

**Board of Directors**

**Special Regular Session Board Meeting Agenda**

**Tuesday, January 24, 2023 - 6:00 – 8:00 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. Board Action Items**

- a. **Discussion:** Annual Events
  - 2.a.1. Calendar (Lynn Jensen)
  - 2.a.2. Policies ((Lynn Jensen)
  - 2.a.3. Fees, Permitting & City Presentations (City of Canyon Lake)
  - 2.a.4. City & Club Coordination (Lynn Jensen)

**3. Member Comments on Non-Personnel Issues** (Limited to three 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 via email at [board@canyonlakepoa.com](mailto:board@canyonlakepoa.com) or a chat request through Zoom interface. 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 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.

**4. Next Meeting Date**

- Tuesday, February 7, 2023, at 1:00 p.m. – Executive Session
- Tuesday, February 7, 2023, at 6:00 p.m. – Regular Session

**5. 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.**

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

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

**DIVISION:** Corporate

**POLICY NO. :**

**EFFECTIVE DATE:** June 7, 2022

(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: JUNE 7, 2022

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

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

- A. An application setting forth the club 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.

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- 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**

- 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

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

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 club banquets
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**

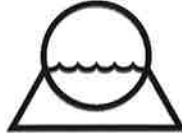
CLPOA activity groups/organizations shall have the following benefits for the term of approval. Upon completion of the required information for approval or renewal, the benefits shall continue as approved by the CLPOA for each year on a first-come, first-served basis by priority, as outlined in the facility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

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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.



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

**DIVISION:** Corporate

**POLICY NO. :** 2015-05-5

**EFFECTIVE DATE:** May 5, 2015

**(This policy supersedes all previous Facility Use Policies.)**

**Facility Use Policy – CLPOA Facility & Common Area Reservation Policy & Procedures**

**1.0 Policy**

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

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 CLPOA Facilities & Common Area Reservations be adopted:

The Association shall require use of CLPOA facilities and common areas schedule use through the Association, as per the revised policy and procedures. Any use of CLPOA facilities, or common areas by a large group, shall require a reservation request, and any required permits or documentation necessary for the activity/event. All use fees are per the Schedule of Fees.

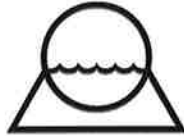
**Purpose:**

The purpose of this revision is to include all CPOA facilities and common areas in Canyon Lake for any function(s) over twenty-five (25) people.

**Scope:**

This policy includes:

- General Rules- event requirements, permitting, etc.
- Recreation/Activities Information- Reservation of Meeting Rooms
- Senior Center Rules & Information- General Rules & Information
- Gault Field use and Reservations
- Park Pavilion Reservations
- Parks & Beaches Reservations



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

- Swimming Pool use
- Country Club Event Reservations/On-site Catering Service
- Lodge Event Reservations/On-site Catering Service
- Common area use and Reservations

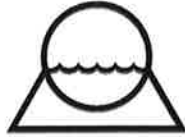
### **Usage:**

Each designated location has specific rules, regulations, and requirements for facility/common area use. Please refer to the CLPOA Rules & Regulations and policies for additional requirements of the requested location. All large gatherings using CLPOA common areas, facilities, or pavilion areas shall request use through the Activities Department. A Reservation Form, any additional required documents, and applicable fees or deposits shall be required for use of the common area. Any requests for use of utilities, equipment, or services must be approved prior to the function.

### **General Use Rules:**

- All fees and deposits are to be paid fifteen (15) days prior to the event.
- All forms, agreements, licenses, contracts, and required documentation must be submitted at least fifteen (15) days prior to the event.
- CLPOA facilities and common areas may not be used for commercial purposes.
- Any group(s) granted use of the CLPOA facilities or common areas, shall use the requested area only for the purpose as specified on the Reservation Form.
- Use of facilities may only be during the hours of operation for each location.
- Decorations may not be nailed, stapled, glued or permanently affixed to any walls, stages or CLPOA property.
- No use of CLPOA equipment without written permission prior to the function.
- No use of confetti, birdseed, rice or anything similar may be thrown inside the facilities.
- Alcohol may be permitted with an approved ABC permit, written approval from the Association, or purchased through one of the CLPOA restaurant facilities.
- All advertisement and notice of the activity/event must be approved by the Association prior to be posted.
- No smoking within twenty-five (25) feet of any structure or playground.
- Dog are allowed only in designated areas, and must be on a leash. Service dogs are permitted.
- No parking or driving of vehicles on landscape areas.





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

- No glass containers allowed at outdoor common areas.
- Amplified music may be played with permission from the CLPOA.
- Designated locations allow for use of BBQ's. All hot coals must be properly disposed of. If using a propane BBQ, a fire extinguisher must on hand.

### **Scheduling Procedure:**

Requests for use of facilities, park pavilions/shelters, or common areas shall be submitted at least fifteen (15) days in advance of the function and no earlier than one (1) year prior to the function. Requests submitted with less than fifteen (15) days' notice shall be approved on a case-by-case basis per the General Manger.

Scheduling will be on a first- come, first- serve basis depending on availability.

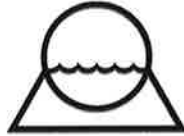
Tentative Bookings are good for one (1) week. Payment for the reservation must be paid in full within seven (7) days of reserving the facility. If payment is not received, the booking will be released to the membership.

Any use of facilities, shall require submission of a Facility Reservation Form, a Hold Harmless Agreement and all applicable fees and deposits. In addition, depending on the function taking place, the applicant may be required to submit the following additional documents:

- Signed event contract for catering or services provided through the CLPOA,
- Certificate of liability insurance with a minimum of \$300,000 and naming the CLPOA as an additional insured for the scheduled function,
- Special Event permit from the City of Canyon Lake for any gathering over fifty (50) people,
- Local business license, and health permits for any food catered, prepared or served to the public at the scheduled function,
- Any additional required documentation for event specific related functions that are required (i.e. ABC alcohol permit, public safety coverage, site plan of the event, etc.).

The CLPOA shall schedule the Annual Calendar of reoccurring functions, beginning November 1<sup>st</sup> for the next calendar year except for the month of December\*.

Member & Group Reservations may be made up to one year in advance from the date of request except for the month of December\*. If there is a conflict with a prescheduled function, staff will attempt to accommodate both reservation requests. The CLPOA may request that a group be relocated, if the Association needs to schedule a function.



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

### **Location Availability:**

- Availability and requests for use of all CLPOA facilities and common shall be initially scheduled through the Activities Department.
- Facility reservations that include catering (banquets, weddings, and special events) shall be coordinated through the Food & Beverage manager at the designated location of the event (Lodge/Lighthouse or Country Club Restaurants).
- Reservation requests may not be submitted for any CLPOA recognized holidays. The Association will hold a lottery drawing for use of designated common areas on designated holidays.
- Availability and location shall depend on the type of activity, size of the group, room capacity and calendar availability.
- \*Reservation requests for the month of December shall be taken on a first-come, first-serve basis, beginning January 1<sup>st</sup> for that calendar year.

### **Priority for Facility Reservations:**

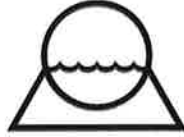
Once the annual calendar is scheduled for the next calendar year, the remaining dates shall be available on a first-come, first-serve basis. If there is more than one request submitted for the same location on the same date, priority shall be given in the following order:

- CLPOA – includes Board of Directors, Committees, CLPOA functions and activity classes
- Sanctioned Clubs- includes sanctioned club functions and special events.
- Members- individual member reservations (member business reservations are not included in this group)
- Sponsored functions- includes organizations such as the Chamber, City, and other group functions that may be sponsored by a member and/or the POA (including member business reservations or outside entities).

### **Facility Use Limits (non- food & beverage functions):**

To accommodate use of the CLPOA facilities and common areas, usage limits have been established as follows.

Each member, club, group, or sponsored organization shall be allowed to schedule any one facility or common area up to (2) times per month, or (24) times annually for functions and events. Any additional requests for use shall be approved on a case-by-case basis, depending on availability of the facility. If a request is submitted for a special event, the activity may be moved, and/or canceled to accommodate use by the group.



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

Activity related functions (i.e. card player groups, recreation activities, youth activities, and practices for events) shall be scheduled according to availability. Co-sponsored events and meetings shall be scheduled according to event preparation, and set-up requirements for the event, and not counted towards the facility use limits.

Group reservations for multiple consecutive days, must be confirmed sixty (60) & thirty (30) days prior to the date of the function. If the reservations are canceled less than thirty (30) days prior to the function, the group may be subject to room rental fees.

### **Event Set-up/Clean-up:**

An hourly fee shall be charged for event set-up and clean-up per the Fee Schedule. Board approved special events shall be authorized assistance for event set-up/tear-down. The group hosting the event must submit a request to the Association no later than sixty (60) days prior to the event.

### **Meeting Room Usage:**

Meeting rooms may be rented for designated time periods, as determined on the Schedule of Fees. Requests for outside caterers at non-restaurant locations shall be subject to review and approval, based on the requirements for those amenities.

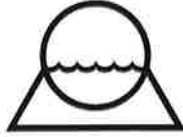
There will be preset meeting rooms for sanctioned clubs & member groups to schedule standing meetings, and functions that will be free to use during designated days & times. No outside alcohol may be brought into meeting rooms unless the group meeting has purchased alcohol from the bar area attached to the meeting room, received written approval from the Association, or obtained approval from the Department of Alcohol Beverage Control prior to serving any alcohol.

Use of the designated rooms are available Monday thru Thursday all day, and Fridays until 5pm:

- Magnolia Room
- Senior Center
- POA Conference Room
- Eastport Activity Room

### **Food & Beverage Services:**

All food & beverage services shall be coordinated through the Lodge or Country Club manager. Banquet, food and beverage, and bar services at the Lodge or Country Club



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

shall be catered by the designated department, through a contract with the facility. Any fees for use of the banquet and/or meeting rooms are charged as per the Fee Schedule. There will be no outside catering, or outside food brought into the Lodge and/or Country Club without approval from the General Manager or their designee prior to the function. Please refer to the Rules & Regulations for additional procedures on food and beverage services at the Lodge and Country Club.

### **Lodge Rooms Usage:**

The Lodge facility is for use by members and their sponsored guests. Exceptions must be approved by the General Manager or designee. Room rental fee or reservation fee shall be paid when the room is confirmed, if applicable. Use of the Lodge banquet/meeting rooms shall be separated into these categories:

Member functions- Individual member reservations (member business reservations are not included in this group)

Non-prime time use: Monday through Thursday anytime, and Friday until 5pm, the Lodge rooms may be reserved at a discounted rental rate per the Fee Schedule.

Prime time use: Friday after 5pm through Sunday, the Lodge rooms shall be charged a fee per the Fee Schedule.

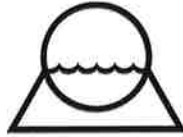
### Sanctioned Club functions & CLPOA sponsored activities:

Non-prime time use: Monday through Friday until 5pm, the Lodge shall be free to use.

Prime-time use: Friday from 5pm through Sunday, the Lodge rooms shall be charged a fee per the Fee Schedule.

The POA shall waive the 'Daily Use Fee' for- sanctioned club banquets and special events that include food and beverage services, POA sponsored activity groups & related activities, or POA co-sponsored events.

Sponsored Groups, Organizations and Outside Entity Functions- Includes organizations such as the Chamber, City, and other group functions that may be sponsored by a member and/or the POA (including member business reservations or outside entities). A daily use fee shall apply for use of any meeting & banquet room(s) as per the Fee Schedule.



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

### **Country Club Rooms Usage:**

The Country Club facility is for use by members and the general public. Members shall have priority use of the facility. However, other groups, organizations, and businesses may rent the dining room.

### **Member functions:**

Non-prime time use: Monday through Thursday anytime and Friday until 5pm, the Country Club rooms may be reserved at a discounted rental rate per the Fee Schedule. Prime time use: Friday after 5pm through Sunday, the Country Club rooms shall be charged a fee per the Fee Schedule.

### **Sanctioned Club functions & CLPOA sponsored activities:**

Non-prime time use: Monday through Friday until 5pm, the Country Club shall be free to use.

Prime-time use: Friday from 5pm through Sunday, the Country Club rooms shall be charged a fee per the Fee Schedule.

The POA shall waive the 'Daily Use Fee' for- sanctioned club banquets and special events that include food and beverage services, POA sponsored activity groups & related activities, or POA co-sponsored events.

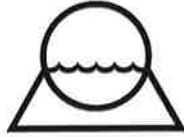
### **Sponsored Groups, Organizations and Outside Entities:**

A daily use fee shall apply for use of any meeting & banquet room(s) as per the Fee Schedule.

### **Additional Common Area Use Requirements:**

#### **Gault Field Usage:**

Gault Field is for the entire community; however, it is available by reservation only. Scheduling of league season games will take precedence over individual reservations. If the field is not reserved, CLPOA members may use the field on a short time basis without a reservation. Gault Field shall be unlocked during the hours from 7:00 a.m. until the end of league play 9:30 p.m. Groups wishing to reserve the field for short-term purposes (one day or less) may use the field if there are no scheduled league events at that time. Gault Field may be used for family gatherings, however it is not reserve-able for parties and events unrelated to league/sports activities without approval from the



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

CLPOA. The snack bar area located at Gault Field is operated and managed by the leagues for league use, and not an approved location for individual/group reservations as approved snack bar/concession area.

**Park Pavilion Usage:**

Designated park pavilion areas may be rented on a daily basis. Depending on the facility and area requested, the reservation may include use of the tables, barbeques and snack bar area. The snack bar areas are not approved kitchens for use of commercial sales outside of the snack bar area. Any group requesting use of the facility to sell or provide food to the general public and not for a private party, must obtain a permit from the health department and submit the permit to the Association no later than two weeks prior to the function. Failure to submit the approved permit shall result in the group not being authorized to serve food products for that event. Any group requesting to provide or serve alcohol at a function, must obtain a permit from the Department of Alcohol Beverage Control (ABC license). The approved permit must be submitted no later than two weeks prior to the function. Failure to submit the approval from ABC shall result in the group not being authorized to serve or provide alcohol for that event.

**Senior Center Usage:**

All coordination of activities at the Senior Center shall be through the Activities Department. This facility shall be used to schedule regular daily and weekly activities, as well as special functions that are hosted for all the seniors in the community. This facility may not be used for commercial purposes. This facility may be used as a meeting location, but not for private banquets or parties.

**Swimming Pool Usage:**

The Swimming pool is for use by all members of the community. Designated swim times are approved through the General Manager and Board of Directors. Use of the pool for private events must be approved by the Board of Directors at least sixty (60) days prior to the function.

**Canyon Lake Property Owners Association  
Budget for the Fiscal Year May 1, 2022 through April 30, 2023**

**SCHEDULE OF FEES**

**ADMINISTRATIVE COSTS, FEES & PERMITS**

**COLLECTION COSTS**

INSTALLMENT FEES WITH CLPOA APS PROGRAM	5.00
INSTALLMENT FEE	10.00
LATE CHARGES	10%
INTENT TO LIEN CHARGE	100.00
LIEN FEES	385.00
FILE PREP FOR COLLECTION SERVICE/SMALL CLAIMS	100.00
PAYMENT PLAN FEE	162.00
BAD CHECK CHARGES (NSF FEES)	30.00
IN-HOUSE COLLECTION COSTS (i.e. filing abstracts, asset searches)	At Cost +30.00/hr Admin
INTEREST ON DELINQUENCIES	12%

**ESCROW FEES**

CALIFORNIA FORM 4528 PREMIER ESCROW PACKAGE (Includes Bank Owned) - (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)	475.00
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**ITEMIZED FORMS (not included in standard escrow package)**

INSURANCE DECLARATION PAGE	25.00
LENDER QUESTIONNAIRE (Custom add \$50.00)	200.00
LITIGATION (Disclosure)	30.00
UPDATED REQUIRED STATEMENT OF FEES (Demand Letter)	75.00
RESERVE REPORT	50.00

**ADDITIONAL ESCROW FEES (not included in standard escrow package)**

EXPEDITED RUSH SERVICE (within 2 business days)	100.00
REFINANCE STATEMENT OF FEES (Demand Letter, does not include Association documents)	75.00
ESCROW TRANSFER FEE	350.00

**OTHER ADMINISTRATIVE FEES**

COPYING (including CC&R's) - PER PAGE-BLACK AND WHITE	0.25
COPYING (including CC&R's) - PER PAGE-COLOR	0.50
COPYING (Sanctioned Club Rate) - PER PAGE-BLACK AND WHITE	0.02
COPYING (Sanctioned Club Rate) - PER PAGE-COLOR	0.15

**MEMBERSHIP FEES - MISCELLANEOUS**

GUEST LIST - PARTY LIST LESS THAN 24 HRS EXPEDITE FEE	25.00
LEASE FEE	150.00

LEASE FEE - RENEWAL	50.00
LEASE FEE - AMENDMENT FEE (changes made after 30 days of submittal)	50.00
LOST/STOLEN ID CARD OR DECAL	35.00
PERIMETER GATE ACCESS (Key Deposit)	100.00
OUTSTANDING ID / DECAL (per item)	100.00
<b>PERMITS</b>	
CONTRACTOR PASSES - (calendar year)	250.00
GARAGE SALE (Limit 3 per Year)	20.00
<b>OPERATIONAL</b>	
<b>REPAIR AND MAINTENANCE</b>	
LABOR PER HOUR (including Event Setup, Teardown, & Monitoring)	50.00
LABOR PER HOUR (Emergency Haz Mat Response After Hours after 5:00 pm Mon-Sun)	75.00
HEAVY EQUIPMENT AND SUPPLIES	At Cost
<b>ACC FILING FEES AND PERMITS</b>	
FILING FEES (Fee/Bond)	
FILING FEE, NEW PROJECTS	200.00
NEW HOME/FILING FEE/BOND	300.00/3,000.00
ADDITION OVER 1,000 SQ. FT./FILING FEE/BOND	200.00/2,000.00
ADDITION UNDER 1,000 SQ. FT./FILING FEE/BOND	200.00/1,000.00
DOCK (new or replacements) FILING FEE/BOND	200.00/1,000.00
DOCK - REMOVAL BOND	
SEAWALL & APPURTENANT STRUCTURE FILING FEE/BOND	200.00/1,000.00
VARIANCE / LICENSE AGREEMENT FEE (application, filing, recording fee)	225.00
SHORELINE LICENSE AGREEMENT FEE	225.00
PERMITS	
NEW HOME	3,000.00
ADDITION OVER 1,000 SQ. FT	2,000.00
ADDITION LESS THAN 1,000 SQ. FT	1,000.00
OTHER ACC FEES	
SELF HELP REPAIR ADMINISTRATION FEE	225.00
SELF HELP REPAIR	At Cost
<b>REGISTRATION FEES</b>	
VESSELS - MOTORIZED	45.00
VESSELS	5.00
<b>LAKE USE FEES — ANNUAL</b>	
POWER — 3 - 25 HP	130.00
POWER — 26+ HP	275.00
<b>NOTE: LAKE USE FEE DOES NOT INCLUDE REGISTRATION FEE</b>	
<b>BOAT MOORAGE</b>	
ANNUAL WITH ELECTRIC	1,450.00



ANNUAL WITHOUT ELECTRIC	1,350.00
<b>(If you pay monthly you must pay via APS with \$5.00 installment charge)</b>	
<b>FACILITY RENTAL — HOURLY OR DAILY</b>	
<b>COMMON AREA ROOM USE FEE (MEMBER/CLUB RATE)</b>	
HOLIDAY HARBOR AMPHITHEATER (Weekdays)	250.00
HOLIDAY HARBOR AMPHITHEATER (Weekends)	500.00
ROADRUNNER PARK (PAVILION) - DAILY	80.00
HOLIDAY HARBOR (PAVILION ) - DAILY	45.00
HOLIDAY HARBOR (SNACK BAR) - DAILY	120.00
HOLIDAY HARBOR EAST PAVILION - DAILY	80.00
HOLIDAY HARBOR DEPOSIT (refundable)	250.00
INDIAN BEACH PAVILION 1	50.00
INDIAN BEACH PAVILION 2	50.00
INDIAN BEACH STAGE (w/electricity/no electricity)	100.00/75.00
SIERRA PARK PAVILION 1	50.00
SIERRA PARK PAVILION 2	50.00
EASTPORT ACTIVITY ROOM - DAILY (MEMBERS) M-S	75.00
EASTPORT ACTIVITY ROOM - DAILY (CLUBS) M-S	-
EASTPORT SNACK BAR - DAILY	150.00
EASTPORT DEPOSIT (Refundable)	250.00
ACCESS TO CLPOA CONTROLLED UTILITY OUTLETS (per site daily) (drought restrictions may apply)	50.00
GAULT FIELD LIGHT FEE - NON LEAGUE RELATED - PER HOUR	40.00
GAULT FIELD LEAGUE FEE (per game)	5.00
STORAGE UNIT RENTALS - PER SQ. FT.	0.60
<b>LODGE USE FEE (MEMBER RATE)</b>	
HOLIDAY BAY ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	500.00/100.00
POOL VIEW ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	250.00/75.00
SUNSET BEACH ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	175.00/50.00
FRONT LAWN - DAILY (Up to 5 hours)	250.00
FACILITY RATE FOR ADDITIONAL HOURS	125.00
BAR SET UP FEE	125.00
* Table Linens fee may apply	
**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 BEFORE 5:00 PM)	500.00/0.00
POOL VIEW ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	250.00/0.00
SUNSET BEACH ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	150.00/0.00
FRONT LAWN - DAILY (Up to 5 hours)	250.00
BAR/LOUNGE AREA (Up to 5 hours)	250.00
FACILITY RATE FOR ADDITIONAL HOURS	100.00
BAR SET UP FEE	125.00
* Table Linens fee may apply	
**All reservations are subject to availability and management approval	
<b>COUNTRY CLUB USE FEE (MEMBER AND CLUB RATE)</b>	

DINING ROOM - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM )	350.00/150.00
PATIO - DAILY (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	125.00/75.00
MAGNOLIA ROOM - (Up to 5 hours) (FRI-SUN)/(MON-FRI BEFORE 5:00 PM)	125.00/0.00
FACILITY RATE FOR ADDITIONAL HOURS	100.00

\* Table Linens fee may apply

\*\*All reservations are subject to availability and management approval

**EVENT SECURITY**

EVENT SECURITY OFFICER - HOURLY (as recommended by manager of facility)	30.00 per person
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**EQUESTRIAN CENTER — MONTHLY**

PIPE STALL (12 X 24 feet)	195.00
PIPE STALL (16 X 24 feet)	227.00
PIPE STALL (24 X 24 feet)	274.00
BARN (12 X 16 feet)	322.00
BARN (12 X 24 feet)	432.00
BARN (14 X 24 feet)	467.00

**(Monthly payments are collected via APS with \$5.00 installment charge)**

**EQUESTRIAN CENTER — OTHER**

BLANKETING FEE	45.00
BLANKETING FEE (1/2 day)	24.00
TRAILER STORAGE FEE	49.00
SPECIAL NEEDS FEEDING CHARGE (per request)	
SHAVINGS	8.37
BERMUDA PER FLAKE	1.21
ALFALFA PER FLAKE	1.85
TIMOTHY PER FLAKE	2.42
ORCHARD PER FLAKE	2.18

**CAMPGROUND — DAILY (SUN-THURS)**

LAKEFRONT WITH WATER, ELECTRIC & SEWER	45.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	40.00
TENT SITES	35.00
WINTER RATE DISCOUNT ON ABOVE RATES	(10.00)
EXTRA CAR FEE	5.00
DAY CAMP (8:00 A.M. - 6:00 P.M.)	5.00

**CAMPGROUND — (FRI-SAT)**

LAKEFRONT WITH WATER, ELECTRIC & SEWER	50.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	45.00
TENT SITES	40.00
WINTER RATE DISCOUNT ON ABOVE RATES	(10.00)
EXTRA CAR FEE	5.00
DAY CAMP (8:00 A.M. - 6:00 P.M.)	5.00

**CAMPGROUND — HOLIDAY RATES**

LAKEFRONT WITH WATER, ELECTRIC & SEWER	60.00
OFF-WATER WITH WATER, ELECTRIC & SEWER	55.00
TENT SITES	50.00
EXTRA CAR FEE	5.00

DAY CAMP (8:00 A.M. - 6:00 P.M.)	10.00
<b>OTHER CAMPGROUND FEES</b>	
CAMPGROUND DUMP FEE	15.00
<b>POOL FEES</b>	
SWIM INSTRUCTION PER SESSION - 1 <sup>st</sup> week, 1 child	85.00
SWIM INSTRUCTION PER SESSION - 2 <sup>nd</sup> CHILD OR 2 <sup>nd</sup> Week (Combo 1 <sup>st</sup> & 2 <sup>nd</sup> \$140)	55.00
WATER AEROBICS - DAILY	2.50
WATER AEROBICS - MONTHLY	30.00
WATER AEROBICS - PUNCH CARD 10 PUNCHES	20.00
<b>GOLF COURSE</b>	
<b>GREEN FEES — ANNUAL</b>	
ANNUAL MEMBER - INDIVIDUAL	2,150.00
ANNUAL MEMBER - 2 PERSON MEMBERSHIP (Same Tract-Lot)	3,650.00
ANNUAL MEMBER - FAMILY (After two adults, each person must be under 21 years old - Same Tract-Lot)	4,300.00
ANNUAL MEMBER - MID-ADULT (18-35 years)	1,400.00
ANNUAL MEMBER - JUNIOR (17 and under)	650.00
<b>OUTSIDE (NON - MEMBER) RATES</b>	
OUTSIDE ANNUAL - INDIVIDUAL w cart	3,300.00
OUTSIDE ANNUAL - FAMILY (Couples & children 17 and under w cart)	5,500.00
OUTSIDE ANNUAL - JUNIOR (17 and under) w cart	960.00
INITIATION FEES (One time charge)	200.00
<b>(If you pay monthly you must pay via APS with \$5.00 installment charge)</b>	
OUTSIDE BASE PAY FOR PLAY ANNUAL- Membership fee	774.00
OUTSIDE PAY FOR PLAY PER ROUND	22.00
<b>GREEN FEES — DAILY</b>	
PRIME TIME:	
<i>TIMES CHANGES SEASONALLY - REFER TO TIMES POSTED AT THE GOLF SHOP</i>	
18 HOLE	43.00
9 HOLE	28.00
MID-ADULT	35.00
JUNIOR	13.00
TWILIGHT:	
<i>TIMES CHANGES SEASONALLY - REFER TO TIMES POSTED AT THE GOLF SHOP</i>	
18 HOLE	37.00

9 HOLE	28.00
MID-ADULT	28.00
JUNIOR	13.00
SUPER TWILIGHT:	
<i>TIMES CHANGES SEASONALLY - REFER TO TIMES POSTED AT THE GOLF SHOP</i>	
18 HOLE	26.00
JUNIOR	10.00
<b>OTHER</b>	
ANY PLAY LESS THAN 9 HOLES (TOURNAMENTS)	9.00
20 ANYTIME ROUNDS - 18 HOLE (valid for 2 years from date of issuance)	731.00
20 ANYTIME ROUNDS - 9 HOLE (valid for 2 years from date of issuance)	476.00