather & San Joaquin** – An engineer was hired to assist with the Fairweather storm drain. When water level goes down, repairs will be completed.
- **Tennis Court Shade Structure** – Project is in plan check with the city.

### 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. The State of the City went well in the new outdoor area at the Lodge. The junior woman's club also had another successful Roctoberfest.
- 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 (September); 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

- **Hood Cleanings & Ansul Certifications** – Exhaust hoods were cleaned at both the Country Club and Lodge. The Ansul systems were also checked and certified as is required every 6 months.

## Safety / Training

- **Ladder Safety** – This month's safety meeting was on the safety of using a ladder which is a subject that is required to be reviewed every year. Ladder injuries are very common in work areas like ours, so we make sure to review all safety requirements each year.

## **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 October.

**Green Committee:** The Green Committee met on October 12, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Golf Course Inspection: November 2
- Secretary position

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 November 9, 2023, at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on October 12, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the FPC Committee:

- Shoreline monitoring
- Community Survey
- Reserve Study

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 November 9, 2023, at 3:30pm.

**Recreation Committee:** The Recreation Committee met on October 10, 2023, in the Conference Room at the POA. The following agenda items were addressed by the Recreation Committee:

- Enclosure of patio at Senior Center
- Storage shed at Indian Beach stage
- Bike racks throughout the community

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 November 14, 2023, at 4:00pm.

**Tuesday Work Group (TWG):** The TWG Committee met on October 31, 2023, in the Magnolia Room Magnolia Room at the Country Club. The following agenda items were addressed by the TWG Committee.

- Projects for the fiscal year

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 November 28, 2023, at 1:00pm.

## DIRECTOR'S MESSAGE

November is here again, and Operations is Thankful for so much. The projects just keep coming in and we keep tackling them head on. The Lodge is really starting to look great with the new grass and beautiful outdoor furniture that really completes the space. Inside, the restaurant is moving along as planned with the drywall in and lighting being installed. Our solar projects are all completed around the community as is the new driving range area. New courts have been added to the Pickleball at the East port park area so that more members can enjoy that amenity. More mailbox slabs have been completed to make those areas safer with the solar lighting and the next phase of the road re-pavement is getting ready to begin. With the holidays comes lots of parties, event, concerts and gatherings. This means our staff is busy with set-ups and tear downs, and of course clean-ups. Looking forward to more to come for our staff to be thankful for.



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Presented By: *Steve Schneider, Director of Operations*



**VANDALISM REPORT**  
**September 2023**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
328850	N/A	8/9/2023	CANYON LAKE DR. N	PICK UP STAPLES ON GROUND	\$0.00	1	\$50.00	LABOR TIME ONLY
329043	N/A	8/28/2023	LODGE	RE-PAINT BENCH AT LODGE RENTAL DOCKS	\$10.00	1	\$60.00	PAINT
329065	N/A	8/30/2023	COMMON AREA / JUMP LAGOON	REPAIR PERIMETER FENCE	\$30.00	1	\$80.00	CHAIN LINK FENCE
329106	N/A	9/1/2023	COMMON AREA / NORTH SKI	CHECK PERIMETER FENCING	\$7.00	1	\$57.00	HOG RINGS
329115	N/A	9/5/2023	COMMON AREA / VACATION PARK	REPAIR / RE-SECURE SINK IN RESTROOM	\$5.00	1.5	\$80.00	CAULKING
329116	N/A	9/5/2023	COMMON AREA / ROARUNNER	REPAIR / RE-SECURE SINK TO WALL	\$14.06	2.5	\$139.06	ANCHORS
329139	N/A	9/6/2023	COUNTRY CLUB	ASSESS & REPAIR DUMPSTER ENCLOSURE	\$22.00	4	\$222.00	NEW HARDWARE
329174	N/A	9/8/2023	COMMON AREA / EASTPORT	CHECK PERIMETER FENCING	\$7.00	1	\$57.00	HOG RINGS
329190	2840195	9/11/2023	COMMON AREA / INDIAN BEACH	EXCESS CLEAN OF RESTROOM	\$3.20	0.5	\$28.20	TOILET PAPER
329251	N/A	9/15/2023	COMMON AREA / NORTH SKI	CHECK PERIMETER FENCING	\$30.00	1	\$80.00	CHAIN LINK FENCE
329254	N/A	9/18/2023	HAPPY CAMP	ASSESS & REPAIR LIGHT BOLLARD BY SITE #28	\$0.00	1	\$50.00	LABOR TIME ONLY
329276	N/A	9/19/2023	LODGE	PREP, SAND & PAINT WALL	\$0.00	0.75	\$37.50	LABOR TIME ONLY
329309	2859133	9/22/2023	COMMON AREA / CLEAR WATER	CLEAN UP OIL SPILL ACROSS FROM 30010 CLEARWATER	\$4.50	1	\$54.50	ABSORBANT
329368	2868031	9/27/2023	BLUE BIRD HALL	ASSESS & REPAIR SPEED TRAILER #2	\$0.00	1	\$50.00	LABOR TIME ONLY

\$132.76 \$ 18.25 \$1,045.26

\$ 912.50



# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

2021-2022 To Date Ending April 2022	2022-2023 To Date Ending September 2023	Project Totals 5/1/21 to 09/30/23
--	---	--------------------------------------

	129,229	29,222	-
	202,493	-	158,450
	94,514	-	202,493
	1,950	-	94,514
	15,550	-	1,950
	6,450	-	15,550
	10,911	-	6,450
	2,500	-	10,911
		2,900	2,500
	463,597	32,122	495,719

3-2209-00 Pavement Engineering "Year Two" \$ -

3-2104-01 Pavement Imp Plan Design \$ 29,222

3-2102-00 Pavement Condition Index \$ -

3-2104-00 Campground - Misc Road Repairs \$ -

3-2201-02 Striping - (Holiday Harbor) \$ -

3-2201-01 Striping CLDS \$ -

#14017 - Traffic Signs \$ -

Misc Repairs \$ -

Traffic Study \$ 2,900

Total Road Reserve Fund Acct 03-0670 \$ 32,122

# Canyon Lake Property Owners Association

## FUND 05 CAPITAL IMPROVEMENT PROJECTS

Ending Spetember 30, 2023

	2020-2021 Ending April 2021	2021-2022 Ending April 2022	2020-2023 Ending April 30, 2023	2022-2023 Ending September 2023	Project Totals 5/1/20 to 09/30/23
			-	-	-
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	327,650.91	349,525
5-2302-01 Lodge Patio Event Space			29,774	8,422.77	38,197
5-2303-01 Community Garden Area				18,345.66	18,346
5-2308-01 Cameras				10,880.70	10,881
5-2307-01 Golf Shade				6,636.00	6,636
5-2309-01 Lodge Holiday Bay Room Speakers				3,519.81	3,520
	211,944	2,365,662.15	749,420.78	385,875.85	3,712,902.78

Date: 11/7/23

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Robert Byrnes Appealing ACC Denial for Dock, Ramp, Existing Canopy & Existing Lift

T/L: 3973-001

Address: 22241 Canyon Club Dr

Rule Violation

Member Since January 3, 2008

CC&R Section 6. ARCHITECTURAL CONTROL COMMITTEE (Para 1)  
PC.1.1 Architectural Control Committee  
PC.9.1 Encroachment Permits

Exhibits for Review

Exhibit 1	Submitted Plan
Exhibit 2	Preferred Plan
Exhibit 3	RivCo Overview
Exhibit 4	Original Dock Plan 1980

Background

The Committee met several times regarding the dock plan submitted.

1. **July 6, 2023** – denied, dock must conform to **PC.9.4**.
2. **July 27, 2023** – denied, moved to next week in order to meet with member.
3. **August 3, 2023** – denied, must meet **PC.9.4**.
4. **September 7, 2023** – denied no change
5. **October 26, 2023** - allowance considered due to existing dock canopy, diagram #4 selected with a wedge.

At the final meeting the Committee made an allowance for an oversized dock to accommodate the existing dock canopy. The submitted plan would need to be revised as discussed at the **October 26, 2023**, meeting. Note: the original dock approved in **1980** was considered oversized.

Several options provided by Mr. Byrnes were discussed and the Committee agreed upon diagram/option #4 to be the optimal plan. The Committee requested that a wedge to be placed to direct the dock away from the **CLPOA** docks to gain an additional seven (**7'**) feet at the far point of the dock for navigational purposes.

**Rules Description**

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

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.

**PC.1.1 Architectural Control Committee** - The **CC&Rs** recorded against the tracts in the development establish a three (3) person Architectural Control Committee (herein called the Committee), the members of which are appointed by the Board of Directors. The Committee is assigned broad powers and responsibilities to review the aesthetic character of proposed improvements, modifications, and alterations. Setbacks, location, elevation, design, landscaping materials and color are all within the purview of the Committee. The architectural design of each building should be in keeping with surrounding structures and consistent in style to maintain and enhance Canyon Lake as a desirable place to live. The Committee makes decisions based on the **CC&Rs**, Rules, and aesthetics for the purpose of enhancing and protecting the value, desirability and attractiveness of the property described in the Tract and of the Subdivision as a whole.

**PC.9.1 Encroachment Permits** - No lakefront property owner has the right to erect structures, install docks or otherwise improve the lake bed, either above or below the water line, except to the extent such use is permitted by the Association pursuant to an encroachment permit. An encroachment permit is required to construct, install and / or maintain any improvement (including, but not limited to a dock, ramp, sundeck, stairs, seawalls, steps, pools, spas, water features, slides, bulkheads, beaches, etc.) on the EVMWD strip (with the exception of improvements installed and maintained by the Association). In addition to the encroachment permit, the property owner must submit an application to and receive written approval from the Committee prior to the start of any construction.

**Committee Results**

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Denied, July 6, 2023:** Per **PC.9.4 "U"** dock may be twenty-eight (28') long, with a six (6') foot header, sixteen (16') feet wide.

**2<sup>nd</sup> Meeting Denied July 27, 2023:** moved to **August 3, 2023**, member not available, authorization for son to act on his behalf required.

**3<sup>rd</sup> Meeting Denied August 3, 2023:** the oversized dock does not appear acceptable as submitted. Must meet **PC.9.4 General Design. "U"** docks to be no longer than twenty-eight (28') feet long including a six (6') foot header, sixteen (16') feet wide, with three (3') foot fingers, and a ten (10') foot opening. Please refer to **PC.9.4** complete rule on website.

**4<sup>th</sup> Meeting Denied September 7, 2023:** the Committee requires that a new dock conform to new requirements per **PC.9.4** dock design. The Committee will allow four (4') foot fingers and a 14 X 6-foot

platform on the side. Suggest that the dock be moved approximately three (3') feet to the left to allow more separation from the CLPOA docks.

**5<sup>th</sup> Meeting Denied October 26, 2023:** request member to submit dock option #4 diagram as discussed at the meeting. The Committee request a wedge to be placed to direct the dock away from the CLPOA docks to gain an additional seven (7') feet at the far point of the dock for navigational purposes.

**Members Appeal** – Please see members written appeal.

**Fiscal Impact**

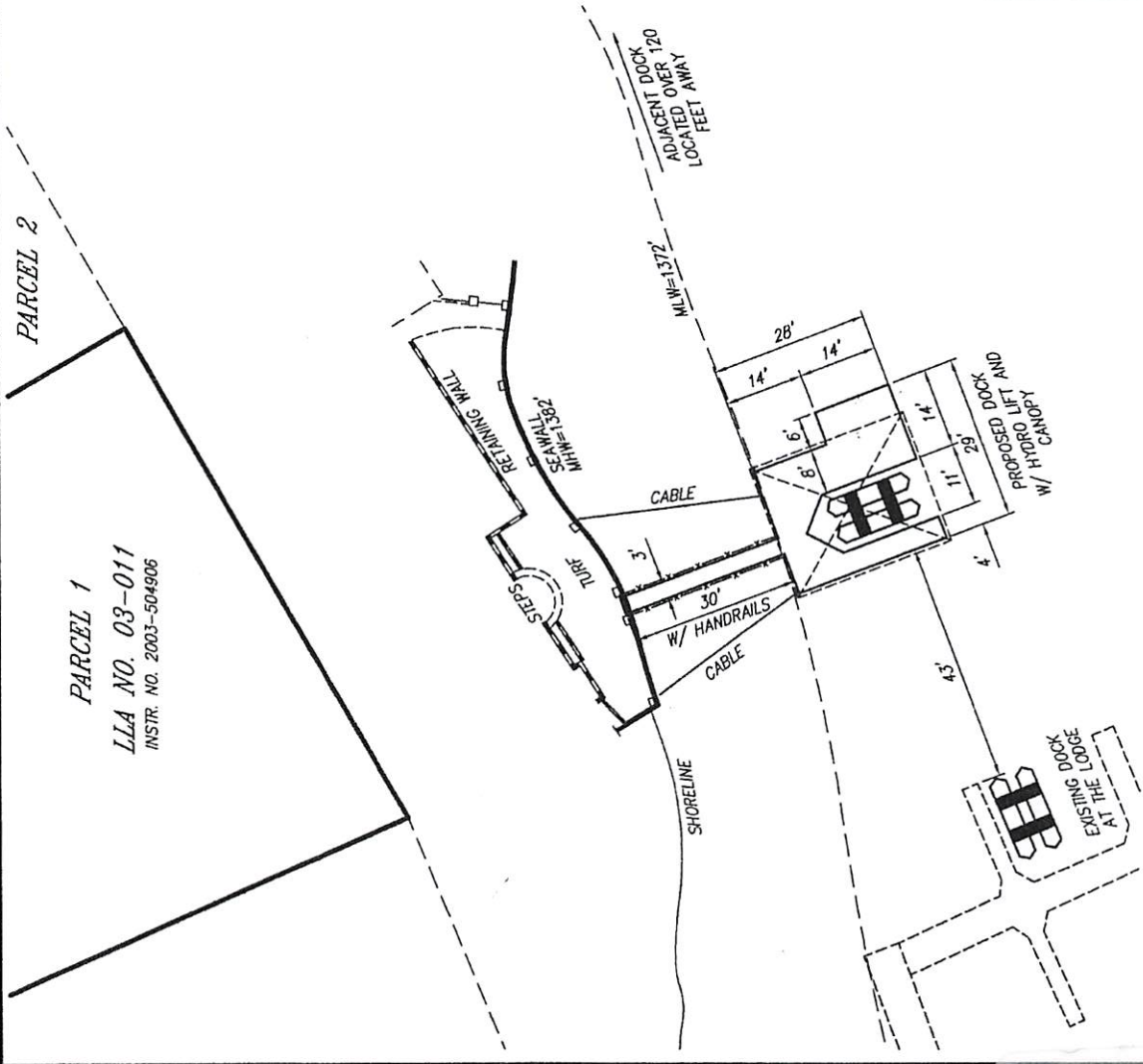
None

**Staff Recommendation**

Staff recommends that the Board of Directors uphold the ACC Committee decision and deny the dock plan and submitted, and have member submit diagram #4 with a wedge.

Cheryl Mitchell

Senior Planning and Compliance Manager



**SURVEYOR'S NOTES AND LEGEND:**

MLW = MEAN LOW WATER (1372' MSL)  
 MHW = MEAN HIGH WATER (1382' MSL)  
 ELEVATIONS DERIVED FROM NGVD29 DATUM



GNS SURVEY, INC.  
 LAND SURVEYING/MAPPING  
 28039 SCOTT RD., STE. D-293  
 MURRIETA, CA 92563  
 (951) 543-8462



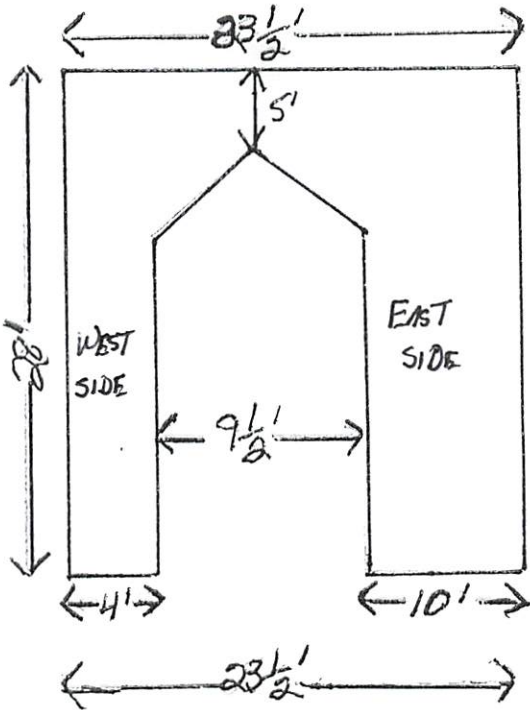
SHEET  
**2**  
 OF  
 2 SHEETS

**DETAIL 'A'**  
**22241 Canyon Club Dr. DOCK SURVEY**  
 APN(s): 353-281-005  
 FOR: BYRNES  
 DATE OF SURVEY: 05/23/2023  
 JOB NO.: 23-1006



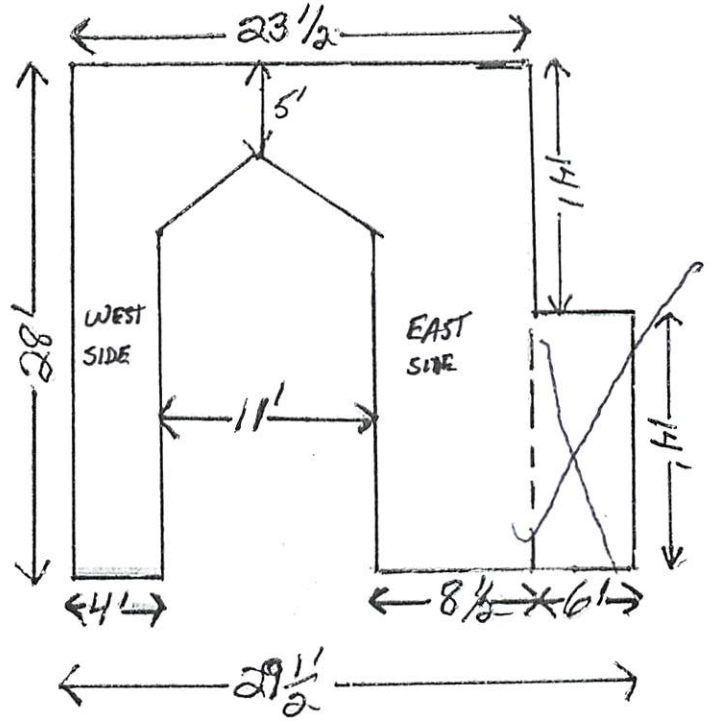


①



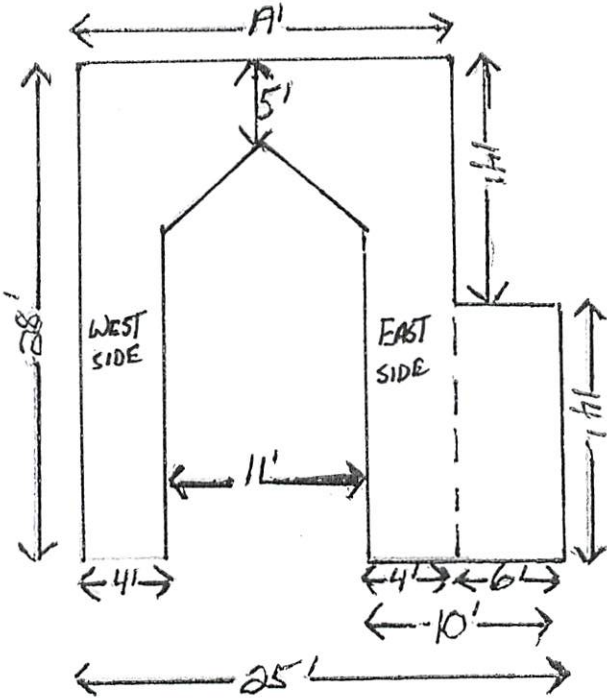
CURRENT DOCK

②



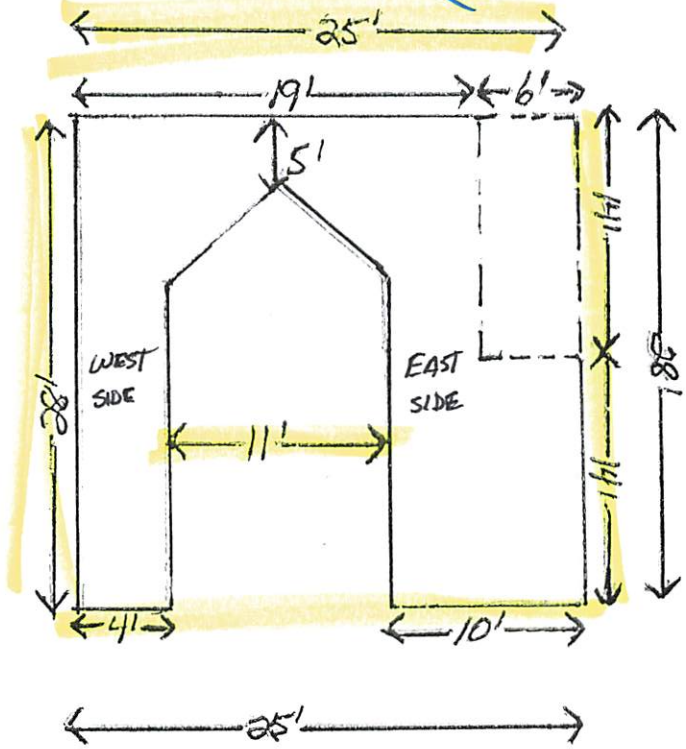
PROPOSED NEW DOCK TO ACC

③



ACC ALLOWED NEW DOCK

④



PROPOSED NEW DOCK TO BOD

# Map My County Map

22241 Canyon Club Dr



## Legend

- Blue Line Streams
- City Areas

## Notes

\*IMPORTANT\* Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.



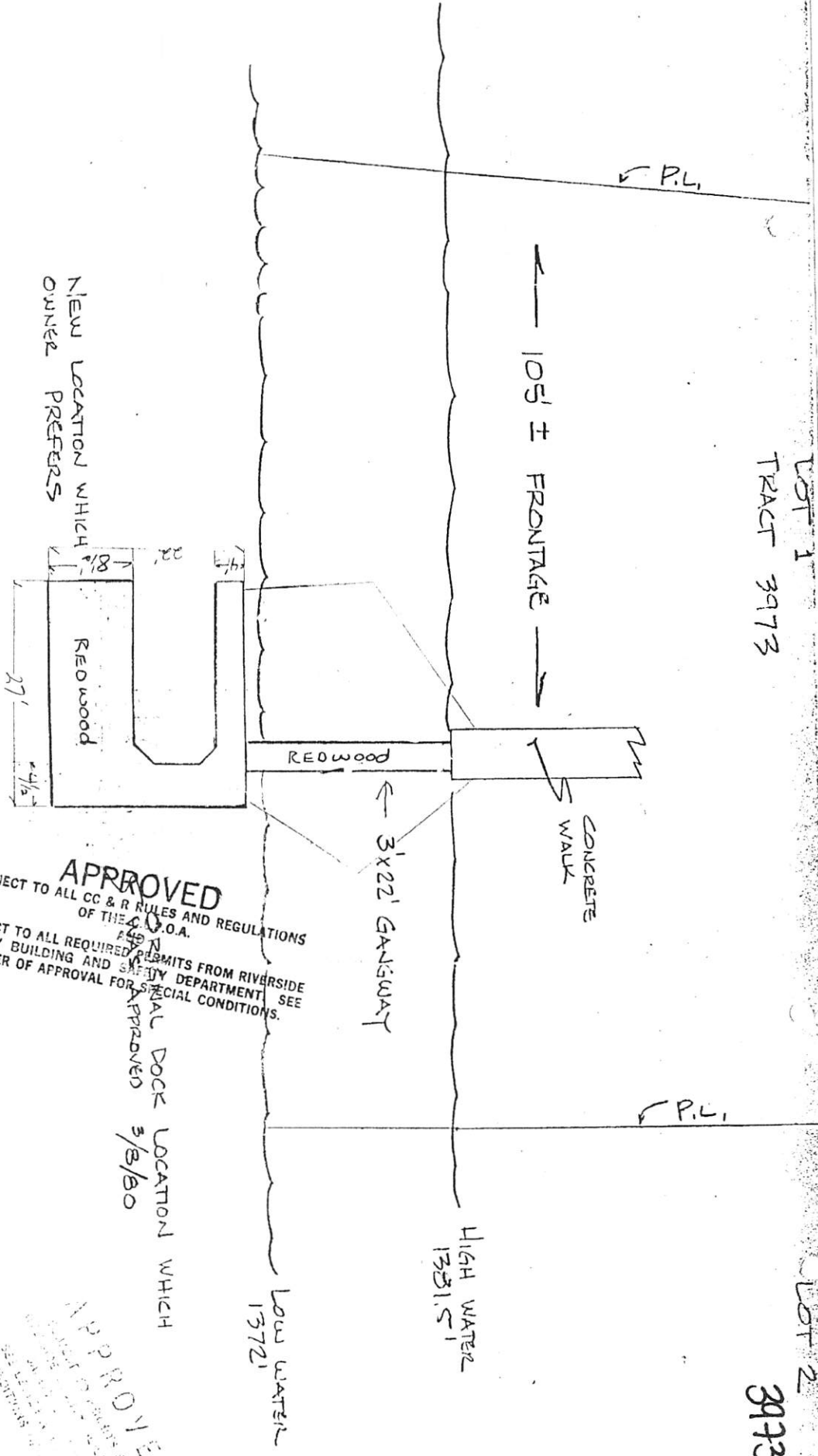
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LOT 1  
TRACT 3973

LOT 2  
3973-001



NEW LOCATION WHICH OWNER PREFERS

DOCK PLAN  
SCALE 1"=10'0"

**APPROVED**  
 SUBJECT TO ALL CC & R RULES AND REGULATIONS OF THE S.O.A.  
 SUBJECT TO ALL REQUIRED PERMITS FROM RIVERSIDE COUNTY BUILDING AND SAFETY DEPARTMENT. SEE LETTER OF APPROVAL FOR SPECIAL CONDITIONS.

JAN 25 1981

APPROVED DOCK LOCATION WHICH  
3/8/80

**APPROVED**  
 SUBJECT TO ALL CC & R RULES AND REGULATIONS OF THE S.O.A.  
 SUBJECT TO ALL REQUIRED PERMITS FROM RIVERSIDE COUNTY BUILDING AND SAFETY DEPARTMENT. SEE LETTER OF APPROVAL FOR SPECIAL CONDITIONS.

<b>DOCK LOCATION CHANGE</b>	
SCALE: AS NOTED	APPROVED BY:
DATE: 3-14-80	DRAWN BY: DS
LOT 1 TRACT 3973	
	REVISIONS

Date: 11/7/23

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Richard Fransik Appealing ACC Denial RV Parking, Five 5' Foot Fence

---

T/L: 3716-042

Address: 30450 Comanche Circle

Rule Violation

Member Since September 28, 2020

PC.5.10 Driveways and Additional Parking  
CC&R Section 6. ARCHITECTURAL CONTROL COMMITTEE (Para 1)

Exhibits for Review

Exhibit 1 RivCo Overview  
Exhibit 2 Original Plot Plan  
Exhibit 3 Proposed RV, Fence Plan

Background

**August 15, 2023**, a preliminary application for RV parking and a five-foot fence, gate, and a sixteen (16') foot curb cut for approach was submitted for Committee review **August 24, 2023**.

The parking pad would be for a forty (40') foot fifth (5<sup>th</sup>) wheel trailer, with a fence and gate to fence in a portion of the parking pad on the corner of Continental and Comanche.

When Committee met with Mr. Fransik at the property **September 7, 2023**, they took measurements from Continental showing that the house was set thirty-two feet back from the curb, which includes the twelve (12') community setback, and the twenty (20') front yards setback. This made it apparent to the Committee that the **1986** house was approved with the front yard set on Continental. If Comanche is considered the front the location of the house would not meet the setback requirements, which is also a **CC&R** requirement.

The Committee is also concerned with the plan as submitted, and when a forty (40') RV is parked it would cause visual impediment. The curb cut would need to be placed partially on the radius which is a violation per **PC.5.10**.

The Committee would make an allowance for the RV parking pad to be placed on Continental side, however, the plan as submitted would need to be revised. The Committee would be the ones to determine where the curb cut would be located and the size of the pad, per **PC.5.10**.

Mr. Fransik pointed out that what he received from staff (provided on-line) stated that the longest end (Comanche) abutting the street is considered the front.

During the research of the online documents, and the copy of the **3716** tract that both the Committee and staff refers to during meeting review states the shortest end (Continental) abutting the street is considered the front.

In determining the correct version for tract **3716** it was requested that the **CLPOA** counsel review and investigate. A request of the recorded document to be sent from Riverside County was made.

In short, the **CC&Rs** received from Riverside County, legal counsel made the determination that the **CC&R** that states the longest is not applicable, and the one that indicates the shortest would be the applicable set. Website to be updated with the correct version. Please see email correspondence in board packet.

### Rules Description

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

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.

**PC.1.1 Architectural Control Committee** - The **CC&Rs** recorded against the tracts in the development establish a three (3) person Architectural Control Committee (herein called the Committee), the members of which are appointed by the Board of Directors. The Committee is assigned broad powers and responsibilities to review the aesthetic character of proposed improvements, modifications, and alterations. Setbacks, location, elevation, design, landscaping materials and color are all within the purview of the Committee. The architectural design of each building should be in keeping with surrounding structures and consistent in style to maintain and enhance Canyon Lake as a desirable place to live. The Committee makes decisions based on the **CC&Rs**, Rules, and aesthetics for the purpose of enhancing and protecting the value, desirability and attractiveness of the property described in the Tract and of the Subdivision as a whole. As a general rule, a property owner has no natural right to air, light, or an unobstructed view and California law is reluctant to imply such a right.

**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 Preliminary Plans Not Acceptable August 24, 2023:** Preliminary plan does not appear acceptable, per **PC.5.10 Driveway** – Blocking the front of the house, and **CC&R Section 7 (i)** no part of any fence or wall shall be constructed or planed within the “front yard” of any numbered lot, The shortest end of the property that abuts the street is considered the front yard.

**2<sup>nd</sup> Meeting Denied September 7, 2023:** home was built with the front yard on Continental Dr. The parking cannot travers the front yard.

**3<sup>rd</sup> Meeting Denied November 2, 2023:** TBD Meeting scheduled to attempt a resolve.

**Members Appeal** – Please see members written appeal.

### Fiscal Impact

None

### Staff Recommendation

Staff recommends that the Board of Directors uphold the ACC Committee decision and deny the members request for RV parking, curb cut, and fence as submitted.

Cheryl Mitchell

Senior Planning and Compliance Manager

# Map My County Map

30450 Comanche Cir



## Legend

- County Centerlines
- Blueline Streams
- City Areas

## Notes

RV Parking & Fence

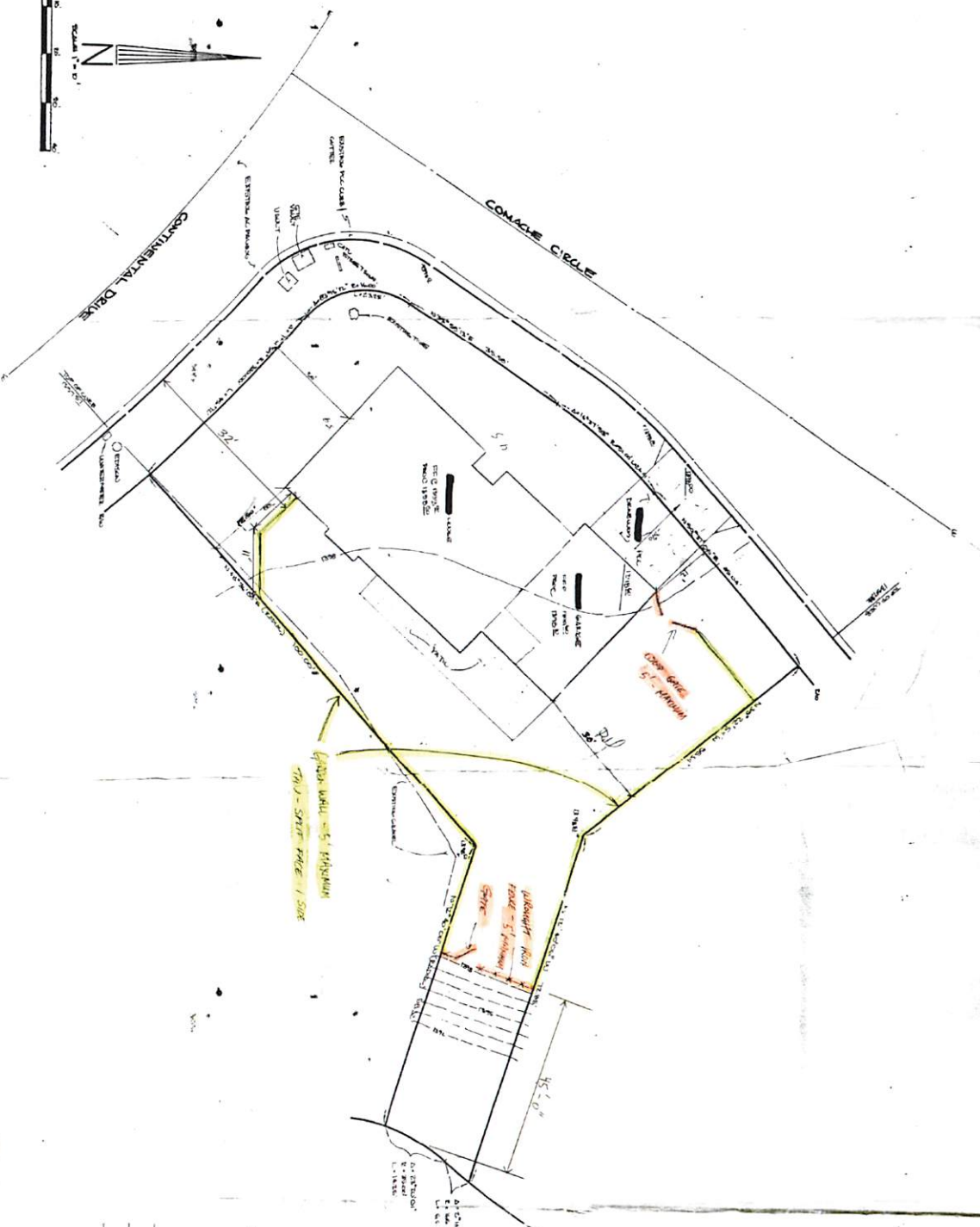
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**TOPOGRAPHIC SURVEY**  
**LOT 42 TRACT 3716**

LEIGH R. MINN  
3050 CONACHE CIRCLE  
DENVER, CO 80202

**APPROVED**

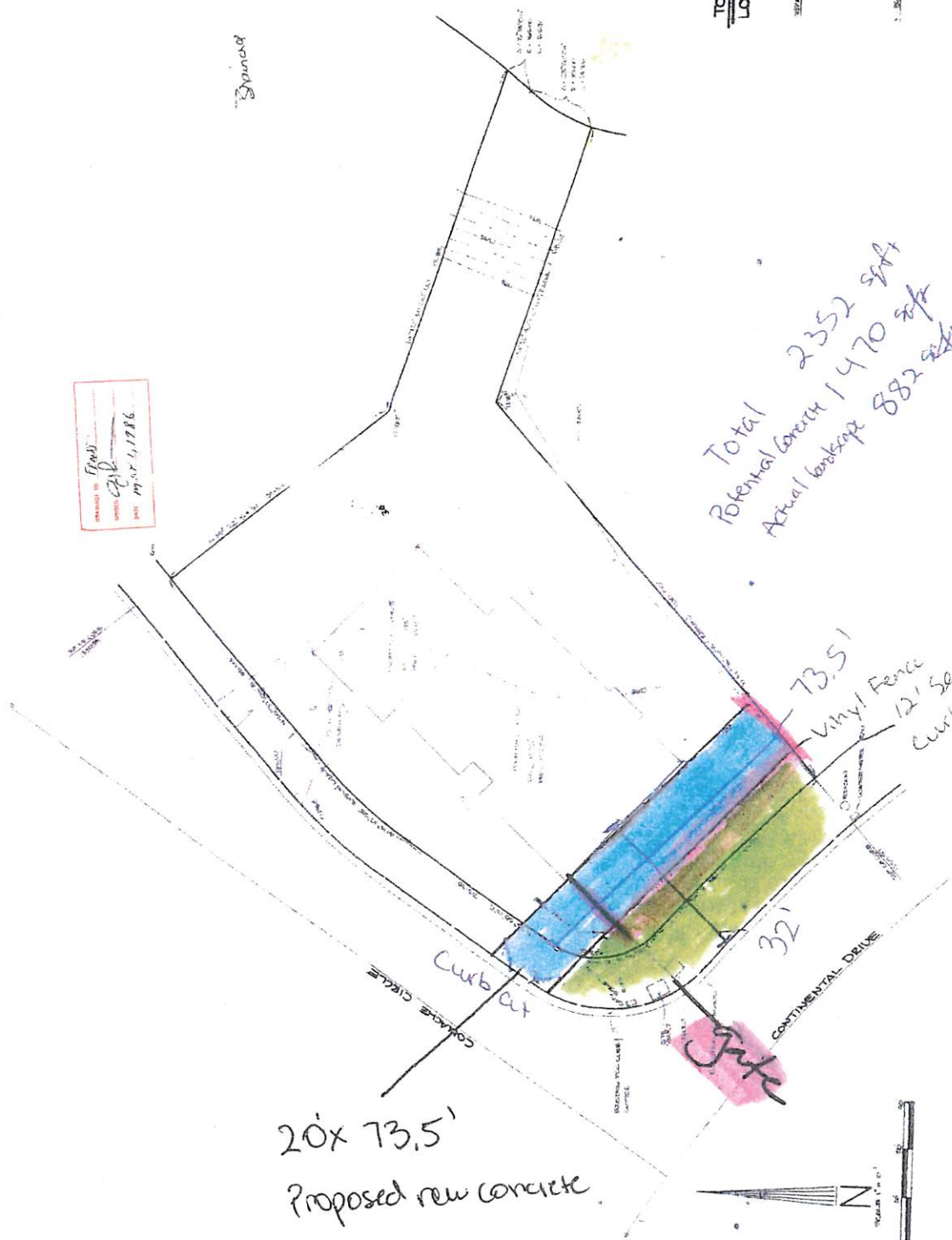
SUBJECT TO ALL APPLICABLE LOCAL ORDINANCES AND REGULATIONS OF THE CITY AND COUNTY OF DENVER, COLORADO. THIS SURVEY IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE SURVEYOR.

NTV 1 7 952



TOPOGRAPHIC SURVEY  
LOT 42 TRACT 3716

SEAL: [Signature]  
PATRICIA A. HARRISON, ACE  
REGISTERED PROFESSIONAL SURVEYOR  
EXPIRES 12/31/2008  
STATE OF MISSISSIPPI  
4-17-96  
INTX



RECORDED IN [Red Stamp]  
DATE: MAY 1, 1986

Total 2352 sqft  
Potential concrete 1470 sqft  
Actual landscape 882 sqft

73.51  
Vinyl Fence  
121' Setback of  
Curb.

20x73.5'  
Proposed new concrete