

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Tuesday, February 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**
  - January 3, 2023
  - January 24, 2023
3. **Public Official Comments**
4. **Presentations**
5. **Announcements**
6. **Member Comments on Non-Personnel Issues** (30 minutes total and limited to 3 minutes per person)  
As a member of this association, you are welcome to address the Board of Directors at Regular Open Session Board Meetings. Please submit a written request to the clerk of the board. Please include your Name and Tract and Lot with your written member comment. All comments shall be limited to three (3) minutes and must be relevant to matters within the CLPOA jurisdiction. The comment section will be limited to 30 minutes total. The Board of Directors reserve the right to limit this section of the meeting to a time they believe is appropriate. Please note: Pursuant to Civil Code §4930, the Board of Directors is prohibited from discussing or taking action on items not on the agenda. Therefore, if a response is given, it will be limited to the following: the matter will be taken under advisement, the matter will be referred to appropriate personnel or a very limited factual response will be provided.
7. **Consent Agenda** (Items A - C)
  - A. **APPROVAL: Ratify Monthly Financial Statement Review** (Susan Dawood)  
Proposed Resolution: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500.
  - B. **Report of Executive Session Actions** (Lynn Jensen)  
Proposed Resolution: That the Board of Directors review and approve the Executive Session Actions, as written.
  - C. **Authorization of Liens** (Susan Dawood)

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

**8. Board Action Items**

**8.1 APPROVAL: Board Meeting Policy** (Harmony McNaughton)

Proposed Resolution: That the Board of Directors review and approve the revised Board Meeting Policy, as attached.

**8.2 APPROVAL: ACC Alternate Committee Member Appointment** (Cheryl Mitchell)

Proposed Resolution: The ACC Committee recommends that the Board of Directors appoint Anissa Brackett to the ACC Committee to serve as an alternate; contingent upon execution of the confidentiality agreement, effective immediately.

**8.3 APPROVAL: Security Advisory Chairperson Appointment** (Amanda Moore)

Proposed Resolution: That it is recommended that the Board of Directors appoint Rich Fransik as Chairperson, effective immediately.

**8.4 APPROVAL: Revise Rule Revise Rule PC.9.5 Dock Application Requirements** (Cheryl Mitchell)

Proposed Resolution: That the Board of Directors approve to revise rule PC.9.5, as attached.

**8.5 APPROVAL: Revise Rule Revise Rule PC.9.4 General Design Date for New or Replacement Docks** (Cheryl Mitchell)

Proposed Resolution: That the Board of Directors approve to revise rule PC.9.4, as attached.

**8.6 APPROVAL: Revise Rule LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21'6") or Five Thousand (5000) Pounds** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve to revise rule LM.7.2, as attached.

**8.7 APPROVAL: Re-Sanctioning of the Canyon Lake Clubs** (Lynn Jensen)

Proposed Resolution: That it is recommended that the Board of Directors review and approve/reject the request for re-sanctioning of the Canyon Lake Clubs, as attached. Approval is contingent upon confirmation of the club's membership roster verification. The sanctioned club renewal is for a period of three (3) years, effective 2023-2025.

**8.8 APPROVAL: Equestrian Hay Fee Schedule Change** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve the ratification of the current Equestrian Center Feed Schedule to market price plus a 10% handling fee.

**8.9 APPROVAL: Golf Course Mainline Repairs** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve \$132,572 plus a 10% contingency from the Repair and Reserve fund, 02-670 for the mainline repairs listed above.

**8.10 APPROVAL: Resolution to Accept City of Canyon Lake's Offer to Purchase a Portion of Parcel No. 353-101-002, Located at 28730 Vacation Drive which Houses Canyon Lake Fire Station No. 1.** (President Griffiths)

Proposed Resolution: NOW THEREFORE, BE IT HEREBY RESOLVED, that based upon the foregoing, the Board of Directors has determined, by a majority vote, that it is in the best interests of the Association and its membership to accept the City of Canyon Lake's Offer to Purchase.

IT IS RESOLVED FURTHER that the Secretary of the Association is hereby instructed to maintain of copy of this Resolution in the Association's record book. I hereby certify that the foregoing Resolution was adopted by the Association's Board of Directors at its meeting on January 30, 2023.

**8.11 DISCUSSION: Lodge Remodel and Patio Addition Project Updates** (Eric Kazakoff)

**9. Association Reports**

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

**10. Board Comments**

**11. Architectural Appeals**

A. Richard Gonzales 22806 Canyon Club Drive

Appealing ACC Denial to Extend Courtyard Wall in Setbacks

Proposed Resolution: That the Board of Directors uphold the ACC Committee decision and deny the member's request due to a CC&R violation to extend a courtyard wall into the front and side yard setbacks.

**12. Next Meeting Date**

- Tuesday, February 22, 2023, at 6:00 p.m. – Special Regular Session Budget Workshop
- Tuesday, March 4, 2022, at 1:00 p.m. – Executive Session
- Tuesday, March 4, 2022, at 6:00 p.m. – Regular Session

**13. Adjournment**

---

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

**TO: Board of Directors**

**FROM: Controller**

**RE: Monthly Financial Statement Review**

**Background**

**5500.**

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

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

**Fiscal Impact**

None

**Recommendation:**

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

---

Susan C. Dawood, Controller



**Date: February 7, 2023**

**From: Lynn Jensen**

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

---

On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on February 7, 2023. The meeting was called to order at 12:30 p.m. Items discussed during this session included:

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

Member Related Discussion - The Board of Directors and management held discussion on two (2) member related matters during this meeting.

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on five (5) third party contract/agreements pending with the Association during this meeting.

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

The meeting concluded at 5:30 pm.

*Lynn Jensen*

Lynn Jensen  
Assistant General Manager

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

**To:** Board of Directors

**From:** Accounting Department

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

---

## **Background**

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

## **Fiscal Impact**

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

## **Recommendation**

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

Assessor Parcel Number

- |                |                |                |
|----------------|----------------|----------------|
| 1. 355-231-001 | 10.353-075-010 | 19.355-391-001 |
| 2. 353-132-035 | 11.355-044-007 | 20.351-131-014 |
| 3. 353-245-010 | 12.353-104-005 | 21.355-271-010 |
| 4. 355-132-033 | 13.354-173-004 | 22.355-131-019 |
| 5. 355-037-014 | 14.354-220-006 | 23.353-075-016 |
| 6. 354-152-042 | 15.351-155-012 | 24.353-182-023 |
| 7. 354-132-053 | 16.351-155-012 | 25.355-035-001 |
| 8. 355-391-012 | 17.351-154-002 |                |
| 9. 353-075-010 | 18.355-123-040 |                |

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** February 7, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** PIO / Clerk of the Board

**RE:** **APPROVAL: Updated Board Meeting Policy**

---

---

**Background**

The following revisions are proposed as a result of the Board's review of Canyon Lake POA policies and procedures relating to member comments. The only update recommended is to modify the member comment section to allow comments after each board action item in addition to the member comment section to allow for a more feedback throughout the agenda.

**Fiscal Impact**

N/A

**Recommendation**

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

*Harmony McNaughton*

Harmony McNaughton, CCAM, PIO / Clerk of the Board

Division: Corporate  
Policy No:  
Effective Date: ~~July 11, 2022~~ February 7, 2023  
This policy supersedes all previous Board Policies.

Board Policy

## BOARD POLICY

### **REGULAR MEETINGS**

The regular monthly meeting of the Board will be held on the first Tuesday of each month starting at 6:00 p.m. with the exception of holidays and special events as approved by the Board. This meeting will be televised and will be conducted at the Canyon Lake Lodge in the Holiday Bay Room, located at 22200 Canyon Club Drive, Canyon Lake, CA 92587, virtually as needed, or at such other location specified in the notice of the meeting.

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

### **SPECIAL MEETINGS**

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

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

### **EMERGENCY MEETINGS**

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

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

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

### **EXECUTIVE SESSIONS**

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

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

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

### **PARTICIPATION IN BOARD MEETINGS**

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

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

### **MEETINGS**

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

Meetings shall be limited to 5-hours in length. At the expiration of the 5-hours, the meeting may be adjourned. Any items not covered during the 5-hour period will be covered at the adjourned meeting or as soon as reasonably possible. This time-limit shall apply to all Regular, Special, and Emergency Executive Session meetings, unless special circumstances justify a meeting longer than 5-hours. No alcohol shall be permitted or consumed at Board Meetings and /or Membership Meetings.

### **AGENDA ITEMS**

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

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

### **RESERVE EXPENDITURES**

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

### **BOARD COMMITTEE LIAISONS**

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

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

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

## **BOARD PACKETS**

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

## **MEMBER ATTENDANCE**

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

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

## **MEMBER PARTICIPATION**

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

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

All those attending Board meetings are to be courteous and respectful to other members, Board of Directors and representatives from Management at all times. No alcohol shall be permitted and/or consumed at Board meetings and/or Membership meetings. Anyone not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board where disciplinary action may be taken.

## **MINUTES**

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

## **MANNER OF OPERATION**

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

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

## **CIVIL CODE**

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



**Date: 2/7/23**

**To: Board of Directors**

**From: Planning and Compliance Department**

**Re: Committee Appointment – ACC Committee - Alternate**

---

**Recommendation**

The ACC Committee has one alternate position open, and the Association received an application from the following member, request an appointment to the ACC Committee. The attached application, ACC Committee minutes with the ACC recommendation as attached.

**Anissa Brackett**

**Recommendation**

The ACC Committee recommends that the Board of Directors appoint Anissa Brackett to the ACC Committee to serve as an alternate, effective immediately.

**Cheryl Mitchell**

**Senior Planning and Compliance Manager**

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** February 7, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

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

---

---

**Background**

The Security Advisory Committee charter outlines that the Committee is to be made up of 7 members plus 2 alternates. The current chairperson, Ken Ross, would like to stepdown from chair to a regular member. On January 24<sup>th</sup>, 2023 the committee unanimously voted to replace Ken with current member, Rich Fransik.

Rich Fransik (chairperson)

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve to appoint the individual listed above to chairperson of the Security Advisory Committee.

*Amanda Moore*

---

Amanda Moore, Sr. Member Services Manager

Date: 2/7/23

Action

To: Board of Directors

From: Planning and Compliance Department

Re: Rule Revision –Rule Approval PC.9.5 Dock Application Requirements

---

### Background

The Committee is recommending the dock information to be updated to reflect current changes. The entire section was redlined and re-written for simplification purposes.

Additional information has been added, such as definition of fixed and adjustable ramps in order to end the confusion on what the Committee deems as adjustable and fixed.

### Fiscal Impact

Fine: none. Informational purposes only.

### Recommendation

It is recommended that the Board of Directors approve the rule revision for PC.9.5 Dock Application Requirements, as written.

Cheryl Mitchell \_\_\_\_\_

Senior Planning and Compliance Manager

## ACC Rule Revision

### Current Rule:

#### PC.9.5 Dock Application Requirements

Plans must show the placement of all proposed structures and be adequately dimensioned so the installation can be checked for accuracy of location. There must also be an accurate profile showing the present condition of the slope, the location of the dock, the method of anchorage, and the provisions for keeping the dock near to the shore at all elevations of the lake. Additional requirements are:

- Plans must be drawn to scale and must say what the scale is.
- Plans must show other docks with distances and all other structures on both sides of applicant's lot (i.e., seawall, etc.).
- Site plan must show property lines (sides and rear as well as those of adjoining properties).
- Dock and ramp drawing must show size, openings, ramp attachments and type of attachment, cable hookups, and canopy and / or lift, if applicable.
- Plans must show the low water (1372 foot msl) and contour at 1372 foot level. The innermost point of the dock, usually the header, can encroach no further than 1372-foot msl level in the water.

### Proposed Change (Redlined):

#### PC.9.5 Dock Application Requirements

Plans must show the placement of all proposed structures and be accurately dimensioned so the installation can be checked for accuracy of location. ~~There must also be an accurate profile showing the present condition of the slope, the location of the dock, the method of anchorage, and the provisions for keeping the dock near to the shore at all elevations of the lake. Additional requirements are:~~

- ~~• Plans must be drawn to scale and must say what the scale is.~~
- ~~• Plans must show other docks with distances and all other structures on both sides of applicant's lot (i.e., seawall, etc.).~~
- ~~• Site plan must show property lines (sides and rear as well as those of adjoining properties).~~
- ~~• Dock and ramp drawing must show size, openings, ramp attachments and type of attachment, cable hookups, and canopy and / or lift, if applicable.~~
- ~~• Plans must show the low water (1372 foot msl) and contour at 1372 foot level. The innermost point of the dock, usually the header, can encroach no further than 1372-foot msl level in the water.~~

#### **Application requirements are:**

- Site plans must be prepared and signed/ stamped by a registered civil engineer or licensed surveyor, drawn to scale, and must say what the scale is. Plans need to show only the rear of the property with emphasis on the rear property line location and the dock.
- The plan must show side and rear property lines as well as those of adjoining properties.
- The plan must also show other docks with distances and all other structures on both sides of the applicant's lot (i.e., seawall, gazebo, etc.). For docks in coves, distance to the dock(s) across the cove must be shown.
- Dock and ramp drawing must show size, openings, a ramp labeled fixed or adjustable, ramp wedge

PC.9.5 Final, 11/18/22

labeled (if needed) with degrees, metal cable tie hookups or strong arm, and canopy and /or lift (if applicable).

- The plan must show the low water contour at 1372-foot mean sea level (msl) of the lake floor. The innermost point of the dock closest to the shoreline, usually the header, can encroach no farther out than the 1372-foot msl.

NOTE: Fixed ramps are mounted to a seawall, retaining wall, or support posts. Adjustable ramps usually have wheels and are mounted on tracks near the shoreline. Adjustable ramps are designed to move in or out from the shoreline depending on the water level. For high water, move the dock in. For low water, move the dock out.

### **Proposed Change:**

#### **PC.9.5 Dock Application Requirements**

Plans must show the placement of all proposed structures and be adequately dimensioned so the installation can be checked for accuracy of location. Application requirements are:

- Site plans must be prepared and signed/ stamped by a registered civil engineer or licensed surveyor, drawn to scale, and must say what the scale is. Plans need to show only the rear of the property with emphasis on the rear property line location and the dock.
- The plan must show side and rear property lines as well as those of adjoining properties.
- The plan must also show other docks with distances and all other structures on both sides of the applicant's lot (i.e., seawall, gazebo, etc.). For docks in coves, distance to the dock(s) across the cove must be shown.
- Dock and ramp drawing must show size, openings, a ramp labeled fixed or adjustable, ramp wedge labeled (if needed) with degrees, metal cable tie hookups or strong arm, and canopy and /or lift (if applicable).
- The plan must show the low water contour at 1372-foot mean sea level (msl) of the lake floor. The innermost point of the dock closest to the shoreline, usually the header, can encroach no farther out than the 1372-foot msl.

NOTE: Fixed ramps are mounted to a seawall, retaining wall, or support posts. Adjustable ramps usually have wheels and are mounted on tracks near the shoreline. Adjustable ramps are designed to move in or out from the shoreline depending on the water level. For high water, move the dock in. For low water, move the dock out.

**Fine** – No fine. Information only.

### **Justification:**

The Committee realized when the dock information was being updated that the application information needed updating also. The entire section was **redlined** and re-written. Additional information was added. The Committee also added a definition of fixed and adjustable ramps to hopefully end the confusion by members.



---

**Date: 2/7/23**

**Action**

**To: Board of Directors**

**From: Planning and Compliance Department**

**Re: Rule Revision –Rule Approval for PC.9.4 General Design Date for New or Replacement Docks**

---

**Background**

Due to the demand for larger docks, the ACC Committee and staff find it necessary to update the general design date for PC.9.4.

The size of dock design needs to be updated to reflect the larger size boats and demand for larger slips. Because Canyon Lake is a small lake at 383 acres with a large part of the lake in the coves and East Bay it is necessary to be uniform in the general design. Therefore, oversized docks cannot be requested by everyone due to navigation and surrounding dock, especially in tight areas, coves and may be a problem for other members' traversing the area.

"Master planned area", it was never intended that the ACC be the designer for coves, marinas and other types and styles of docks. The Committee is not composed of registered engineer or licensed surveyors, so the design is up to the member and the contractor. Also, the Committee is an appointed volunteer group that does not have the time to develop plans.

To improve the understanding concerning docks, additional criteria has been included that the Committee uses in their decision-making process. The ACC must make decisions that are in the best interest of both owner and neighbors, which includes the ability to navigate both the coves and open lake.

**Fiscal Impact**

Fine: none. Informational purposes only.

**Recommendation**

It is recommended that the Board of Directors approve the rule revision for PC.9.4 General Design Data for New or Replacement Docks, as written

Cheryl Mitchell  
Senior Planning and Compliance Manager

## ACC Rule Revision

### Current Rule:

#### PC.9.4 General Design Data for New or Replacement Docks

The Committee will rule on type and color of dock allowed. The Committee may, in its sole discretion, deviate from these guidelines.

- U dock: 28' long including a 6' header, 16' wide, 3' fingers, 10' opening
- W dock: 27' long including a 5' header, 32' wide, 3' fingers, 10' opening
- L dock: 25' long including 4' header, 11' wide
- T dock: 25' long including 4' header, 16' wide
- Finger dock: 24' long, 6' wide

Typical dock design is based on width of rear property line. These are guidelines only. The Committee has the authority to deviate from these guidelines (e.g. relocated docks).

- Lots with over 26' at rear property line: U dock.
- Two adjacent lots with less than 26' each and more than 20' each at rear property line: W dock.
- More than two adjacent lots of 20' each at rear property line: joint use L or Finger dock.
- More than two adjacent lots with less than 20' each at rear property line; joint use T, L, or Finger dock.

This is general design information and subject to specific review by the Committee for approval. Where the Committee deems it would be appropriate, a master plan may be created for placement of docks in coves.

### Current Rule (Redlined):

#### PC.9.4 General Design Data for New or Replacement Docks

The Committee will rule on **the** type and color of dock allowed. The Committee may, in its sole discretion, deviate from these guidelines.

- U dock: 28' long including a 6' header, 16' wide, 3' fingers, 10' opening  
Maximum slip length in tight coves: 22' long  
Maximum slip length in open water area: 25' long  
Maximum header depth: 6' long
- W dock: ~~26'~~ 28' long including a ~~5'~~ 6' header, ~~32'~~ 29' wide, 3' fingers, 10' opening  
Maximum slip length in tight coves: 22' long  
Maximum slip length in open water area: 25' long  
Maximum header depth: 6' long
- L dock: 25' long including 4' header, 11' wide
- T dock: 25' long including 4' header, 16' wide
- Finger dock: 24' 25' long, 6' 4' wide

Minimum length of a ramp fixed to the top of a 1383' high msl seawall: 20' (Shorter than 20' is harder to walk on when the water in the lake goes down.)

Typical dock design is based on width of rear property line. These are guidelines only. The Committee has the authority to deviate from these guidelines. ~~(e.g., relocated docks).~~

- Lots with over 26' at rear property line: U dock.
- Two adjacent lots with less than 26' each and more than 20' each at rear property line: W dock.
- More than two adjacent lots of 20' each at rear property line: joint use L or Finger dock.
- More than two adjacent lots with less than 20' each at rear property line; joint use T, L, or Finger dock.

This is general design information and subject to specific review by the Committee for approval. Where the Committee deems it would be appropriate, a master plan may be created **by property owners** for placement of docks in coves. **All coves are different with some coves being extremely tight when it comes to dock placement. A marina in a cove made up of three or more slips with three or more property owners is highly recommended as a marina takes less space. The Committee will evaluate open water placement vs cove placement location. Navigation and placement of future docks where there are none will be considered for all dock changes and also determine if there is sufficient room for a side-tie lift. The Committee has the authority to require dock relocation as needed.**

PC.9.4 Final 2, 11/17/22

2

**Proposed Change:**

**PC.9.4 General Design Data for New or Replacement Docks**

The Committee will rule on the type and color of dock allowed. The Committee may, in its sole discretion, deviate from these guidelines.

- U dock: 28' long including a 6' header, 16' wide, 3' fingers, 10' opening  
Maximum slip length in tight coves: 22' long  
Maximum slip length in open water area: 25' long  
Maximum header depth: 6' long
- W dock: 28' long including a 6' header, 29' wide, 3' fingers, 10' opening  
Maximum slip length in tight coves: 22' long  
Maximum slip length in open water area: 25' long  
Maximum header depth: 6' long
- L dock: 25' long including 4' header, 11' wide
- T dock: 25' long including 4' header, 16' wide
- Finger dock: 25' long, 4' wide

Minimum length of a ramp fixed to the top of a 1383' high msl seawall: 20' (Shorter than 20' is harder to walk on when the water in the lake goes down.)

Typical dock design is based on width of rear property line. These are guidelines only. The Committee has the authority to deviate from these guidelines.

PC.9.4 Final 2, 11/17/22



- Lots with over 26' at rear property line: U dock.
- Two adjacent lots with less than 26' each and more than 20' each at rear property line: single W dock.
- More than two adjacent lots of 20' each at rear property line: joint use L or Finger dock.
- More than two adjacent lots with less than 20' each at rear property line; joint use T, L, or Finger dock.

This is general design information and subject to specific review by the Committee for approval. Where the Committee deems it would be appropriate, a master plan may be created by property owners for placement of docks in coves. All coves are different with some coves being extremely tight when it comes to dock placement. A marina in a cove made up of three or more slips with three or more property owners is highly recommended as a marina takes less space. The Committee will evaluate open water placement vs cove placement location. Navigation and placement of future docks where there are none will be considered for all dock changes and also determine if there is sufficient room for a side-tie lift. The Committee has the authority to require dock relocation as needed.

**Fine:** Guidance only. No fine associated with this rule.

**Justification:** The size of dock design needed to be updated. Canyon Lake is a small lake at 383 acres with a large part of the lake in the coves and East Bay. Oversize docks cannot be requested by everyone and can affect other members having docks. Navigation may be a problem for other members' transversing the area. Concerning a master plan, it was never intended that the ACC be the designer. The Committee is not composed of a registered engineer or a licensed surveyor. Also, the Committee is an appointed volunteer group that does not have the time to develop plans. To improve understanding concerning docks, we are including additional criteria the Committee uses to make a decision. The ACC must make decisions that are in the best interest of both the property owner and the neighbors.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** February 7, 2023 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Revise Rule LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21’6”) or Six Thousand (6000) Pounds

---

---

### **Background**

As the popularity of wake sports has increased, boat manufacturers have developed sophisticated ballast systems, wake plates, tabs, etc. to increase and control the size and shape of wakes. In addition, manufacturers are building boats that are progressively getting heavier as a heavier boat will displace more water and create a larger wake. To address growing concerns about excessive wakes being generated from boats, CLPOA hired an Environmental Services Professional to conduct a lake carrying capacity study to help identify if a weight limit is necessary for Canyon Lake. Based off the results of the study, the proposed rule change would have the following impact:

1. Establish a 5000 lbs. maximum boat weight
2. Grandfather all currently registered boats over 5000 lbs. until the vessel is sold, removed, or transferred to another owner

If approved, this change would have minimal to no impact on pontoon, deck, ski, and fishing boats as the weight of these boats are generally around a range of 2000 lbs. to 3500 lbs.

### **Fiscal Impact**

### **Recommendation**

It is recommended that the Board of Directors approve to revise rule LM.7.2 as attached.

*Amanda Moore*

---

Amanda Moore, Sr. Member Services Manager

## **Current Rule**

LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21'6") or Six Thousand (6000) Pounds

Boats over twenty-one feet six inches (21'6") in length or exceeding six thousand (6000) pounds in dry weight are prohibited for use on Canyon Lake. All boats (existing and new) may be required to be physically measured by CLPOA to make certain they comply with the Association's boat length limitation and Manufacturer's specification documentation before the registration certificate can be issued.

### **GRANDFATHER CLAUSE FOR BOAT LENGTH**

Any boat currently registered with the CLPOA as of October 4, 2022 that exceeds the length or weight limitation will continue to be allowed to be registered for use in the CLPOA until sold, removed, or transferred to another owner.

### **LM.7.2a Rules for Measuring Non- Pontoon Boats (including Sail Boats, Pickle Forks, etc)**

- o Boats are to be measured from front most point of bow to stern.
- o All swim steps shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

### **LM.7.2b Rules for Measuring Pontoon Boats**

- o Pontoon Boats shall be measured by the surface deck from front to back.
- o All pontoon flotation devices shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

## **Proposed Revision (Redlined)**

LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21'6") or ~~Six Thousand (6000)~~ Five Thousand (5000) Pounds

Boats over twenty-one feet six inches (21'6") in length or exceeding ~~six thousand (6000)~~ five thousand (5000) pounds in dry weight are prohibited for use on Canyon Lake. All boats (existing and new) may be required to be physically measured by CLPOA to make certain they comply with the Association's boat length limitation and Manufacturer's specification documentation before the registration certificate can be issued.

### **GRANDFATHER CLAUSE FOR BOAT LENGTH**

Any boat currently registered with the CLPOA as of ~~October 4, 2022~~ February 7, 2023 that exceeds the length or weight limitation will continue to be allowed to be registered for use in the CLPOA until sold, removed, or transferred to another owner.

### **LM.7.2a Rules for Measuring Non- Pontoon Boats (including Sail Boats, Pickle Forks, etc)**

- o Boats are to be measured from front most point of bow to stern.

- o All swim steps shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

**LM.7.2b Rules for Measuring Pontoon Boats**

- o Pontoon Boats shall be measured by the surface deck from front to back.
- o All pontoon flotation devices shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

**Revised Rule**

LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21’6”) or Five Thousand (5000) Pounds

Boats over twenty-one feet six inches (21’6”) in length or exceeding five thousand (5000) pounds in dry weight are prohibited for use on Canyon Lake. All boats (existing and new) may be required to be physically measured by CLPOA to make certain they comply with the Association’s boat length limitation and Manufacturer’s specification documentation before the registration certificate can be issued.

**GRANDFATHER CLAUSE FOR BOAT LENGTH**

Any boat currently registered with the CLPOA as of February 7, 2023 that exceeds the length or weight limitation will continue to be allowed to be registered for use in the CLPOA until sold, removed, or transferred to another owner.

**LM.7.2a Rules for Measuring Non- Pontoon Boats (including Sail Boats, Pickle Forks, etc)**

- o Boats are to be measured from front most point of bow to stern.
- o All swim steps shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

**LM.7.2b Rules for Measuring Pontoon Boats**

- o Pontoon Boats shall be measured by the surface deck from front to back.
- o All pontoon flotation devices shall be excluded from the measurement.
- o All motors and out drives shall be excluded from the measurement.

**Date: February 7, 2023**

**To: Board of Directors**

**From: Corporate**

**RE: Approval: Re-sanctioning of the Canyon Lake Clubs, as per the attached list**

---

**Background:**

The CLPOA has received a request from several of the Canyon Lake Clubs, seeking approval to be re-sanctioned for the next three (3) years. As required per the CLPOA Sanctioned Club Policy, the attached list of clubs have submitted the following documents:

- Sanctioned Club Application
- Club Damages Agreement
- Gate Access Agreement
- Club Roster
- Club Bylaws
- Club Meeting Minutes
- Letter of Community Service

**Fiscal Impact**

Use of the CLPOA amenities and common areas are approved annually by the Board of Directors. Costs associated for these events and activities are reviewed when the annual calendar is approved. Each Sanctioned Club has varied costs based on the location and events being held, as well as, any costs incurred by the CLPOA for use of the facilities and amenities, or administrative costs for overseeing and assisting the sanctioned clubs for these events.

**Recommendation**

It is recommended that the Board of Directors review and approve/reject the request for re-sanctioning of the Canyon Lake Clubs as attached. Approval is contingent upon confirmation of the club's membership roster verification. The sanctioned club renewal is for a period of three (3) years, effective 2023-2025.

Lynn Jensen

---

Lynn Jensen, Assistant General Manager

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

**To: Board of Directors**

**From: Operations Department**

**Board Action/Resolution: Equestrian Hay Fee Schedule Ratification**

---

**Background**

Up until the fiscal year 2021/ 2022 the POA charged a market price for the hay being fed to horses being boarded at the equestrian center. Market price was calculated by staff depending on the time of feed delivery that particular month. The fee schedule was then changed to a fix cost to reduce administrative time in the monthly billing for each horse. The new structure worked well until the beginning of our current fiscal year when hay supply and prices were impacted by world events. One of our suppliers told us: "We have seen increases in the price of hay over the past year never seen before". Next year we plan on going back to market rate plus adding a handling fee to combat this unprecedented time.

We would like to implement this fee structure now instead of waiting till May 2023 to pass the cost of hay increases on to the members boarding their horses at the Equestrian center.

**Fiscal Impact**

Hay market price plus 10% handling fee associated with horse feed cost schedule.

**Recommendation**

Staff requests that the Board of Directors approve the ratification of the current Equestrian Center feed fee schedule to: Market price plus 10% handling fee.

*Steve Schneider*

---

Steve Schneider, Director of Operations

**Date: February 7th, 2023**

**To: Board of Directors**

**From: Operations Department**

**Board Action/Resolution: Golf Course Mainline Repairs**

---

## **Background**

In 2021 the POA replaced the Golf Course irrigation system lateral lines, heads, pumps and control system noting that we are going to wait to replace the 27 year old mainlines running throughout the golf course.

Since then, we have had a few of the above ground steel mainlines start leaking through deterioration (rust) points on the pipes. These mainline can be found at both tunnels under Railroad Canyon Road and both bridges near holes 10 and 17. The mainline at the bridge to hole 10 has multiple patch clamps on it. The mainline leading from hole 5 to 6 under Railroad Canyon Rd. is leaking so bad, the water needs to be turned off when not in use. The latest Reserve Study shows its useful life expectancy expired several years ago. Further patching and workarounds are no longer an option given its corrosion. Emergency replacement for this section is now a necessity.

We received 3 bids ranging from \$132, 500 - \$364,000

## **Fiscal Impact**

\$132,572 plus a 10% contingency from the Repair and Reserve fund, 02-670.

## **Recommendation**

It is recommended the Board of Directors approve \$132,572 plus a 10% contingency from the Repair and Reserve fund, 02-670 for the mainline repairs listed above.

*Steve Schneider*

---

Steve Schneider, Director of Operations

***Canyon Lake Property Owners Association Board of Directors  
Resolution to Accept City of Canyon Lake's Offer to Purchase a  
Portion of Parcel No. 353-101-002, Located at 28730 Vacation Drive which Houses  
Canyon Lake Fire Station No. 1.***

**WHEREAS**, on the 30<sup>th</sup> day of January 2023 at 1:00 p.m., in Executive Session of the Board, the Board of Directors of Canyon Lake Property Owners Association (“CLPOA”) found the following:

**WHEREAS** the Board of Directors has a duty under California law and the Association’s governing documents to maintain, operate and preserve the common area property and facilities of the Association and to promote the community welfare of the Association members.

**WHEREAS**, per the Association’s Bylaws, (Article II Section 2.(b)) the Association has the power to own, enjoy, lease, operate, maintain, convey, sell, assign, transfer, mortgage, or otherwise encumber, or dedicate for public use any real property owned by it.

**WHEREAS**, the Association owns the real property located at 28730 Vacation Drive, Canyon Lake, California, also known as Parcel No. 353-101-002. The subject property currently houses the City of Canyon Lake’s Fire Station No. 1, which is subject to a month to month hold over lease between the City of Canyon Lake and CLPOA.

**WHEREAS**, in accordance with its powers and duties under its governing documents and California law, the CLPOA entered into a written lease agreement with the City of Canyon Lake on or about July 1, 2015, whereby the City of Canyon Lake leased a portion of the real property owned by the CLPOA located at 28730 Vacation Drive, Canyon Lake, California for the use of a fire station. The subject property consisted of a .902 parcel known as Parcel No. 353-101-002, or also known as Parcel No. 12, and contains a fire house structure and approximately 6,100 square feet of drive/walkways. Per the terms of the lease agreement, the City’s primary use of the leased property was for use as a fire station and the City was to pay the CLPOA per year, the amount of all property taxes and assessments for the premises billed by the County of Riverside, or the amount of one dollar, whichever was greater. The City is currently occupying Fire Station No. 1 on a month-to-month basis under the hold over provision in the lease agreement.

**WHEREAS**, on January 20, 2023, following negotiations between the City of Canyon Lake and the CLPOA regarding a possible amended lease, the Board of Directors received from the City of Canyon Lake a written offer to purchase the property which was the subject of the original lease agreement, and which houses Canyon Lake Fire Station No. 1. The offer to purchase was in the amount of ONE MILLION THREE HUNDRED NINETY THOUSAN DOLLARS (\$1,390,000) and was to remain open until January 31, 2023. Said Offer to Purchase, specifically excluded the portion of the parcel that contains the CLPOA parking lot and launch ramp to the North Ski Area. A true and correct copy of the Offer to Purchase setting forth the specific details of the boundaries of the property in issue and other conditions of the offer is attached as Attachment 1.



**WHEREAS**, it is the Board of Directors' intent to fully comply with laws governing homeowners associations with respect to the sale of real property and the Association's governing documents regarding the same.

**WHEREAS**, it is also the intent of the Board of Directors to promote the community welfare of its Association members. The Board therefore has undertaken steps to investigate and evaluate whether the sale of the subject property would be in the best interests of the Association and how such sale may impact the overall interests of the Association and its members. Said investigation and evaluation included, but was not limited to, the following:

- a. Consultation with legal counsel regarding the Board's authority to accept the City of Canyon Lake's offer to purchase;
- b. Consultation with legal counsel as to the eminent domain proceedings which will be pursued by the City if the Offer to Purchase is not accepted by CLPOA. Said proceedings would include court hearings to determine the City's necessity for the taking of the property and whether the City offered reasonable compensation for the subject property;
- c. Review of the City's appraisal of the subject property performed by certified appraiser Kidder Mathews;
- d. CLPOA's independent retention and consultation with a certified appraiser (Quality Appraisal Service) to determine the value of the subject property;
- e. Consultation with CLPOA accountants and tax advisors regarding the sale of the property and the financial benefits to the Association;
- f. Research related to the historic use of the property.

**WHEREAS**, the Board of Directors conducted a reasonable and diligent investigation and has determined that the sale of the subject property to the City of Canyon Lake, pursuant to the City's Offer to Purchase, is in the best interests of the Association, in that:

- a. The City's Offer to Purchase the subject property for the use of a fire station is a necessary public use that greatly benefits the members of the Association and will be difficult to challenge at an eminent domain proceeding;
- b. The City's Offer to Purchase in the amount of \$1,390,000 is based upon a certified appraisal performed by Kidder Mathews and is consistent with the appraisal performed independently by CLPOA's certified appraiser, Quality Appraisal Service, so the Board is satisfied that the City's Offer to Purchase reflects fair compensation to the Association for the subject property;
- c. The sale benefits the association members by promoting a local fire station in an area that has been designated by Cal Fire as a very high fire hazard zone;

- d. The sale will not compromise CLPOA’s parking lot and launch ramp to the North Ski area since that area is excluded from the sale.

**WHEREAS**, time is of the essence since the City of Canyon Lake’s Offer to Purchase set forth an expiration date of January 31, 2023.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, that based upon the foregoing, the Board of Directors has determined, by a majority vote, that it is in the best interests of the Association and its membership to accept the City of Canyon Lake’s Offer to Purchase.

**IT IS RESOLVED FURTHER** that the Secretary of the Association is hereby instructed to maintain of copy of this Resolution in the Association’s record book. I hereby certify that the foregoing Resolution was adopted by the Association’s Board of Directors at its meeting on January 30, 2023.

Renee Griffiths  
President, Canyon Lake Property Owners Association

February 7, 2023

Greg Doherty  
Secretary, Canyon Lake Property Owners Association

February 7, 2023

Ayes:   4  

Nay:   1

## 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 February 2023.

### Activities Dept. 50

- Community benches throughout community. Give Activities a call to order a bench.
- Coordinating with the City of Canyon Lake & Canyon Lake Fire Department with updates to their fee schedule.
- Planning the Committee Recognition dinner to be on March 1, 2023.
- Calendared 7 reservations for community members
- Working with Clubs, Chamber and City to have a final Calendar of events for 2023, see attached.
- Concerts at the Lodge in 2023
  - Frankie Ballard – February 11 - \$59 & \$79
  - The English Beat – May 6 - \$59 & \$79
  - Atlanta Rhythm Section – June 17 - \$49 & \$69
  - Deana Carter – August 19 - \$44 & \$64
  - The Fabulous Thunderbirds – November 4 - \$59 & \$79

### Pool Dept. 54

- The Pool will reopen March 13, 2023 (the day after Daylight Savings)
- Pool furniture update:
  - Blue dining chairs needed new fabric after several seasons of heavy use, about 39 chairs had rips.
  - The pool facility has 2 types of lounge chairs, full arm rest (large) and no arm rest (small). We had 9 large and 18 small lounges that needed new fabric replaced.
  - The pool has two types of umbrellas (taller and heavier for the dining tables) and smaller (lighter set) for the lounges. We will need to replace 8 of the bigger set and 10 of the smaller set due to high winds and heavy usage since 2018.
  - The small umbrella/drink tables will all be replaced.
  - Looking to get most/all the furniture's foot covers replaced.
- Pool Program Development -
  - Water aerobics will be looking for a revamp, changing its name to Aqua Fitness with 1-2 classes offered in the morning on weekdays.
  - Summer swim lessons will also be going through a restructuring: new swim levels with a detailed outline of what the swimmer will learn at each level. Signups for lessons will start to transition to an online platform, formation of classes will be more in depth and targeted towards specific skills in the water. Researching additional programming for all age groups.

### Event & Activities Updates

#### Upcoming Events

- Harvest Trade Event hosted by the Gardeners Club- 2/4 (first Saturday of the month)
- Cars, Coffee and Donuts hosted by the Car Club- 2/11 (second Saturday of the month)
- Community Garage Sale - Spring Cleaning is here! 2/25-2/26/23
- Frankie Ballard Concert 2/11

- Little League Spring Season Opening Day- March 4th

## Classes

- Senior Fitness
  - Tuesday & Thursday, 10-10:45 am @ the Lodge
  - Dark: 2/7, 2/9, and 2/14
- Restorative Yoga
  - Thursdays, 7-8 pm @ the Lodge
- Line Dancing
  - Tuesdays (Basic Introduction), 1-2 pm @ the Lodge
  - Tuesdays (Beginners), 2-4 pm @ the Lodge
  - Wednesdays (Improvers), 2-4 pm @ the Lodge
- Starting March 1
  - Dance Cardio (Tuesday & Thursday, 9-9:45 am @ the Lodge

## Committees

Recreation Committee – no open positions

Senior Committee – one open position

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

# 2023 CLPOA MASTER CALENDAR OF PUBLIC EVENTS

January - February - March

## January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

POA:	
3	Board Meeting
4	IDR Meeting
24	Special Session Meeting- Club Workshop
Clubs:	
1	Polar Bear Day - CANCELED
21	Heuy Lewis Concert
Golf Course:	
9	Blood Drive
Chamber:	
14	5k for 5k Event - CANCELED

## February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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				

POA:	
7	Board Meeting
8	IDR Meeting
11	Frankie Ballard Concert
22	Budget Workshop
Clubs:	
4	Harvest Trade – Garden Club
11	Galentines Event – Womens Club
11	Cars, Coffee & Donuts - Car Club
25	Wreath Workshop – Garden Club CANCELLED

## March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

POA:	
1	Committee Recognition Dinner
7	Board Meeting
8	IDR Meeting
13	Pool opens
29	POA/City/EVMWD
Clubs:	
1	Saint Pattys Pre Party – Womens Club
4	Spring Season Opening Day – Little League
4	Harvest Trade – Garden Club
11	Cars, Coffee & Donuts – Car Club
18	Club Rush – Family Matters Club

# 2023 CLPOA MASTER CALENDAR OF PUBLIC EVENTS

April - May - June

## April 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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						

### POA:

4	Board Meeting
5	IDR Meeting
22	Pool Movie Night

### Clubs:

1	Easter Carnival – Family Matters Club
1	Petty Breakers Concert – The Guild
1	Harvest Trade – Garden Club
8	Cars, Coffee & Donuts – Car Club

15	Wakeboard event
16	Wakeboard event
28	Fashion Show – Womens Club

### Chamber:

15	Spring Market Night
----	---------------------

### Golf Course:

10	Blood Drive
----	-------------

## May 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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			

### POA:

2	Board Meeting
3	IDR Meeting
6	English Beat Concert
11	Election Day for POA Board
26	Movie Night
27-28	Fiesta Hopper
28	Movie Night in the Park

### Clubs:

5	Western Carnival – Family Matters Club
6	Harvest Trade – Garden Club
6	Wakeboard Event
7	Wakeboard Event
13	Cars, Coffee & Donuts – Car Club
20	Ski Club Event
21	Ski Club Event
21	Choraleers Concert

### Fire Department:

13	Fire Services Day Event
----	-------------------------

## June 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	

### POA:

6	Board Meeting
7	IDR Meeting
10	Pool Movie Night
17	Atlanta Rhythm Section Concert
23	Movie Night in the Park
	Taco Tuesdays

### Clubs:

3	Harvest Trade – Garden Club
10	Cars, Coffee & Donuts – Car Club

# 2023 CLPOA MASTER CALENDAR OF PUBLIC EVENTS

July - August - September

## July 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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					

**POA:**

4	July Fourth Fireworks
5	Board Meeting
6	IDR Meeting
15	Pool Movie Night
	Taco Tuesdays

**Clubs:**

1	Harvest Trade – Garden Club
8	Cars, Coffee & Donuts – Car Club
13-15	Community Theater Club Summer Event
22	Serpentine Fire Concert – The Guild

**Golf Course:**

10	Blood Drive
----	-------------

## August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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		

**POA:**

1	Board Meeting
2	IDR Meeting
12	Pool Movie Night
19	Deana Carter Concert
25	Movie Night in the Park

**Clubs:**

5	Harvest Trade – Garden Club
12	Hot August Nights – Womens Club
12	Cars, Coffee & Donuts – Car Club

## September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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

**POA:**

3	Maui Sunday
5	Board Meeting
6	IDR Meeting
11	9/11 Tribute Event
15	Movie Night in the Park

**Chamber:**

30	Oktoberfest
----	-------------

**Clubs:**

2	Harvest Trade – Garden Club
9	Bunco Night – Womens Club
9	Wakeboard Club Event
10	Wakeboard Club Event
16	Kids Fishing Derby – BassMasters
16	Ski Club Event
17	Ski Club Event
23	HarborFest 2023 – The Guild
30	Ski Club Event

# 2023 CLPOA MASTER CALENDAR OF PUBLIC EVENTS

October - November - December

## October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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				

**POA:**

3 Board Meeting

4 IDR Meeting

31 Pool Closes Early at 5pm

**Golf Course:**

Approx 12-30 Re-Seeding

9 Blood Drive

**City:**

26 State of the City Gala

**Chamber:**

28 Parade of Frights

**Clubs:**

1 Ski Club Event

7 Annual Car Show – Car Club

7 County in the Park – CLAMS

7 Harvest Trade – Garden Club

7 Wakeboard Club Event

8 Wakeboard Club Event

14 Rocktoberfest – JWC

14 Cars, Coffee & Donuts – Car Club

21 Tim McGraw Concert – The Guild

29 Trunk or Treat Halloween Carnival – Family Matters Club

## November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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		

**POA:**

4 Fabulous Thunderbirds Concerts

7 Board Meeting

8 IDR Meeting

26 Pool Closes for Winter

**Clubs:**

4 Harvest Trade - Garden Club

4 Senior Boutique – Senior Work Group

5 Senior Boutique – Senior Work Group

**City:**

11 Veterans Day Celebration

**Chamber:**

18 Fall-Winter Market

## December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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						

**POA:**

3 Toy Drive Parade

5 Board Meeting

6 IDR Meeting

31 New Year's Eve Party – Lodge/Country Club

**Club:**

2 Holiday Home Tour

9 Breakfast with Santa – Ski Club

9 Parade of Lights – Yacht Club

10 Choraleers Concert

10 Senior Christmas Dinner – Senior Work Group

15-17

Community Theater Christmas Show

18 Bunc Ho Ho Ho – Womens Club

31 Senior New Year's Party – Senior Work Group

**City:**

2 Winter Wonderland



# COMMUNICATION REPORT

## Goals & Campaigns - January 2023

### Goals & Objectives

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

- Enhance online digital services and experience
  - Online Calendar
  - Online Campground Reservations
  - Online Facility Schedules
  - Improved Amenity Pages
- Expand the Canyon Lake POA's communication efforts, with a focus on increasing social media reach and engagement.
- Promote and market the Canyon Lake POA's revenue generating amenities and services:
  - Golf Course
  - Restuarants
  - Happy Camp & Propane Sales
  - Online Store
  - Gift Cards
- Promote Recreation & Events
- Promote Weddings & Banquets

### 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 (coming soon)
  - Online Campground Reservations
  - Amenity/Facility Calendars
- Community Project Promotions
  - Solar Project
  - Canyon Lake Drive South Median Project
  - Lodge Patio & Event Space Construction
  - Lighthouse Restaurant & Bar Renovation
- Upcoming Event Promotions
  - 2023 Concerts at the Lodge
  - Frankie Ballard Concert
  - Community Garage Sale
- Promoting Dining and Events at Restaurants
- Member Welcome Packet
- Wedding Promotional Packet
- Amenity Promotions
  - Golf Course Video Hole Tour
  - Golf Annual Membership Campaign
  - Golf Guest for a Day Promotion
  - Golf Daily Play Promotion (Canyon Lake residents only)

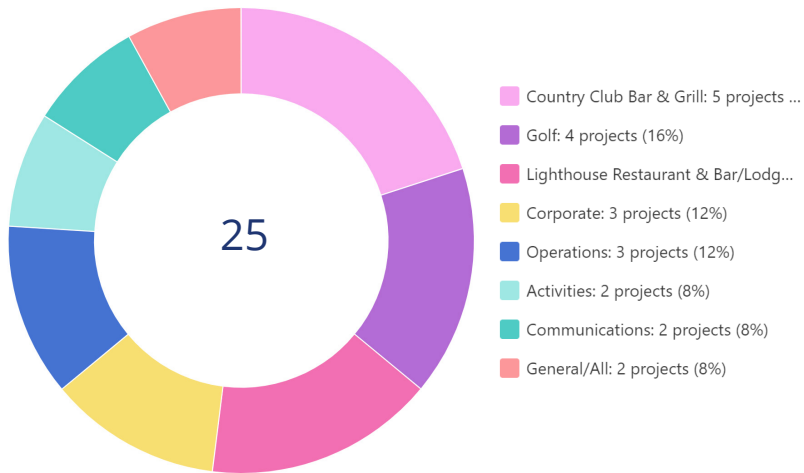
# COMMUNICATION REPORT

## KPI Dashboard - January 2023

### ACTIVE CAMPAIGNS

January 2023

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



### HIGHLIGHTS

**186**

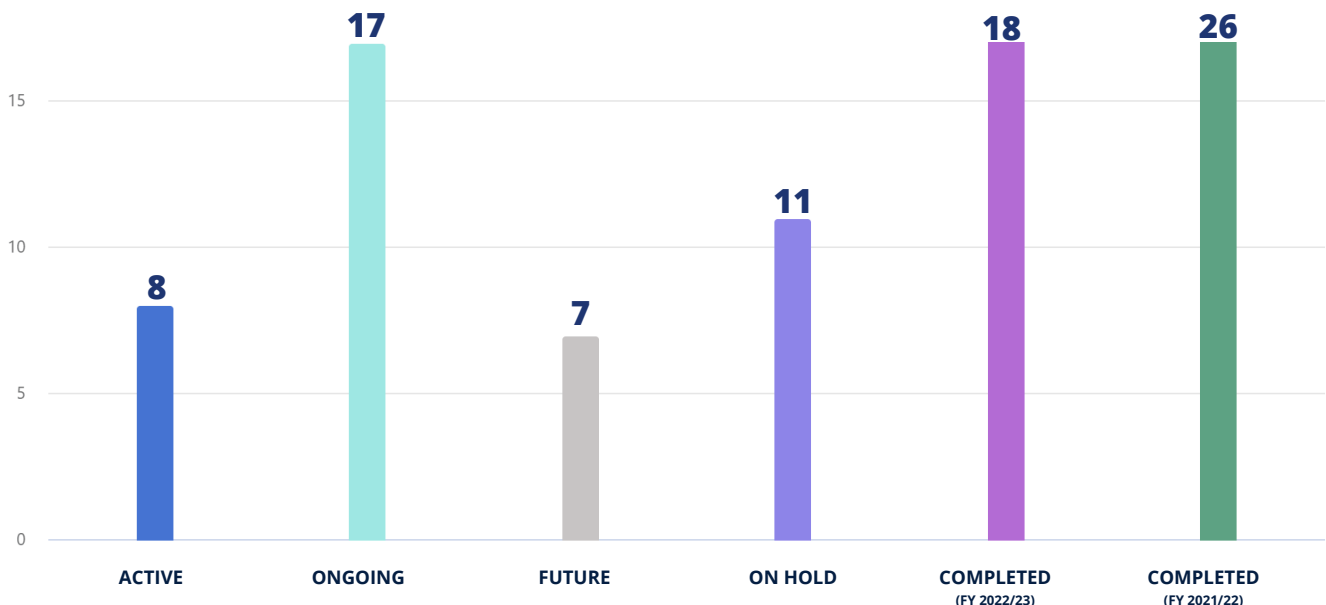
tasks completed  
in January 2023

**17**

club events promoted  
in fiscal year 2022/23

### CAMPAIGN STATUS

Below is the status of the campaigns Communications manages. These numbers are tracked for the current fiscal year 2022/23 (May 1, 2022 through May 30, 2023).



# FEATURE CAMPAIGNS - CANYON LAKE POA

January 2023

## Community Promotions

CANYON LAKE POA BOARD

### JOIN THE BOARD



**INTENT TO RUN PACKETS**  
AVAILABLE AT CANYON LAKE POA OFFICE ON JAN 31  
DUE BACK ON MAR 2 BEFORE 3 P.M.



#### EVENT PLANNING TOOLKIT

The Canyon Lake POA Board and previous committees throughout the community, together, as with any organization, we must discuss events held at our destination and ensure all needed permits and other administrative agencies such as the City of Canyon Lake. Please contact Canyon Lake Department and Planning Services (CLPS) to learn a few key things members, jobs, and general organizations can get through the process of planning an event, we created this event planning guide with links to help you understand the planning process and how to request forms and permits.

#### Scheduling Policy

CLPS members, staff, groups, or approved organizations may schedule and utilize an outdoor area up to two times per month for functions and events. Permits are required for the use of scheduled areas and Canyon Lake POA management fee.

- Canyon Lake POA Members
- Canyon Lake POA Board Members
- Annual calendar scheduling of scheduled club functions and meetings to be first Friday of September, for the following calendar year.
- Canyon Lake POA weekly dinner
- Annual calendar scheduling of all group functions begins January 1 of the current calendar year.

#### Steps For Planning Event in Canyon Lake

- Step #1: Select Your Venue
- Step #2: Make Reservations
- Step #3: Get Permits
- Step #4: Provide Event Details

#### Helpful Links

Facility Documents

- Facility Use Policy (PDF)
- Health & Safety Policy (PDF)
- Reservation Form (PDF)

Other Documents

- Scheduled Club Policy (PDF)
- Canyon Lake POA Club Book Meeting Presentation (PDF)
- City Special Events Permit Presentation (PDF)

Important Links

- Annual Budget Fee Schedule (PDF)

Permit Links

- City Event Permit
- ABC License Page
- Specialty Health Permit
- Vendor Health Permit

CANYON LAKE PROPERTY OWNERS ASSOCIATION

### COMMUNITY-WIDE GARAGE Sale

Feb 25 & Feb 26

View Community Map or Register Your Garage Sale at [www.clpoa.com/communitysale](http://www.clpoa.com/communitysale)

2023 CONCERTS AT THE LODGE

### FRANKIE BALLARD

Valentine's Concert

**FEBRUARY 11, 2023**

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

**TICKETS ON SALE NOW**

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

CANYON LAKE COMMUNITY

### THIS MONTH UPCOMING EVENTS

See what's coming up this month on our website!

[WWW.CLPOA.COM/EVENTS](http://www.clpoa.com/events)

CANYON LAKE PROPERTY OWNERS ASSOCIATION

@canyonlakepoa

TENNIS FREE CLINICS

Starts January 15

Learn the basics of tennis with Canyon Lake's Head Tennis Pro, Bobby Kielty. These FREE beginner adult clinics are Sundays and Mondays at 10 a.m. Tennis rackets and balls will be provided. Please wear athletic attire and avoid wearing sandals or jeans. These clinics are a great opportunity to learn more about the sport! Reservations are required and can be made by calling 951.760.1813.

DATES: Sundays & Mondays

TIME: 10 a.m.

Registration Required  
Call 951.760.1813

CANYON LAKE PROPERTY OWNERS ASSOCIATION

@canyonlakepoa

## Restaurant Promotions

LIGHTHOUSE RESTAURANT & BAR

LIVE MUSIC - NO COVER

### THE SPELL

FEATURING KENNY, MARQUEZ & TARA B.

FRI, JAN 20 | 6PM-9PM

Happy Hour from 4 pm to 6 pm

Call 951.246.2720 for reservations

@canyonlakelighthouse

22200 Canyon Club Drive, CA 92587 | [www.canyonlakelighthouse.com](http://www.canyonlakelighthouse.com)

FEBRUARY 10TH, 2023

### HAIRLARIOUS COMEDY

JOHN HERRE MIKE ANO

MARK CHRISTOPHER LAWRENCE

FIRST COME, FIRST SERVED / 21 & OLDER / 2 ITEM MIN / SHOWTIME 8PM

THE LIGHTHOUSE RESTAURANT

22200 CANYON CLUB DR, CANYON LAKE, CA / (951) 246-2720

CANYON LAKE COUNTRY CLUB BAR & GRILL

### Early Bird Specials

Available Monday through Friday from 7 a.m. to 9 a.m.

GRAB & GO | \$5.5  
English muffin or biscuit with one egg, cheese, and your choice of ham, bacon, or sausage.

GOLFER'S SPECIAL | \$5.5  
One egg, one pancake, and choice of one bacon or one sausage.

BREAKFAST BURRITO | \$5.5  
Two eggs, beans and mixed cheeses wrapped in a warm tortilla.

Call 951.246.1773 for pickup orders or reservations

CANYON LAKE COUNTRY CLUB

@canyonlakecountryclub

LIVE MUSIC - NO COVER

### Katie Shorey

STEVIE NICKS TRIBUTE

FRIDAY, JAN 27, 2023 | 6 P.M. TO 9 P.M.

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

Call 951.246.1773 for reservations

Open to the Public and Members

CANYON LAKE COUNTRY CLUB BAR & GRILL

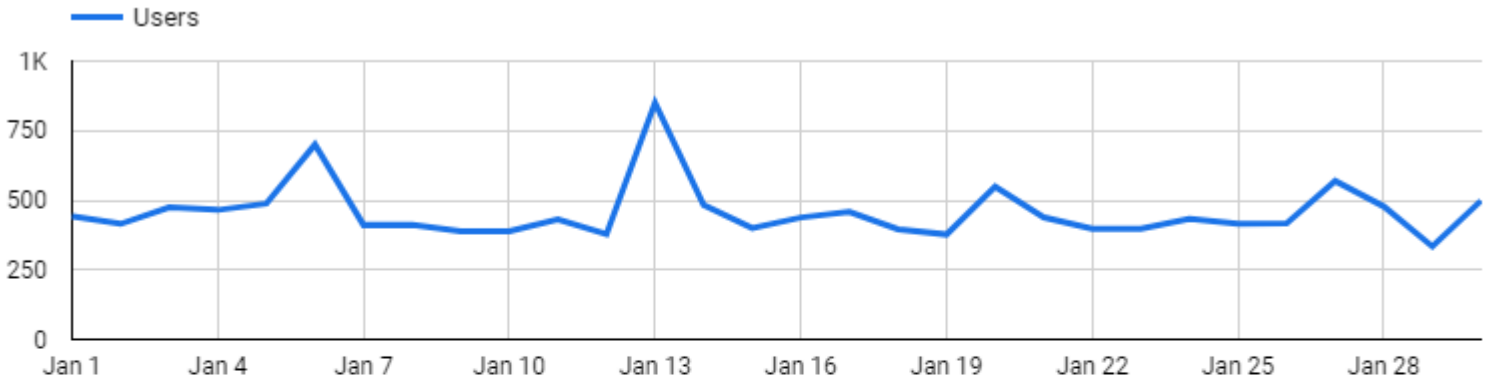
@canyonlakecountryclub

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

# COMMUNICATION REPORT

## Website Highlights - January 2023

### WEBSITE ANALYTICS HIGHLIGHTS



Users

11,227



New Users

10,104



Number of Sessions per User

1.38



Sessions

15,535



Pageviews

41,507



Pages / Session

2.67



Avg. Session Duration

00:02:05



Bounce Rate

53.97%



### TOP 10 VISITED WEBSITE PAGES

January 1, 2023 - January 31, 2023

Page Title	Pageviews	Pageviews
	42,027 % of Total: 100.00% (42,027)	42,027 % of Total: 100.00% (42,027)
1. Home - Canyon Lake POA	8,443	20.09%
2. Login - Canyon Lake POA	3,830	9.11%
3. My Info - Canyon Lake POA	1,656	3.94%
4. Camping - Canyon Lake POA	1,239	2.95%
5. Lighthouse Home - Canyon Lake POA	1,205	2.87%
6. Make Payment - Canyon Lake POA	1,104	2.63%
7. Events - Canyon Lake POA	1,071	2.55%
8. Search - Canyon Lake POA	954	2.27%
9. Reservations - Canyon Lake POA	832	1.98%
10. Concerts At The Lodge - Canyon Lake POA	749	1.78%

# COMMUNICATION REPORT

## Email Highlights - January 2023

### EMAIL DASHBOARD - JANUARY 2023

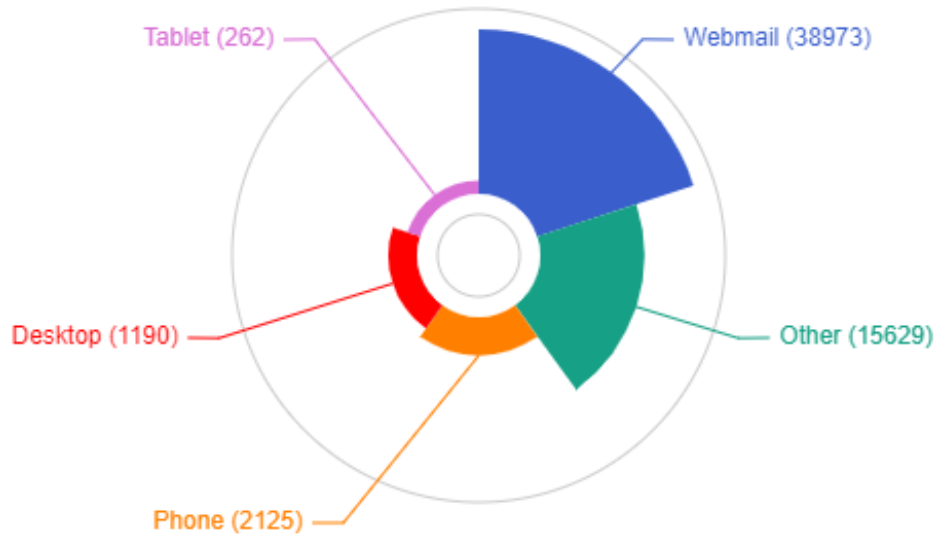
**38584**  
DELIVERED



**23729**  
UNIQUE OPENS



### TOP DEVICE OPENS JANUARY 2023



Webmail (38973) Other (15629) Phone (2125) Desktop (1190) Tablet (262)

### DELIVERY BY EMAIL CLIENT JANUARY 2023

Gmail (16338)  
Yahoo (11721)  
Microsoft Outlook (4072)  
Microsoft 365 (1508)  
Apple iCloud (1098)  
Remaining (3834)





# COMMUNICATION REPORT

## Social Media Highlights - January 2023

### PERFORMANCE SUMMARY

**16,959**

Followers  
Total

**199**

Published Posts  
Total

**300,777**

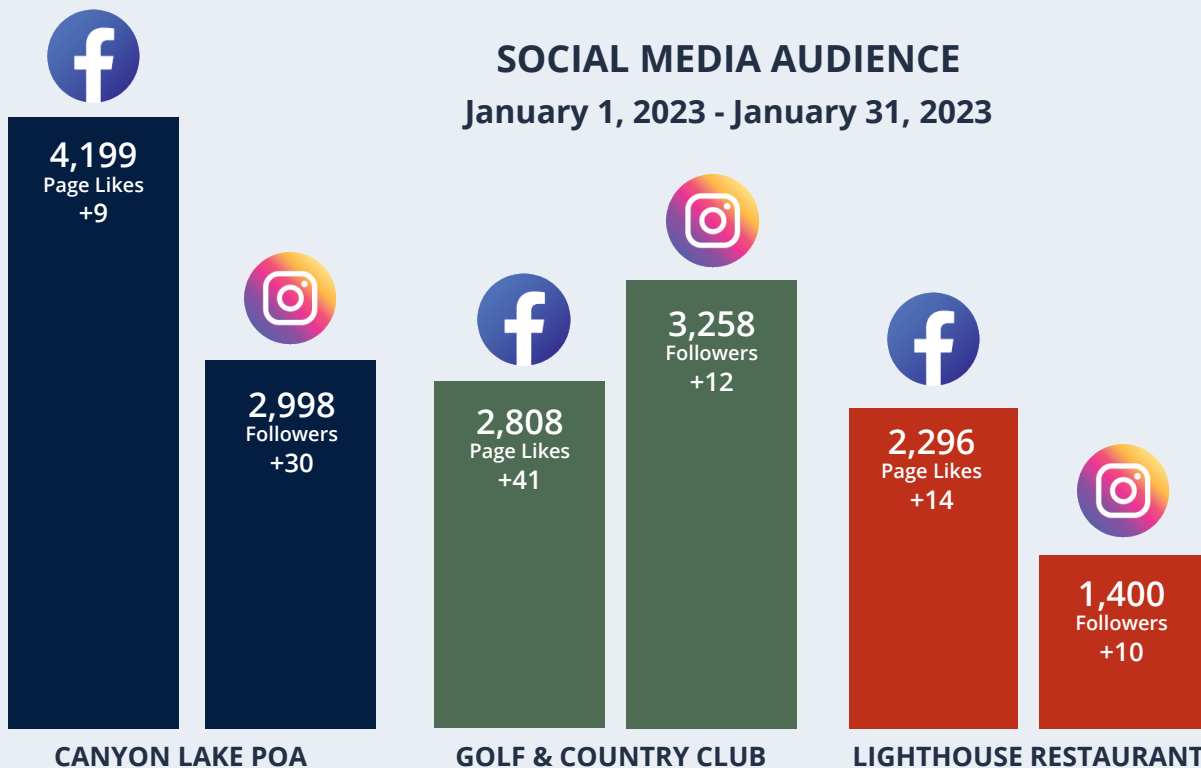
Impressions  
Total

**17,868**

Engagement  
Total

### SOCIAL MEDIA AUDIENCE

January 1, 2023 - January 31, 2023



### PROFILE SUMMARY

Profile	Followers	Growth	Posts	Impressions	Engagements
Canyon Lake POA   Facebook	4,199	9	55	91,073	8,636
Canyon Lake POA   Instagram	2,998	30	76	71,237	1,668
Golf & Country Club   Facebook	2,808	41	16	82,928	5,614
Golf & Country Club   Instagram	3,258	12	31	19,821	342
Lighthouse   Facebook	2,296	14	8	30,791	1,520
Lighthouse   Instagram	1,400	10	13	4,927	88

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

## COMMUNITY PATROL REPORT

December 2022

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

### Citations Issued

Violation	October		November		December	
	Calls for Service	Cites	Calls for Service	Cites	Calls for Service	Cites
Speed (Patrol)	6	0	1	3	5	5
Speed (Trailer)	N/A	68	N/A	21	N/A	32
Long Term Parking	4	2	5	1	14	5
Noise	47	0	18	4	15	2
Gate Runner	61	2	28	3	34	1
Verbal Abuse to Staff	0	0	N/A	2	1	0

### Additional Information

	October	November	December
Total Calls for Service	215	52	73
Call for Service – Unable to Locate	95	40	17
Total Number of Citations Issued	N/A	269	376

## Gate Entry Statistics

	October	November	December
Total Guest Passes issued by Gate	-	-	-
- Main Gate	25,371	29,704	16,428
- East Gate	19,393	19,249	11,025
- North Gate	15,316	12,635	7,288
Total Guest Entries by Gate	-	-	-
- Main Gate	39,172	33,105	36,308
- East Gate	24,187	21,696	23,451
- North Gate	15,798	13,594	14,715
Total RFID Entries by Gate	-	-	-
- Main Gate	135,367	130,363	134,654
- East Gate	73,797	69,217	66,270
- North Gate	41,638	38,507	39,106
Confiscated Guest Passes	68	82	93

## Two Guest Lane Entry Protocol\*

	October	November	December
Total time in minutes	-	-	-
- Main Gate	53	415	37
- East Gate	27	375	25

\*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.

## Incident Report Detail

Incident Description	Location
1. On 12-06-2022 While the officer was conducting patrol of Gault field a dugout gate was found cut. Operations was notified and the Officer completed the reset of the patrol with no further damage to report	1. Gault Field



<p>2. On 12-15-2022 While conducting lock up of Eastport women's restroom the officer found the restroom to have toilet paper thrown everywhere and a message with foul language was found. Operations was notified and the officer completed the rest of the patrol with no other issues to report</p>	<p>2.East port women's restroom</p>
<p>3. On 12-15-2022 while conducting patrol at the senior center, the fire gate located in the parking lot was found with the chain cut and the gate unsecured. Operations was contacted and the officer completed the rest of their patrol with no other issues to report</p>	<p>3.Senior Center Parking Lot</p>
<p>4. On 12-17-2022 While the officer was patrolling steelhead park vandalism was found on a picnic table. Operations was contacted for clean up the officer completed their patrol with no further issues to report</p>	<p>4.Steelhead Park</p>
<p>5. On 12-30-2022 While the officer was conducting unlocks, they noticed the paint in the women's bathroom at North Ski, had been stripped off in large chunks. Operations was contacted and the officer completed the rest of their patrol with no further issues to report.</p>	<p>5.North Ski Restroom (Women's)</p>

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

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

## Marine Patrol Report

DECEMBER 2022

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

### Citations Issued

Citation	OCTOBER	NOVEMBER	DECEMBER
LM.2.5 Expired/ No Registration ( State )	0	0	1
LM.2.6 Expired/ No Registration ( POA )	2	0	0
LM.2.7 Expired / No Registration at a dock or lift	0	0	2
LM.7.3 Reckless behavior while operating a motorized boat	0	0	1
GR.6.2c Failure to present valid ID	0	0	0
GR.4.4 Fishing License	0	1	2
LM.6.7 Excessive Wake	4	4	4
GR.2.18a Loud Noise	0	2	0

### Warnings Issued

Warning	OCTOBER	NOVEMBER	DECEMBER
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	1	0
GR.4.4 Fishing License	3	2	0
LM.6.7 Excessive Wake	1	3	2
GR.2.18a Loud Noise	3	0	0
LM.9.11 Plowing	2	3	2

**Additional Information**

	OCTOBER	NOVEMBER	DECEMBER
Total Calls for Service	70	31	42
Boat Safety Inspection	21	10	14
Boat Tow (Out of fuel/mechanical)	7	3	4
Boat Tow (Adrift)	1	0	1
Battery Assist	1	1	2
P&C Inspector Escort Hours	9.5	2.75	8.75
Fishing License Checks	10	14	16
Quagga Inspection	20	4	11
White Tag Applied	16	9	6
Quarantine Tag Applied	0	0	0

**Boat Operating Hours**

	OCTOBER	NOVEMBER	DECEMBER
Boat 1 START 10897.0/ END 11002.2	33.2	18.9	105.2
Boat 2 START 10680.3/ END 10735.8	121.7	19.3	55.5
Boat 3 START 608.9/ END 617.4	0.1	0.1	8.5
Boat 4 START 668.0/ END 777.3	62.1	50.0	109.3

**Boat Operating Hours by Location**

	OCTOBER	NOVEMBER	DECEMBER
Main Lake	115.8	57.2	139.5
East Bay	101.2	31.0	138.5
North Ski	0.1	0.1	0.5

**Incident Report Summary**

	OCTOBER	NOVEMBER	DECEMBER

NO REPORTS	0	0	0
------------	---	---	---

---

**Incident Report Detail**

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

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

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Vacation Park Playground & Exercise Equipment** – Playground & exercise equipment have been installed and are open for use.

### Developing Projects

- **Basketball Courts** – Courts have been stripped and will be re-surfaced next month.
- **CLDS Median at Main Gate** – This project is planned to begin in February.
- **Equestrian Center Arena** – Vendor is scheduled to clean up current ground base and add more to the arenas in March.
- **Equestrian Center Stalls & Barn Rain gutters** – Work has been scheduled for this month.
- **Harrelson Park Dock Replacement** – This dock is being built and should be complete by April.
- **Holiday Harbor Dock Repairs** – This dock will begin being built after Harrelson Park is complete.
- **Lodge Bar/Restaurant Remodel** – Working on getting signed contracts, then project will get started.
- **Lodge Outdoor Venue** – Working on getting signed contracts, then project will get started.
- **Mailbox Slabs and Lighting** – Project is continuing with mailboxes being completed on Vacation, Redwood & Cascade.
- **Pickleball Court Addition** – Bids have been accepted and are being reviewed.
- **Solar Panels** – Equestrian Center and Lodge are both in the process of being installed.

### Functions with Staff Assistance

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

## General Maintenance Items

- **Resident Matters** – Responded to residential requests, questions, and/or concerns.
- **Vandalism** – Vandalism reports included are for the previous month (December); 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

- No major issues to report this month.

## Regulatory / Compliance

- **Annual Leak Test** – Happy Camps gas pumps are both tested annually by Western Pump to be sure there are no gas leaks.
- **South Coast Air Quality Management Permit Renewal** – Happy Camp gas tank and dispensing permits for 2023 were received.

## Safety / Training

- **Back Safety** – Training was conducted by Safety Compliance Company to show staff was to prevent injury to their backs.

## EQUESTRIAN CENTER

- Arena Footing – upcoming project
- Stall & Barn gutters – In process of repairs and upgrades.

## 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 January.

**Green Committee:** The Green Committee met on January 11, 2023, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- E-Bikes on the golf course
- Possible new Golf Course Rules
- Any new walker/runner developments

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 February 9, 2023, at 1:00pm.

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

- Speed limit report
- Electric bikes & scooters
- 5-year CIP Master Plan

The Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on February 9, 2023, at 3:30pm.

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

- Gault Field upgrades
- Amenities added to the parks
- Zipline or corn-hole at Sunset Beach

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 February 14, 2023, at 4:00pm.

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

- Removal of fallen tree
- Painting at multiple different areas
- Concrete work on hole #1 & 5
- Divot sanding party

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 February 28, 2023, at 1:00pm.

## DIRECTOR'S MESSAGE

Operations started the year out strong with all the projects going on around the community. Not only just the ones that have already begun but a few that are on their way onto the list. Vacation Park was finished up with the installation of the playground equipment and exercise equipment. Solar Panels are being installed at the Equestrian Center and the Lodge with the driving range location to follow after they are complete. The mailbox project is continuing with replacements through out the community and the basketball court resurface should be completed this month. The new dock for Harrelson Park is being built and is expected to be completed in time to enjoy this summer. The Lodge remodel, inside and out, will be our next big project that we are buttoning up details on before it gets started. Operations is continuing to keep up on their day to day while adding new challenges with the next big projects, all in an effort to keep the community looking good for the membership and their guests.



Presented By: *Steve Schneider, Director of Operations*



**VANDALISM REPORT  
December 2022**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
326098	2204857	11/18/2022	MAIN GATE	CLEAN GRAFFITI OFF MAIN GATE DOOR SHELF	\$10.00	2.5	\$160.00	ADHESIVE CORK SHELF LINER
326112	N/A	11/21/2022	COMMON AREA / NORTH SKI AREA	CHECK PERIMETER FENCING	\$20.00	2	\$120.00	CHAIN LINK FENCE
326155	2216952	11/28/2022	GOLF COURSE	ASSESS & REPAIR 11TH TEE ACCESS GATE	\$308.53	16	\$1,108.53	NEW GATE FABRICATED
326220	N/A	12/2/2022	COMMON AREA / HOLIDAY HARBOR	CLEAN GRAFFITI OFF SIGN AT HOLIDAY HARBOR	\$1.50	0.5	\$26.50	MAGIC ERASER
326227	N/A	12/2/2022	COMMON AREA / HARRELSON PARK	CHECK PERIMETER FENCING	\$198.00	2	\$298.00	BARBED WIRE
326243	2230604	12/5/2022	COMMON AREA / ROADRUNNER	ASSESS & REPAIR SINK IN RESTROOM AT PARK	\$15.14	1.25	\$77.64	P-TRAP & GENERAL MATERIALS
326300	N/A	12/9/2022	COMMON AREA / NORTH SKI AREA	CHECK PERIMETER FENCING	\$147.80	6	\$447.80	CHAIN LINK FENCE, BARBED WIRE & HOG RINGS
326339	N/A	12/14/2022	COMMON AREA / MAMMOTH PL	ASSESS & REPAIR PERIMETER FENCING	\$27.00	2	\$127.00	CHAIN LINK FENCE & HOG RINGS
326348	2245321	12/15/2022	COMMON AREA / NORTH SKI AREA	REPAIR PERIMETER FENCING	\$134.40	6	\$434.40	CHAIN LINK FENCE, BARBED WIRE, HOG RINGS & CLAMPS
326377	N/A	12/16/2022	COMMON AREA / NORTH SKI AREA	CHECK PERIMETER FENCING	\$7.00	1	\$57.00	HOG RINGS
326381	2250939	12/16/2022	COMMON AREA / MOONSTONE BEACH	REPAIR DAMAGED BOLLARD	\$31.47	3	\$181.47	CONCRETE MIX
326387	2252001	12/19/2022	COMMON AREA / STEELHEAD PARK	CLEAN GRAFFITI OFF TABLE	\$5.00	1	\$55.00	GRAFFITI REMOVER
326388	2251770	12/19/2022	GOLF COURSE	REPLACE LOCK ON 11TH TEE ACCESS GATE	\$22.00	1	\$72.00	NEW LOCK
326421	N/A	12/21/2022	HAPPY CAMP	ASSESS & REPAIR FENCE AT HAPPY CAMP	\$0.00	1	\$50.00	LABOR TIME ONLY
326453	2262349	12/27/2022	EASTPORT	REPLACE MISSING TOILET PAPER DISPENSER IN RESTROOM	\$205.64	0.25	\$218.64	NEW TOILET PAPER DISPENSER
326454	2262543	12/27/2022	GOLF COURSE	REPLACE DAMAGED LOCK & CHAIN ON 11TH TEE ACCESS GATE	\$22.00	1.75	\$109.50	NEW LOCK
326458	N/A	12/27/2022	COMMON AREA / VACATION PARK	REMOVE GRAFFITI OFF VACATION BENCHES	\$6.50	0.5	\$31.50	GRAFFITI REMOVER & MAGIC ERASER
326460	2262543	12/27/2022	COMMON AREA / VACATION PARK	REPLACE LOCK AT PARK BOLLARDS	\$22.00	0.25	\$34.50	NEW LOCK
326471	N/A	12/28/2022	GOLF COURSE	ASSESS & REPAIR 6TH TEE TUNNEL GATE	\$0.00	3.5	\$175.00	LABOR TIME ONLY
326473	N/A	12/28/2022	COMMON AREA / VACATION PARK	REPAIR PERIMETER FENCING	\$37.00	1	\$87.00	CHAIN LINK FENCE & HOG RINGS
326474	N/A	12/28/2022	GOLF COURSE	REPAIR DAMAGED 9TH TEE TUNNEL GATE	\$22.00	2.5	\$147.00	NEW LOCK
326477	N/A	12/29/2022	GOLF MAINT. YARD	REPAIR FENCING BY GOLF MAINTENANCE YARD	\$24.66	2	\$124.66	FENCE POST CLAMPS & TENSION BAR
326483	N/A	12/29/2022	GOLF MAINT. YARD	WELD CHAIN ONTO ACCESS GATE OFF DIRT ROAD	\$0.00	2.5	\$125.00	LABOR TIME ONLY

\$1,267.64 \$ 59.50 \$4,268.14  
\$ 2,975.00

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending December 2022	Project Totals 5/1/21 to 10/31/22
Admin Int		-	-
#2146 Interior Floor, Carpet	18,913	-	18,913
Admin IT		-	-
#1047 Battery Back Up		2,047	2,047
HVAC Units		-	-
#1421 HVAC Country Club	12,800	-	12,800
\$1055 HVAC POA		11,253	11,253
Park Equipment & Furnishings		-	-
2-2209-00 Harrelson Park Dock Replacement \$59,700		28,429	28,429
#7021 East Port - Basketball Court - Light Fixtures	3,613	-	3,613
#0405 Park Equipment-Sunset Beach	31,625	-	31,625
#1005 Diamond Point Park - Playgroud Equipment	22,345	-	22,345
#20031 Restroom - Roadrunner Park	-	3,687	3,687
#6022 Dock - Indian Beach	15,700	16,650	32,350
#16018 Indian Beach Trash Receptacles		2,648	2,648
#15005 Holiday Harbor Trash Receptacles		1,787	1,787
2-1904-01 Small Dog Park \$33,363.75	7,995	-	7,995
2-2105-00 Large Dog Park Phase #2 \$105741.70	117,701	1,307	119,008
#20057 Lift Station Sierra Park		13,100	13,100
2-2209-01 Holiday Harbor Park Dock \$194,412.00		1,500	1,500
Gault Field		-	-
#12041 Gault Field - Lights (2)		6,000	6,000
#1309 Gault Field - Netting & Shade Cover	11,310	-	11,310
#1305 Gault Field - Field #2 Lights	10,000	-	10,000
#12033 Gault Field #1 - Lights		2,700	2,700
Equestrian		-	-
#1174 Equestrian - Sand Replacement	26,040	-	26,040
#1179 Equestrian Repairs	19,113	-	19,113
#1181 Equestrian - Fence Vinyl	5,800	-	5,800
Restaurant Equipment		-	-
#18082 Ice Machine Lodge	-	14,500	14,500
#0901 Lodge Fire Suppression Cylinders	-	-	-
#0901 Misc. Restaurant Equip	11,294	-	11,294
#2117 Salad/Sandwich Prep Station	3,850	-	3,850
Furniture		-	-
#1793 Furniture - Lodge Pool View	11,854	-	11,854
#0903 Furniture Corporate Office	7,194	-	7,194
#1579 Furniture Senior Center		-	-
Lodge		-	-
#18034 Lodge - Roof Plumbing		7,247	7,247
#1526 Lodge - Food Prep Station	8,357	-	8,357
#1168 Lodge - Tennis Courts, Resurface	34,950	-	34,950
#0910 Lodge Remodel	14,955	-	14,955
#18066 Lodge - Kitchen, Charbroiler	3,366	-	3,366
#18087 Lodge -Kitchen, Oven	9,935	-	9,935
#18099 Lodge - Kitchen, Skillet	22,848	-	22,848
#18056 Lodge - Holiday Bay, Stage Lights	47,937	27,209	75,146
2-2006 Lodge Front Patio/Event Space Design \$28k	18,115	-	18,115
#18102 Lodge Climate Wizard	2,544	-	2,544
#18137 Restroom Repairs		1,754	1,754
#24090 Lodge - Tennis Courts, Restrooms		4,250	4,250
#18118 Lodge - Cameras		3,279	3,279
Country Club		-	-
#1432 CC Undercounter Freezer	2,257	-	2,257
#1759 CC Replace Folding Grille	3,903	-	3,903
#4053 CC Replace Range Burner - Unit#2	13,621	-	13,621
#4068 Magnolia Room	3,550	-	3,550
#1633 Main Gate - HVAC	6,000	-	6,000
#1635 Main Gate - Gate Operator	2,300	3,484	5,784
#1660 North Gate - Gate Operator	3,383	-	3,383
#8019 Main Gate - Decal lane booth	2,500	-	2,500
#4048 CC Walk In Freezer		16,853	16,853
#4070 CC - Television		4,186	4,186
#4030 CC - Carpeting		8,782	8,782
#2019 CC - Bar, Sink		3,648	3,648
#4079 CC - Patio Furniture		1,558	1,558
#4015 CC - Bar, Cooler		3,046	3,046
#4011 CC - Ext, Door, Entry New		1,506	1,506
Corporate Office		-	-

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending December 2022	Project Totals 5/1/21 to 10/31/22
#1025 Admin Int - Office Equipment	2,438	-	2,438
POA Office Remodel -- P&C	28,930	-	28,930
		-	-
<b>Computers</b>		-	-
#1900 CP Computers	3,826	-	3,826
<b>Operations</b>		-	-
#1839 Operations - Ext, Walls, Repairs	20,500	-	20,500
<b>Pool</b>		-	-
#1156 Pool Chemical Reader		1,886	1,886
#1153 Pool Heater	8,400	-	8,400
#1101 Pool Filters	-	-	-
#21031 Pool, Pump and Motor		6,566	6,566
#1158 Pool Pump	2,890	-	2,890
#1864 Lighting, Pool	2,550	-	2,550
#1869 Pool Office, HVAC	4,500	-	4,500
#21010 Pool - Lighting Pools		1,575	1,575
#21026 - Pool Deck Repair	2,950	-	2,950
#Pool - Pool, Heaters (1)		1,617	1,617
<b>Lake</b>		-	-
#23009 Roofing Tiles for N. Ski Shelter	2,250	-	2,250
#1691 Docks - Pebble Cove, Replace	15,700	5,300	21,000
#2004 Dock - Indian Beach \$36,277.50 4/7/20	-	-	-
#17010 Lake - Buoy		2,180	2,180
		-	-
<b>Campground</b>		-	-
#3032 Campground Restroom Remodeling \$431,621	246,019	262,523	508,542
#1275 Campground - Railing, Stairs	1,550	-	1,550
<b>Entry Gates</b>		-	-
#8001 East Gate - Fence, Wrought Iron		9,175	9,175
#8003 East Gate - Gate Openers		2,224	2,224
#8008 East Gate - Restroom		7,850	7,850
#8018 Main Gate - Gate Operators		7,875	7,875
#1006 Fairway Estates - Operators		4,250	4,250
		-	-
<b>Ski Slalom</b>		-	-
#1904 Ski Slalom - Railing, Pipe	1,990	-	1,990
<b>Golf Course</b>		-	-
#13057 Golf Netting		5,500	5,500
#13012 Golf Course Maintenance Yard		14,480	14,480
#13038 Irrigation Engineering and Design	5,000	2,556	7,556
#1208 GC Irrigation, Sys	66,786	-	66,786
2-2008-00 GC Irrigation Sys Additional \$12k	17,390	5,025	22,415
2-2102-00 GC Irrigation Sys \$2,030,400	1,397,326	-	1,397,326
#13007 Golf - Concrete, Repairs		26,950	26,950
#13046 Golf - Maintenance, Golf Carts (1)		11,552	11,552
<b>Grounds</b>		-	-
#8015 Main Gate Entrance Fountain Monument Repairs	5,800	-	5,800
#14003 East Port Landscaping Monument	18,555	99,658	118,213
#14006 Mailbox (Concrete Pads)		60,144	60,144
#14016 Signs, Street		8,353	8,353
#1853 Landscaping	11,102	-	11,102
#1848 Diamond Point Park Curbing	9,500	-	9,500
#1848 Mailbox Slabs	81,386	9,900	91,286
#1857 Signs, street	6,962	-	6,962
2-2010-01 CLDS So Median Landscape \$100k-\$150k	15,850	2,263	18,113
2-2212-00 CLDS Median Improvements \$		-	-
#14012 Grounds - Signs, POA		3,465	3,465
#10005 Fairway Estates - Signs		1,110	1,110
<b>Vehicles</b>		-	-
#25023 - Toyota, Tacomas		2,490	2,490
#25025 -Vehicle - Tractor, Kubota (1)		8,902	8,902
#25003 -Boat, Champion	12,360	-	12,360
#25010 -Chevy's, 1998 (98-06) (4)	31,221	-	31,221
#1616 - Ford Escapes	55,515	-	55,515
#1618 Golf Cart - Enclosed	11,037	-	11,037
Unallocated	20,719	-	20,719
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>	<b>2,648,671</b>	<b>767,779</b>	<b>3,416,450</b>

## Canyon Lake Property Owners Association Road Reserve Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending December 2022	Project Totals 5/1/21 to 10/31/22
			\$ -
		57,181	\$ 57,181
	193,183	4,310	\$ 197,493
	94,514	-	\$ 94,514
	1,950	-	\$ 1,950
	15,550	-	\$ 15,550
	6,450	-	\$ 6,450
		10,911	\$ 10,911
		2,500	\$ 2,500
	311,648	74,902	386,550

3-2209-00 Pavement Engineering "Year Two"  
 3-2104-01 Pavement Imp Plan Design  
 3-2102-00 Pavement Condition Index  
 3-2104-00 Campground - Misc Road Repairs  
 3-2201-02 Striping - (Holiday Harbor)  
 3-2201-01 Striping CLDS  
 #14017 - Traffic Signs  
 Misc Repairs  
 Total Road Reserve Fund Acct 03-0670

# Canyon Lake Property Owners Association

**FUND 05 CAPITAL IMPROVEMENT PROJECTS**

	2020-2021 Ending April 2021	2021-2022 Ending April 2022	2022-2023 Ending December 2022	Project Totals 5/1/20 to 10/31/22
			-	
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	127,344.21	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	24,733.00	120,227
5-2102-03 Indian Beach Shade Project \$131,056		129,265	15,217.37	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	52,542.17	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	362,337.81	2,139,997
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		25,652	7,820.70	33,472
5-2111-00 Happy Camp Propane Dispenser		10,775	-	10,775
5-2109-01 Sprinklers POA and Conference Room		3,071	-	3,071
5-2206-00 Country Club Patio Shade Project			59,508.35	59,508
5-2208-01 Pickleball Phase 2 Design			5,250.00	5,250
	211,944	2,365,662.15	654,753.61	3,232,359.76

- Control

Date: 2/7/23

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Richard Gonzales Appealing ACC Denial to Extend Courtyard Wall

T/L: 3869-047

Address: 22506 Canyon Club Dr

CC&R Violation

Member Since June 18, 2021

CC&R Section 7 Size and Placement of Residences and Structures (a)

PC.2.1 Front Yard Setback

PC.2.7 Side Yard Setback

PC.3.1 Application of Setbacks/CC&R Violation

PC.3.1b Front Setback/CC&R Violation

PC.3.1c Side Setback/CC&R Violation

Exhibits for Review

- Exhibit 1 Original Front Elevation (1986)
- Exhibit 2 Plot Plat
- Exhibit 3 Close Up Diagram
- Exhibit 4 Overhead of Property
- Exhibit 5 House – Canyon Club View
- Exhibit 6 House – Corner View
- Exhibit 7 Sample Diagram of Setbacks.

Background

The proposed project is to extend the current courtyard, by removing the existing three (3') foot wall, then adding a seven (7') foot wall extending the current patio for privacy. See Exhibit 3 & 4.

The house was approved December of 1986 with no plans approved for a courtyard wall, only a concreted area. The current wall would not have been permitted due to the location in the front and side setbacks. Please see exhibit 1 & 2. The setback on Canyon Club and Light House (corner lot) is twelve (12') feet from the curb, and the current wall is considered a CC&R violation traversing the front of the property on Canyon Club side.

The Committee measured and found the wall facing Canyon Club is in the front yard setback, a CC&R violation. Since the wall is being removed, the Committee would then require the wall parallel to Canyon Club to be thirty-two (32') feet back from the curb, in order to conform with the CC&R's.

The wall off of Lighthouse must be twenty-two (22') feet back from the curb or ten (10') feet from the property line per PC.3.1c, a CC&R violation. The courtyard walls cannot extend outside those parameters.

### Rules Description

#### **CC&R Section 7. SIZES AND PLACEMENT OF RESIDENCES AND STRUCTURES**

Each lot has a specified and dimensioned area, which limits the extent of the portion thereof upon which any improvement can be constructed without the express approval of the Committee. In this event, the following minimum dimensions shall govern for floor elevations on lakefront lots and for front, side, and rear setbacks on all lots (except fences or walls where approved or required by the Committee):

(b) Twenty (20') feet from the front line of each lot abutting the street;

**PC.2.1 Community Setback** The area between the curb line and the Front Property Line. The depth of this setback varies between four (4') and seventeen (17') feet depending on the width of street in front of the lot. For most lots, the community setback distance is measured from the back of the curb. The property owner is responsible for maintaining the community setback in front of their property.

**PC.3.1 Application of Setbacks** - Setbacks should generally be kept free of structures.

**PC.3.1b Front Setback** - Twenty (20') feet from the Front Property Line. This area is also called the Front Yard.

**PC.3.1c Side Setback** - Five (5') feet from each lot Side Property Line, except corner lots, which shall be ten (10') feet on the side adjacent to the side street only. The interior Side Property Line setback for a corner lot will be five (5') feet. No structures are allowed in the side setbacks. This area is also called the Side Yard.

### Committee Results

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Denied September 15, 2022:** Existing courtyard wall violates the CC&R's. Since you are removing this existing wall, the new wall must be thirty-two (32') feet back from the curb on Canyon Club and twenty-two (22') feet back from the curb on Lighthouse. Is part of the wall facing Lighthouse retaining?

**2<sup>nd</sup> Meeting Appeal Denied September 29, 2022:** Courtyard walls cannot extend into the front and side setbacks. You have over thirty (30') feet in your backyard. Courtyard walls are not a problem, but courtyard walls cannot extend outside the courtyard.

**Committee In-Conclusion:** The Committee measured and found the wall facing Canyon Club is in the front yard setback, a CC&R violation. Since he is removing the wall, the Committee requires the wall parallel to Canyon Club to be thirty-two (32') feet back from the curb. The wall off of Lighthouse on this corner lot must be twenty-two (22') feet back from the curb. Per the CC&R's, the courtyard walls cannot extend outside the courtyard.

**Members Appeal** – Wanting privacy in yard and pet access for exercising. There is no back yard and noise are a factor.

**Fiscal Impact**

None

**Staff Recommendation**

Staff recommends that the Board of Directors uphold the ACC Committee’s decision and deny the members request due to a CC&R violation to extend a courtyard wall into the front and side yard setbacks.

Cheryl Mitchell

Senior Planning and Compliance Manager



**ROOM FINISH SCHEDULE:**

AREA	FLOOR	BASE	WALLS	CEILING
011 ENTRY	WOOD	PAINTED GYP BOARD	WOOD	WOOD
022 LIVING RM	WOOD	PAINTED GYP BOARD	WOOD	WOOD
023 DINE	WOOD	PAINTED GYP BOARD	WOOD	WOOD
024 KITCHEN	WOOD	PAINTED GYP BOARD	WOOD	WOOD
025 BATH	WOOD	PAINTED GYP BOARD	WOOD	WOOD
026 HALL	WOOD	PAINTED GYP BOARD	WOOD	WOOD
027 FAMILY RM	WOOD	PAINTED GYP BOARD	WOOD	WOOD
028 PBRX/PBRN	WOOD	PAINTED GYP BOARD	WOOD	WOOD
029 NITCHEL	WOOD	PAINTED GYP BOARD	WOOD	WOOD
030 MASTER BRD/ADM	WOOD	PAINTED GYP BOARD	WOOD	WOOD
031 MASTER BATH	WOOD	PAINTED GYP BOARD	WOOD	WOOD
032 MASTER BATH	WOOD	PAINTED GYP BOARD	WOOD	WOOD
033 DEPENDENT NO. 2	WOOD	PAINTED GYP BOARD	WOOD	WOOD
034 DEPENDENT NO. 2	WOOD	PAINTED GYP BOARD	WOOD	WOOD
035 GARAGE	WOOD	PAINTED GYP BOARD	WOOD	WOOD

**WINDOW SCHEDULE:**

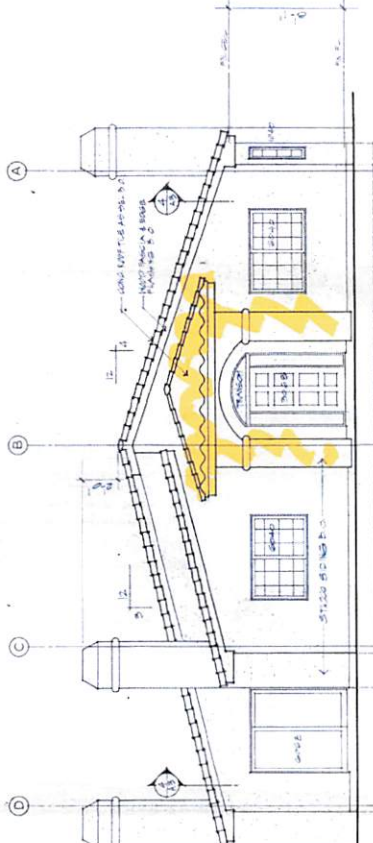
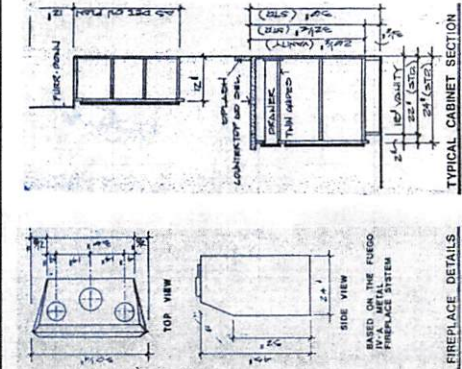
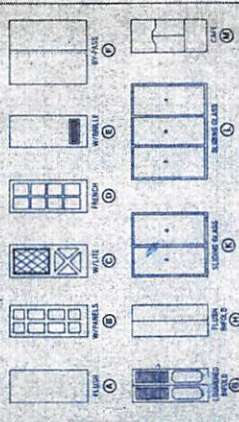
SYM	SIZE	TYPE	GLAZING	REMARKS
A	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
B	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
C	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
D	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
E	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
F	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
G	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	
H	3'-0" X 4'-0"	1/2" W/TE ALUMI	INSUL.	

NOTE: ALL WINDOW SCHEDULES ARE TO BE USED UNLESS OTHERWISE NOTED.

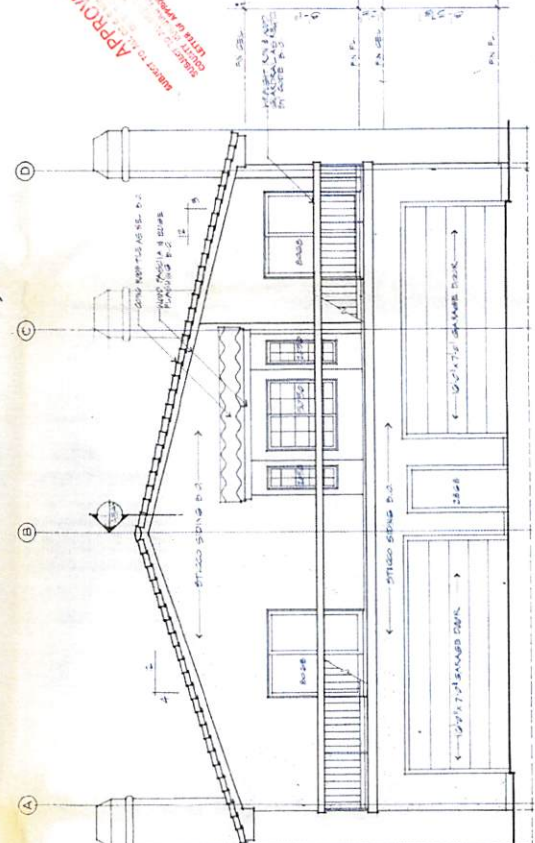
**DOOR SCHEDULE:**

SYM	SIZE	DESCRIPTION	TYPE	HARDWARE
1	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
2	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
3	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
4	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
5	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
6	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
7	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
8	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
9	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
10	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
11	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
12	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
13	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
14	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
15	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS
16	3'-0" X 7'-0"	1/2" W/TE ALUMI	P	1/2" W/TE ALUMI HANDLE, TUNING RODS

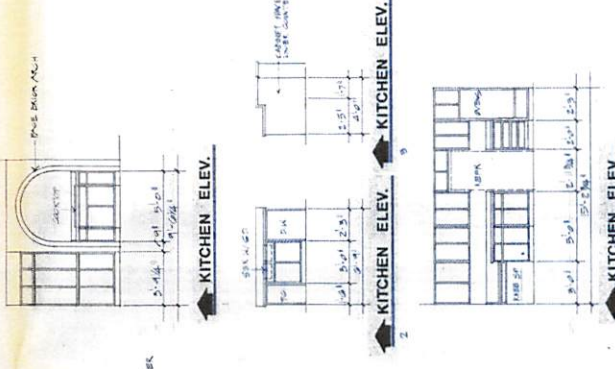
NOTE: ALL DOOR SCHEDULES ARE TO BE USED UNLESS OTHERWISE NOTED.



**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



**REAR ELEVATION**



# LOT AND TOPOGRAPHIC SURVEY

LOT 47 TR. 3869 - CANYON LAKE, CA.

## BENCH MARK

THE ELEVATION OF 1440.76 ON THE TOP OF CURB AT THE PROJECTION ON THE EASTERLY LINE OF LOT 47

## SURVEYORS NOTES

- ▲ LEAD (TACK TAGGED) (R/C 1870)
- △ LEAD (TACK ONLY)

## SURVEYORS CERTIFICATE

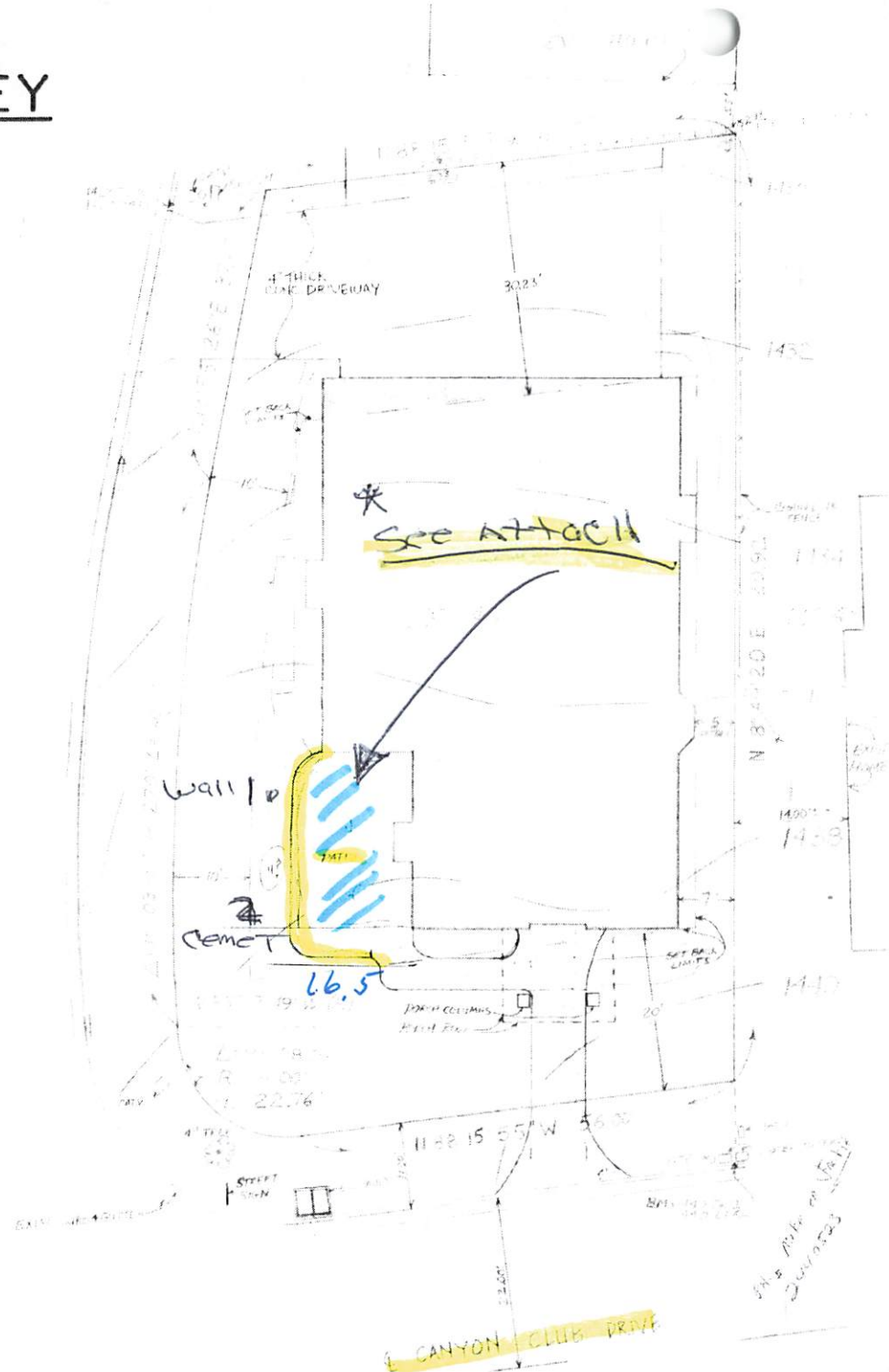
I CERTIFY THAT THIS SURVEY OF LOT 47 TRACT 3869 IN CANYON LAKE, CA IS COMPLETE AND ACCURATE AND WAS CONDUCTED UNDER MY SUPERVISION ON APRIL 27, 1984 AT THE REQUEST OF CHRIS SNEEHY, GEN CONTRACTOR.

*Patrick J. Mead* 7-30-86

PATRICK J. MEAD R/C 24403 EXP 12/31/91  
30203 HERAPE DR  
FURCALPA, CA 92319  
(714) 795-1510

Plot Plan

CANYON CLUB DRIVE





Landscape Plan

HOUSE

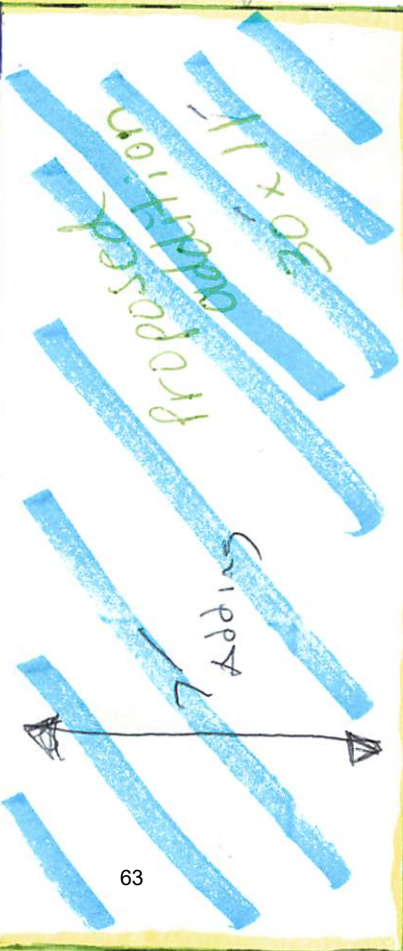
22500 Canyon Club Dr

30'

Add locked wood door

Current patio 28' x 12'

Remove 3' wall



Add Terrace wall



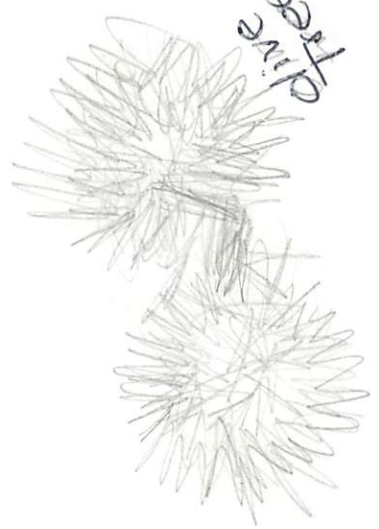
Add 7' storage wall

Inclining

12'



STEPS



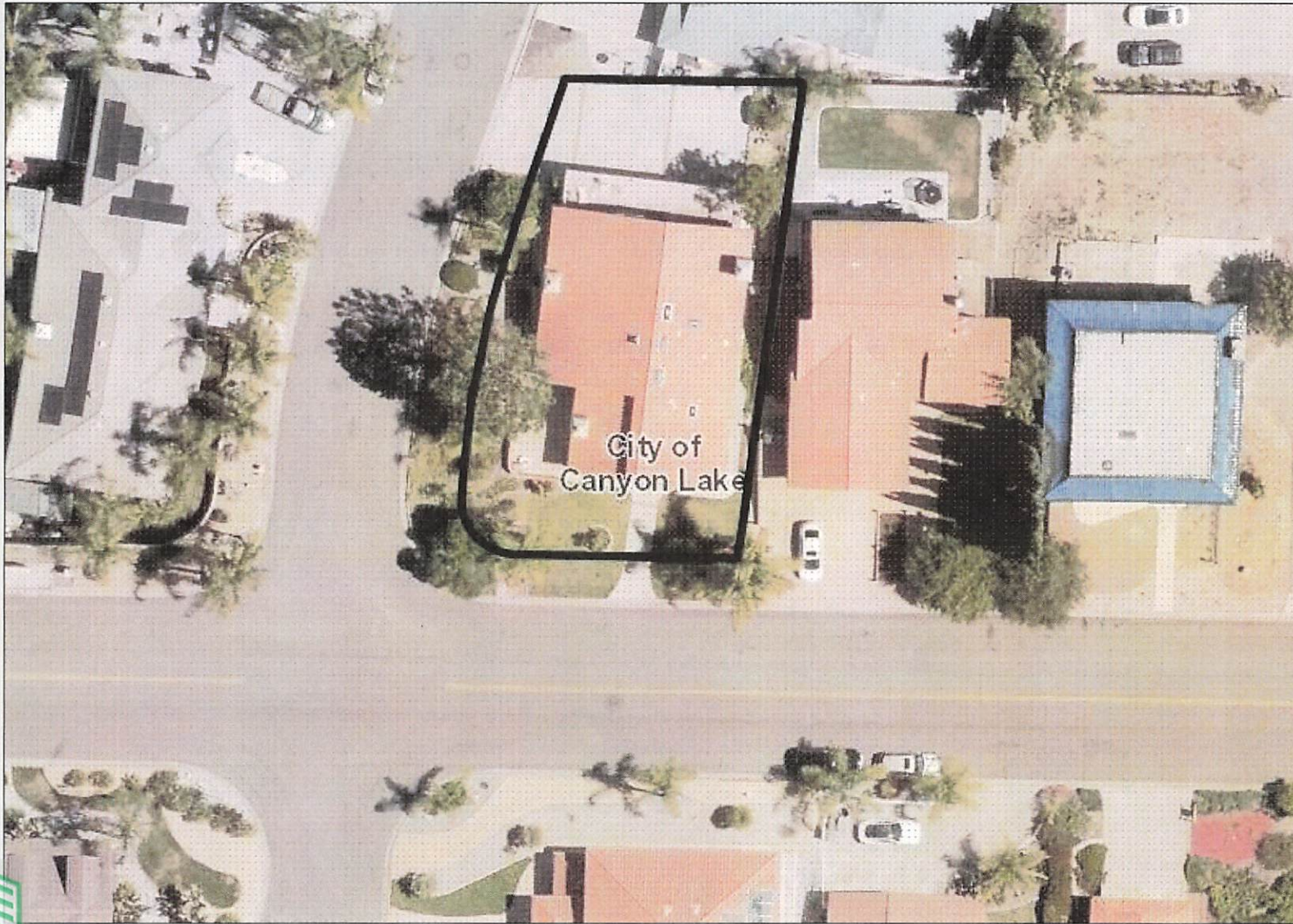
Lighthouse

Add locked wood door



# Map My County Map

22506 Canyon Club Dr



## Legend

- Blueline Streams
- ▒ City Areas

\*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.

## Notes



0 47 94 Feet

REPORT PRINTED ON... 11/16/2022 3:36:53 PM

© Riverside County GIS

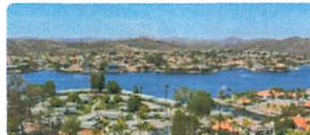
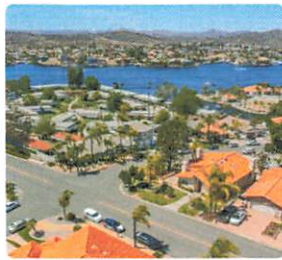
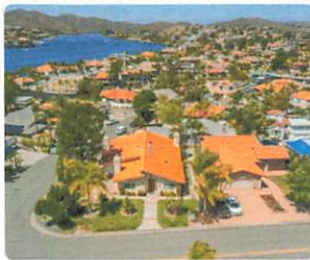


Photos

Street View

Favorite

Share



2 of 49



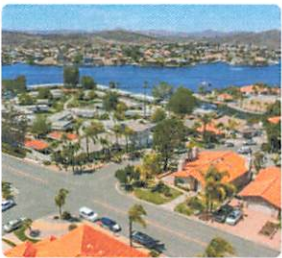
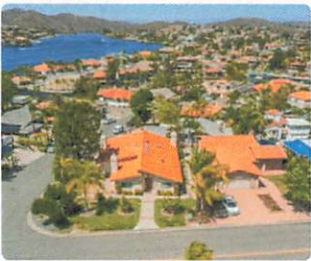


Photos

Street View

Favorite

Share



2 of 49



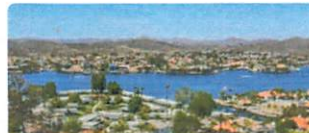


Photos

Street View

Favorite

Share



1 of 49



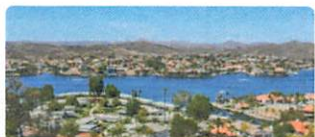
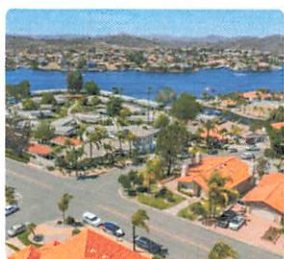
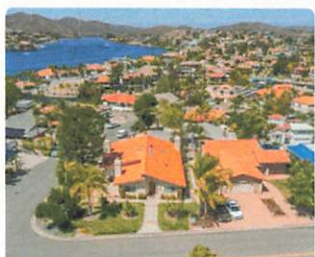


Photos

Street View

Favorite

Share



1 of 49





**REAR YARD**

**25' OR 25% IN GOLF COURSE WHICHEVER IS GREATER  
30' OR 25% ON WATER WHICHEVER IS GREATER  
20' OR 25% ON ALL OTHERS WHICHEVER IS GREATER**

**(3' HIGH AND OPEN)  
(3' HIGH AND OPEN)  
(5' HIGH)**

**S  
I  
D  
E  
  
Y  
A  
R  
D**

**(5')**

**5' HIGH**

**HOUSE**

**S  
I  
D  
E  
  
Y  
A  
R  
D**

**(5')**

**5' HIGH**

**FRONT YARD SETBACK  
(20')**

**3' HIGH**

**COMMUNITY SET-BACK 4' – 22'**

**8 INCHES  
HIGH**

**STREET**