

**Board of Directors**

**Regular Session Board Meeting Agenda**

**Tuesday, November 1, 2022 - 6:00 P.M.**

**22200 Canyon Club Drive, Canyon Lake, CA 92587**

**This meeting may also be joined virtually at [vm.clpoa.net](https://vm.clpoa.net)**

**Dial into the Zoom meeting by phone: 1-669-900-6833**

**Meeting ID: 837 3700 4446**

1. **Welcome and Call to Order**

- Pledge of Allegiance
- Verification of Quorum

2. **Approval of Minutes**

- October 4, 2022

3. **Public Official Comments**

4. **Presentations**

- Recognition Award – Canyon Lake Women’s Club
- Outrigger Park South Presentation – FPC Chair Steve Libring

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 - B)

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.

8. **Board Action Items**

**8.1 APPROVAL: Proposed Revised Committee Charter- Special Events Committee** (Lynn Jensen)  
Proposed Resolution: That It is recommended that the Board of Directors approve to disband the Fiesta Day Committee and approve the proposed charter to create a Special Events Committee, as attached, effective November 2, 2022.

**8.2 APPROVAL: Committee Member Appointments & Committee Policy Update** (Lynn Jensen)  
Proposed Resolution: That the Board of Directors approve/reject the revised Committee Policy, the re-appointment of standing committee members, and recommended chairpersons, as attached.

**8.3 APPROVAL: Rules Review Committee Member Appointment** (Amanda Moore)  
Proposed Resolution: That the Board of Directors approve the appointment of Eddie Valdez to the Rules Review Committee.

**8.4 APPROVAL: Security Advisory Committee Member Appointments** (Amanda Moore)  
Proposed Resolution: That the Board of Directors approve the appointment of Chris Hickok as a Committee Member and Tony Schwarzman as an Alternate to the Security Advisory Committee.

**8.5 APPROVAL: Facilities Planning Committee Members** (Steve Schneider)  
Proposed Resolution: That the Board of Directors approve the appointment of Greg Kludjian to serve on the Facilities Planning Committee. It is also recommended that the Board of Directors approve the appointment of Chris Papavero and Jeff Bill as alternates on the Facilities Planning Committee. All contingent upon execution of a confidentiality agreement, effective immediately.

**8.6 APPROVAL: Tuesday Work Group Committee Members** (Steve Schneider)  
Proposed Resolution: That the Board of Directors approve the appointment of John DeYoung to serve on the Tuesday Work Group Committee. It is also recommended that the Board of Directors approve the appointment of Susan Fitzgerald as an Alternate on the Tuesday Work Group Committee. All contingent upon execution of a confidentiality agreement, effective immediately.

**8.7 APPROVAL: Tuesday Work Group Charter Revision** (Steve Schneider)  
Proposed Resolution: That the Board of Directors approve the revised the Tuesday Work Group Committee Charter, as attached.

**8.8 APPROVAL: Revise Rule GC.9.1. Annual Members Advance Tee Time Reservations** (Renee Griffiths)  
Proposed Resolution: That the Board of Directors approve to revise rule GC.9.1, as attached.

**8.9 APPROVAL: New Rules PK.2.10 Player Rotation and PK.2.11 Guests Must Be Accompanied By A Member** (Amanda Moore)  
Proposed Resolution: That the Board of Directors approve to add new rules PK.2.10 and PK.2.11, as attached.

**8.10 APPROVAL: New Rule PT1.12 Entry Gate** (Amanda Moore)  
Proposed Resolution: That the Board of Directors approve to add new rules PT.1.12, as attached.

**8.11 APPROVAL: Revise Rule GR.6.14 Estates Access Control** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve to revise rule GR.6.14, as attached.

**8.12 APPROVAL: Revise Rule EC.3.2 Horses are to be Under Saddle** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve to revise rule EC.3.2, as attached.

**8.13 28-Day Reading: Revise Rule EC.5.3 Indemnification Required for Bringing Horses into Facility**  
(Amanda Moore)

Proposed Resolution: That the Board of Directors approve the 28-day reading to revise rule EC.5.3, as attached.

**8.14 28-Day Reading: Revise Rule GR.3.8 Lessees** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve the 28-day reading to revise rule GR.3.8, as attached.

**8.15 28-Day Reading: Revise Rule GR.4.2c Maximum Number of Permits** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve the 28-day reading to revise rule GR.4.2c, as attached.

**8.16 28-Day Reading: Revise Rule PT.1.4** (Amanda Moore)

Proposed Resolution: That the Board of Directors approve the 28-day reading to revise rule PT.1.4, as attached.

**8.17 APPROVAL: 2023 Water Sport Clubs' Lake Use Rules Variance Request** (Carrie Pratt)

Proposed Resolution: That the Board of Directors approve/reject the 2023 Water Sport Clubs' Lake Use Rules Variance updated request: contingent upon club re-sanctioning approvals, effective November 1, 2022.

## 9. Association Reports

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

## 10. Board Comments

## 11. Architectural Appeals

None.

## 12. Next Meeting Date

- Tuesday, December 1, 2022, at 1:00 p.m. – Executive Session
- Tuesday, December 1, 2022, at 6:00 p.m. – Regular Session

## 13. Adjournment

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

**special hearing with the Board where disciplinary action may be taken.**

The Canyon Lake Property Owners Association Board of Directors (Board) met in Regular Session on Tuesday, October 4, 2022. President Renee Griffiths called the meeting to order at 6:01 p.m. Directors present were Alex Cook, Bill Van Vleet, and Greg Doherty. Four Board Members were present; Director Tim Cook was absent. Quorum was met. Also present were; Legal Counsel, Sean Kane; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; Controller Susan Dawood; Sr. Manager of Member Services Amanda Moore; Director of Operations Steve Schneider; Sr. Manager of Planning and Compliance Chery Mitchell; ACC Chair Jon Stelzner; ACC Alternate David Humphrey; and PIO / Clerk of the Board Harmony McNaughton.

**1. Welcome and Call to Order**

Pledge of Allegiance was led by member Jim Barringham.  
Quorum was verified by PIO / Clerk of the Board Harmony McNaughton.

**2. Approval of Minutes**

- September 13, 2022

MOTION/RESOLUTION: Director Cook moved that the Board of Directors approve the September 13, 2022 Regular Session Board Meeting Minutes. Director Doherty seconded. Three votes in favor, Director Van Vleet abstained, Director Tim Cook was absent. MOTION CARRIED

**3. Public Official Comments**

EVMWD President Darcy Burke thanked Director Alex Cook and President Griffiths for their attendance for a facility tour and reported on EVMWD Division 1 water reductions, water efficiencies, algae, water quality efforts, availability for resident questions, and the Coffee event.

City Councilmember Dale Welty reported on: LESJWA alum treatments, State of the City event on Thursday October 27<sup>th</sup>, Regular City Council Meetings are now the second Wednesday of every Month, and Mayor Pro Tem Larry Greene's retirement.

**4. Presentations**

None.

**5. Announcements**

President Renee Griffiths reported on Alum Treatments, tentative plans for a Grand Opening of Vacation Park in November or December and an open invitation to all prior Board and Committee Members to celebrate the park's grand opening.

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

None.

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

MOTION/RESOLUTION: Upon motion properly made by Director Alex Cook, seconded by Director Doherty and four votes in favor, items A, B and C were approved.

**A. APPROVAL: Ratify Monthly Financial Statement Review**

MOTION/RESOLUTION: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500. APPROVED

B. Report of Executive Session Actions

MOTION/RESOLUTION: That the Board of Directors review and approve the Executive Session Actions, as written. APPROVED

C. Authorization of Liens

MOTION/RESOLUTION: That the Board of Directors authorize Corporate Counsel, the General Manager, or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers. APPROVED

8. **Board Action Items**

8.1 APPROVAL: Committee Policy Revision

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve the revised Committee Policy, as amended to keep chair appointments at a two-year limit. President Griffiths seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.2 APPROVAL: FPC Committee Charter Revision

MOTION/RESOLUTION: Director Alex Cook moved that the Board of Directors table this item. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.3 APPROVAL: Outrigger Park South Presentation

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors allow for a presentation by FPC at the November 2022 Board Meeting, not to exceed fifteen minutes. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.4 APPROVAL: Finance Committee Member Appointments

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve to appoint Claude Beauchamp as Chair, effective immediately. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.5 28-Day Reading: Revise Rule PC.5.10 Driveways

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to revise rule PC.5.10, as attached. Director Alex Cook seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.6 28-Day Reading: New Rules PK.2.10 Player Rotation and PK.2.11 Guests Must Be Accompanied By A Member

MOTION/RESOLUTION: Director Alex Cook moved that the Board of Directors approve the 28-day reading to add new rules PK.2.10 and PK.2.11, as attached. Director Doherty seconded. The Board held discussion. MOTION FAILED

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to add new rule PK.2.10, as amended to add 'no player or team shall play more than two games in a row, when people are waiting to play'. Director Van Vleet seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to add new rule PK.2.11, as attached. Director Van Vleet seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.7 28-Day Reading: New Rule PT1.12 Entry Gate

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve the 28-day reading to add new rules PT.1.12, as attached. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.8 28-Day Reading: Revise Rule EC.3.2 Horses are to be Under Saddle

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve the 28-day reading to revise rule EC.3.2, as attached. Director Cook seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.9 APPROVAL: Revise Rule SP.2.4 Pool Use Limited to Six (6) Guests Per Tract / Lot

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve to revise rule SP.2.4, as attached. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.10 APPROVAL: Revise Rule PT.1.3 & PT.1.4

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve to revise rule PT.1.3, as amended to state '12 years of age and under'. Director Van Vleet seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve to revise rule PT.1.4, as attached. Director Van Vleet seconded. Three votes in favor, Director Alex Cook against, Director Tim Cook was absent. MOTION CARRIED

8.11 APPROVAL: Revise Rule LM.7.2 No Boats Permitted Over Twenty-One Feet Six Inches (21'6") or Six Thousand (6,000) Pounds

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve to revise rule LM.7.2, as attached. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.12 APPROVAL: Revise Rule GR.2.9 No Malicious Mischief (Amanda Moore)

MOTION/RESOLUTION: Director Van Vleet moved that the Board of Directors approve to revise rule GC.2.9, as attached. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

8.13 APPROVAL: 2023 Water Sport Clubs' Calendar Requests & Lake Use Rules Variance Request

MOTION/RESOLUTION: Director Alex Cook moved that the Board of Directors approve the 2023 Water Sport Clubs' Calendar requests, and Lake Use Rules Variance request for the attached calendar; contingent upon club re-sanctioning approvals, effective October 4th, 2022. Director Doherty seconded. Four votes in favor, Director Tim Cook was absent. MOTION CARRIED

## 9. Association Reports

- General Manager Report, Eric Kazakoff

Reported on: Car Show event, appreciation to staff, RFP for CLDS Medians, Card Reader issues, gate arm repairs, Country Club Patio Shade Design, mailbox slab clusters, solar, Pickleball Courts, Tennis Court Shade RFP development, ongoing road reconstruction, Vacation Park development, and supply delays.

- Staff Reports, as written
- Community Patrol, as written

**10. Board Comments**

- Director Van Vleet commented on community events and appreciation to staff and volunteers.
- Director Doherty commended on ACC Meetings, appreciation for ACC committee member's dedication, and appreciation for staff and volunteers for their hard work on the Car Show event.
- Director Alex Cook commented on committee meeting updates, appreciation to staff and volunteers for the Car Show event, EVMWD Water Treatment and Dam Tour, Canyon Lake Dam improvements, water loss statistics, and appreciation for staff.
- President Griffiths commented on appreciation to staff and volunteers for the Car Show event, appreciation to EVMWD President Darcy Burke for her facilitation of the EVMWD facilities tour and thanked the Canyon Lake Fine Arts Guild for hosting a recent community concert.

**11. Architectural Appeals**

None.

**12. Next Meeting Date**

- Tuesday, November 1, 2022 at 1:00 p.m. – Executive Session
- Tuesday, November 1, 2022 at 6:00 p.m. – Regular Session

**13. Adjournment**

Director Van Vleet moved to adjourn the meeting. Director Doherty seconded. Meeting adjourned at 7:40 p.m.

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



**TO: Board of Directors**

**FROM: Controller**

**RE: Monthly Financial Statement Review**

**Background**

**5500.**

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

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

**Fiscal Impact**

None

**Recommendation:**

Staff recommends that the Board 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.

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Susan C. Dawood, Controller

**Date: November 1, 2022**

**From: Lynn Jensen**

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

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On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on November 1, 2022. The meeting was called to order at 1:00 p.m. Items discussed during this session included:

Legal Matters - The Board of Directors and management received an update from legal counsel regarding Association matters. In addition, the Board held discussion on two (2) legal item(s).

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

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on four (4) third party contract/agreements pending with the Association during this meeting.

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

The meeting concluded at 4:30 pm.

*Lynn Jensen*

Lynn Jensen  
Assistant General Manager

**Date: November 2, 2022**

**To: Board of Directors**

**From: Activities**

**RE: Approval: Proposed Revised Committee Charter- Special Events Committee**

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**Background:**

Recently, we have seen an increase in annual special events hosted and co-hosted by the CLPOA and various sanctioned clubs. In addition, we have had a few members of our Fiesta Day Committee retire. With the increased events and changes in the Fiesta Day Committee, staff felt this would be an opportunity to restructure this committee. Staff is recommending to disband the Fiesta Day Committee, and create a Special Events Committee.

This committee would work with the Activities department to help plan and coordinate the annual special events sponsored and co-sponsored by the CLPOA, and assist with planning those events throughout the year. The current Fiesta Day Committee members are encouraged and invited to apply for the Special Events Committee along with all eligible members.

**Fiscal Impact**

The annual budget for special events is planned and prepared by the Activities department.

**Recommendation**

It is recommended that the Board of Directors approve to disband the Fiesta Day Committee and approve the proposed charter to create a Special Events Committee, as attached, effective November 2, 2022.

*Carrie Pratt*

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Carrie Pratt, Sr. Activities Manager

~~Fiesta Day~~ Special Events Committee

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT a standing ~~Fiesta Day~~ Special Events Committee be established, having the following terms of reference:

**RESPONSIBILITY**

The primary responsibility of the ~~Fiesta Day~~ Special Events Committee is to advise and assist the Board of Directors, hereinafter referred to as the BOARD, in planning, coordination and staffing of the POA Sponsored & Co-sponsored special events ~~Fiesta Day event~~, which are held annually. ~~each year on the Saturday of Memorial Day weekend.~~

In fulfilling its responsibility, the members of the ~~Fiesta Day~~ Special Events Committee shall perform functions which include the following:

- Coordinate and Plan event set up and equipment needs
- Coordinates ~~event~~ participants for the various events into these possible categories, and any additional event assignment as needed:
  - a. Volunteers
  - b. Parade
  - c. Vendors
  - d. Sponsors
  - e. Dignitaries
  - f. Entertainment
- Coordinates traffic and security for the special events
- Coordinates communications for special events and social media
- Coordinates and plan committee funds from sponsors and vendors for special event related costs
- Perform such other related functions as directed by the BOARD including any special event duties and ~~parade rules~~ variances.

~~APPROVED: 08-04-2020~~

**MEMBERSHIP**

The ~~Fiesta Day~~ Special Events Committee shall be composed of seven (7) members of the CLPOA. The chairperson and six (6) additional members shall be appointed by the BOARD annually.

The Activities Manager and Activities department shall be a non-voting ex-officio members of the ~~Fiesta Day~~ Special Events Committee.



**DATE:** October 4, 2022 **Action**

**TO:** Board of Directors

**FROM:** Corporate

**RE:** Approval - Committee Member Appointments & Committee Policy Update

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**Background**

In light of the new committee policy requirements for CLPOA committees, and in preparation for the annual re-appointment of committee members, it has been requested to make one policy modification for Board review and to present the committee’s recommendations for their Chairs. Some of the recommendations (in yellow) do not match the new requirements for a chairperson change after 24 months and explain their requests. In addition to these requests for an extension, some of the committees were not able to meet in time to make a new chair recommendation.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve/reject the revised Committee Policy, the re-appointment of standing committee members, and recommended chairpersons, as attached.

Lynn Jensen

Lynn Jensen  
Assistant General Manager

Division: Corporate  
Policy No:  
Effective Date: ~~November 1~~~~October 4~~, 2022  
This policy supersedes all previous Committee Policies.

Committee Policy

## COMMITTEE POLICY

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

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

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

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

### COMMITTEE STRUCTURE:

#### STANDING COMMITTEES

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

The following are Standing Committees:

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

#### AD-HOC COMMITTEES

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

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

### **WORK GROUPS**

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

The following are Work Groups:

- Senior Work Group
- Tuesday Work Group

### **COMMITTEE MEMBER APPOINTMENTS:**

#### **MEMBERS**

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

#### **LIAISON**

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

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

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

#### **EMPLOYEES OF CLPOA**

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



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

## **DESIGNATED COMMITTEE POSITIONS:**

### **CHAIRPERSON**

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

### **SECRETARY**

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

### **SUB-COMMITTEES**

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

### **ALTERNATE COMMITTEE MEMBERS**

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

## **COMMITTEE QUALIFICATIONS:**

### **ELIGIBILITY**

All Prime and Associate Members shall be appointed to committees of the Association on an annual basis. The appointment date shall be determined by the BOARD each fiscal year. Only "Members in Good Standing" are eligible to serve on committees of the Association and shall be reviewed by the BOARD and appointed accordingly.

### **COMMITTEE MEMBER TERM LIMITS**

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

### **TERMINATION OF SERVICE**

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

### **RESIGNATIONS**

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

### **COMMITTEE ROLES & RESPONSIBILITIES:**

#### **COMMITTEE CHARTER RESPONSIBILITIES**

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

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

#### **MANNER OF OPERATION**

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

#### **MEETINGS**

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

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

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

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

### **QUORUM**

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

### **REPORTING**

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

### **BOARD REQUESTS**

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

### **CONFLICT OF INTEREST**

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

### **DISSOLUTION OF A COMMITTEE**

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

## CANYON LAKE PROPERTY OWNERS ASSOCIATION

### CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, AS A CANYON LAKE PROPERTY OWNERS ASSOCIATION (CLPOA) COMMITTEE MEMBER UNDERSTAND THAT SITUATIONS MAY ARISE WHERE I MIGHT BE PROVIDED ACCESS TO CERTAIN CONFIDENTIAL ASSOCIATION DOCUMENTS AND INFORMATION, INCLUDING ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS, PERSONNEL AND PRIVATE PROPERTY OWNER INFORMATION. I UNDERSTAND HOW IMPORTANT IT IS TO THE ASSOCIATION, ITS MEMBERS, AND ITS EMPLOYEES THAT PRIVILEGED OR PRIVACY PROTECTED INFORMATION REMAIN PRIVATE AND CONFIDENTIAL. I AGREE THAT ANY CONFIDENTIAL ASSOCIATION INFORMATION PROVIDED TO ME WILL BE USED FOR NO PURPOSE OTHER THAN MY PERFORMANCE OF MY DUTIES AS A CLPOA COMMITTEE MEMBER. I FURTHER AGREE THAT I WILL NOT DISCLOSE ANY ASSOCIATION INFORMATION THAT IS SPECIFICALLY IDENTIFIED AS CONFIDENTIAL AND PRIVILEGED BY THE STAFF LIASION TO ANY OTHER PERSON FOR ANY REASON.

IT IS SO PROMISED AND AGREED AT CANYON LAKE, CALIFORNIA.

\_\_\_\_\_  
COMMITTEE MEMBER SIGNATURE

DATE: \_\_\_\_\_

## **Social Media Policy**

### **Purpose**

This policy regulates Canyon Lake Property Owners Association's (CLPOA) use of social media as it pertains to establishing expectations, guidelines, and behavioral standards in order to protect the CLPOA.

### **Goal**

To inform and foster positive relationships with community members and the general public by participating in various social media platforms in a helpful, respectful, and relevant manner that protects the CLPOA's branding and follows the letter and spirit of the law.

### **Responsibility**

The Corporate Department will be responsible for managing and monitoring all social media content.

Good communication is essential to the CLPOA and the CLPOA's continued success. The quality of professional relationships among associates, members, Board members, contractors and the general public is vital to the CLPOA's success. Members' impression of the CLPOA is strongly influenced by the people who assist them. In a sense, regardless of position, all employees are CLPOA ambassadors. The more goodwill the CLPOA promotes, the more its members and others will respect and appreciate the CLPOA and its services.

In safeguarding the information received, the CLPOA earns the respect and further trust of business associates. This may help reduce risk of litigation. Any violation of confidentiality can seriously injure the CLPOA's image and effectiveness. Maintaining confidentiality is important to the CLPOA's position and ultimately, to its ability to achieve financial success and provide fiscal stability. The CLPOA strives to use social media in a manner that maintains member's and employee's confidentiality and privacy.

### **Criteria and Guidelines: Canyon Lake Property Owners CLPOA (Main Page)**

CLPOA policies and governing documents lead and direct the regulations in social media policies.

### *Approved Content:*

In general, the CLPOA and its sanctioned affiliates will respond to comments to provide further information, clarification, acknowledge feedback and to market or promote the CLPOA in a positive light. The following are CLPOA guidelines for employees and sanctioned affiliates:

1. Refer all crisis communication activity to Corporate and/or Legal. Crisis communication postings that include public safety, health or welfare tips are not intended to replace professional advice from appropriate sources such as the police or medical professionals.
2. Be thoughtful about protecting CLPOA, its privacy, and its confidential information.
3. Avoid content that is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise injurious or objectionable.
4. Content posted by the CLPOA warrants and represents that the CLPOA either owns or otherwise controls all of the rights to that content, including, without limitation, all the rights necessary to provide, post, upload, input or submit the content, or that CLPOA use of the content is a protected

fair use. Associates must agree that they will not knowingly and with intent provide material that is misleading or false information.

*Unapproved Content:*

Any matter in which the CLPOA is in litigation, requires Board discretion, or is confidential in nature will not receive a response without legal guidance. If a response is given it will be limited, factual, and informative until further legal direction can be provided.

Company practices that gauge the direction of communication include the following:

1. The CLPOA reserves the right to discontinue relationships with friends or followers who post inappropriately on social media platforms and to control all content on its platforms. Inappropriate content includes, at minimum, the following:
  - Vulgar language
  - Inappropriate images
  - Personal attacks of any kind against any person
  - Comments or content that promotes or perpetuates discrimination
  - Harassment (cyber or otherwise) in any form (verbal, physical or visual) is strictly against CLPOA policy and will result in corrective action. Harassment including but not limited to: slurs, threats, derogatory comments, unwelcome jokes, exposure to sexually-oriented literature or pictures, teasing, sexual advances, and other similar verbal or physical conduct will not be tolerated.
2. Associates may not use the CLPOA name to endorse or promote any product, opinion, cause or political candidate.
3. The CLPOA must not share confidential or proprietary information CLPOA and must maintain employee, vendor and member privacy.
4. Employee harassment on CLPOA regulated social media must be reported If an employee believes they have been the victim of harassment or know of one who has.
5. Managers/supervisors are encouraged to only accept 'friend requests' if initiated by the employee, and if the manager/supervisor does not believe it will negatively impact the work relationship.
6. The CLPOA does not endorse people, products, services or organizations without Corporate approval for use on official CLPOA accounts. For personal social media accounts where CLPOA connection to CLPOA is apparent, employees, Board Members and Committee Members must avoid implying that an endorsement of a person or product is on behalf of CLPOA, rather than a personal endorsement.
7. Unless approved by the Corporate Office, CLPOA social media name, handle and URL should not include CLPOA's name or logo.

**Employee, Committee & Board Guidelines**

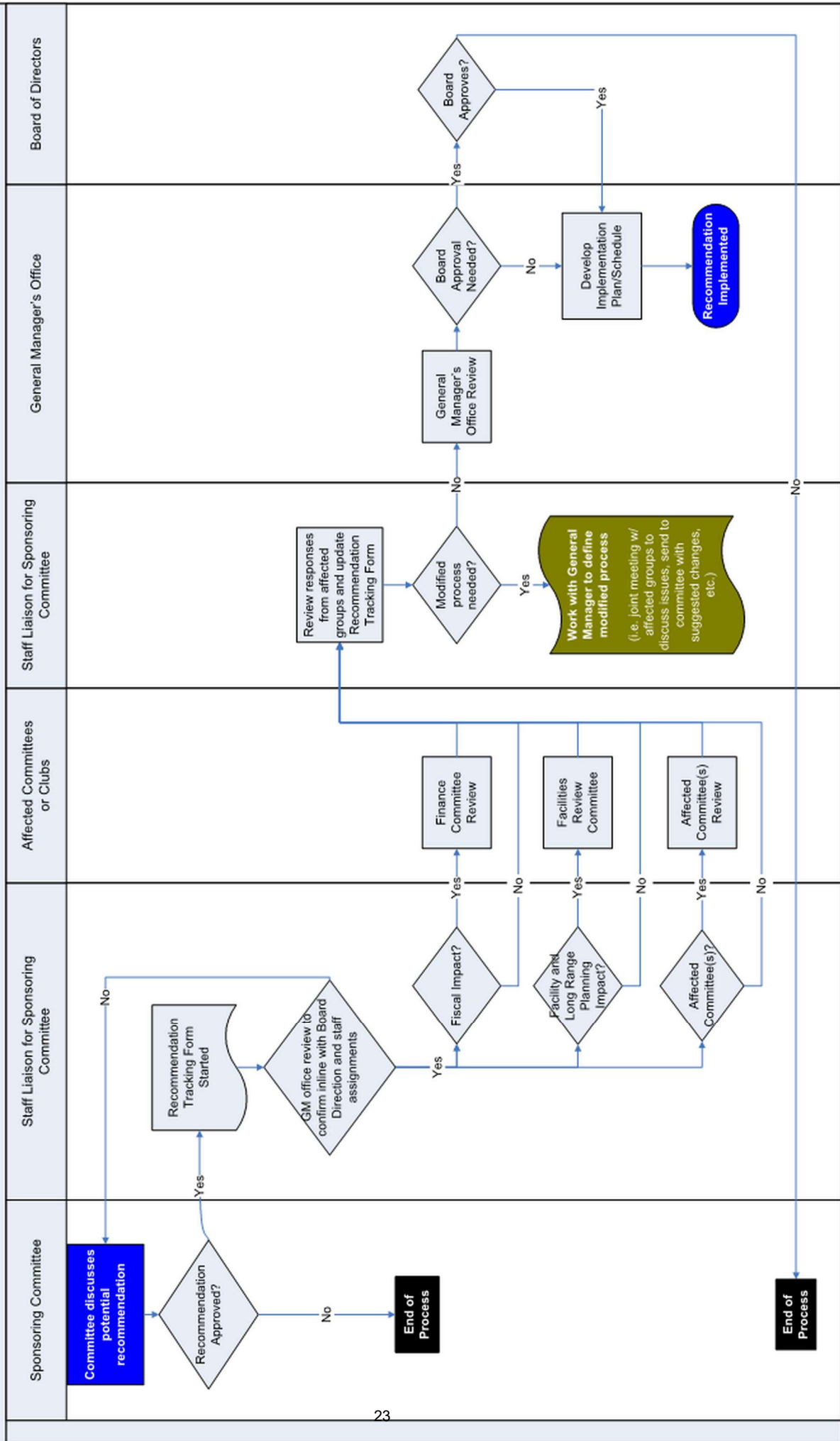
CLPOA employees, committee members, and Board Members who participate in social media agree to follow CLPOA guidelines. Social media includes: blogs, website postings, Facebook, LinkedIn, Instagram, Twitter, YouTube etc. on behalf of CLPOA. These guidelines apply when affiliates are posting on the behalf of the CLPOA, the Board, or on CLPOA sites and similar community forums:

- Compliance with applicable CLPOA policies. For example, no sharing of confidential or proprietary information about the CLPOA and maintaining member privacy.

- Write in the third person when speaking on behalf of the CLPOA.
- When writing personally, and when connection to CLPOA is apparent, make it clear that you are speaking for yourself and not on behalf of CLPOA. In those circumstances, you should include this disclaimer: "The views expressed on this [blog; website] are my own and do not reflect the views of my employer/CLPOA/the Board." Consider adding this language in an "About me" section of your blog or social media profile.
- Ensure content is professional, accurate and honest in CLPOA communications.
- Be respectful and professional to fellow employees, business partners, vendors and members.
- Act competently and deal with everyone in a courteous and respectful manner.
- Communicate pleasantly and respectfully with members and associates at all times.
- Follow-up on services and questions promptly; provide friendly, businesslike replies to inquiries and requests and perform all duties in an orderly manner (if applicable).
- When posting content that does not originate with the CLPOA, cite the source.
- Encourage member comments on social media platforms. Expect comments to be written in a respectful manner. Respond to comments promptly, when appropriate (if applicable)
- Posts dealing with individual or personnel matters will be deleted. Members who wish to address such issues should send CLPOA a private message in which we may respond to such issues privately.
- Comments that are off-topic, including those that include profanity or inappropriate language, will be promptly removed on CLPOA sites and will not be encouraged third party sites.
- Comments that solicit business or advertise a product or service not endorsed by the CLPOA will be removed.
- Posts that include copyrighted material or impersonate an individual or entity is not allowed.
- The CLPOA may friend/fan/follow people, clubs or organizations for professional or community related purposes.

For questions about what is appropriate to include in CLPOA social media profile(s), please contact the Corporate Office at (951) 244-6841 Ext. 210.

**Committee Recommendation Flow Chart**





## MASTER COMMITTEE ROSTER

COMMITTEE	COMM. MEMBERSHIP	VACANCIES	POSITION	FIRST NAME	LAST NAME
<b>ACC</b>	<b>3 members/4 alternate</b>	<b>1 alt</b>	Chairperson	John	Stelzner
ACC				Gilbert	Mascorro
ACC				Alexis	Prince
ACC			Alternate	Mike	Harris
ACC			Alternate	David	Humphrey
ACC			Alternate	Douglas	Arquette
ACC			Alternate	Vacant	
<b>APPEALS</b>	<b>5 members/1 alternate</b>	<b>0</b>	Chairperson	Gary	Bradford
APPEALS				Ilyssa	DeCasperis
APPEALS				Charles	Bryant
APPEALS				Bruce	Yarbrough
APPEALS				Brian	Wood
APPEALS			Alternate	Ryan	Clark
<b>ESTATES</b>	<b>5 members</b>	<b>0</b>	Chairperson	Timothy	Hieter
ESTATES				Frances	Duman
ESTATES				Roe	Lundgren
ESTATES				David	Gulley
ESTATES				Charles	Hawley
<b>FACILITIES PLANNING</b>	<b>7 members/ 2 Alt</b>	<b>1 &amp; 2 alt</b>	Chairperson	Steve	Libring
FACILITIES PLANNING				Daryl	Ballou
FACILITIES PLANNING				Edward	Dudziak
FACILITIES PLANNING				Ray	Stribling
FACILITIES PLANNING				Dale	Welty
FACILITIES PLANNING				Doug	Gorvetzian
FACILITIES PLANNING				Vacant	
FACILITIES PLANNING			Alternate	Vacant	
FACILITIES PLANNING			Alternate	Vacant	
<b>FINANCE</b>	<b>7 members/ 2 Alt</b>	<b>0</b>	Chairperson	Claude	Beauchamp
FINANCE				Dudley	Thompson
FINANCE				Barry	Talbot
FINANCE				Edward	Dudziak
FINANCE				Joe	Washle
FINANCE				Gregg	Kludjian

## MASTER COMMITTEE ROSTER

FINANCE				Bruce	Busser
FINANCE			Alternate	Dale	Welty
FINANCE			Alternate	Bill	Medved
<b>GREEN</b>	<b>7 members / 1 Alt</b>	<b>0</b>	Chairperson	Valerie	Montgomery
GREEN				Jon	Evans
GREEN				Dudley	Thompson
GREEN				Kathy	Voss
GREEN				Jon	Keigwin
GREEN				John	DeYoung
GREEN				David	Nickel
GREEN			Alternate	Joe	Washle
<b>RECREATION</b>	<b>10 members</b>	<b>1</b>	Chairperson	Vacant	
RECREATION				Regina	Hipsak
RECREATION				Kathy	Mulcahy
RECREATION				Janine	Schrufer
RECREATION				Joe	Grasso
RECREATION				Jude	Donahue
RECREATION				Bob	Whiteside
RECREATION				Kevin	Thayer
RECREATION				Amanda	Yates
RECREATION				Cherie	Fitzpatrick
<b>RULES &amp; REGULATIONS REVIEW</b>	<b>7 members / 1 Alt</b>	<b>1</b>	Chairperson	Craig	Brown
RULES & REGULATIONS REVIEW				Christy	Williams
RULES & REGULATIONS REVIEW				Kellie	Welty
RULES & REGULATIONS REVIEW				Ken	Ross
RULES & REGULATIONS REVIEW				Kevin	Cole
RULES & REGULATIONS REVIEW				Margi	Austin
RULES & REGULATIONS REVIEW				Vacant	
RULES & REGULATIONS REVIEW			Alternate	Eddie	Valdez
<b>SECURITY ADVISORY</b>	<b>7 members / 2 Alt</b>	<b>1 &amp; 2 alt</b>	Chairperson	Ken	Ross
SECURITY ADVISORY				Rich	Fransik
SECURITY ADVISORY				Greg	Castillo
SECURITY ADVISORY				Jeff	Bill
SECURITY ADVISORY				Darryl	Jackson

MASTER COMMITTEE ROSTER

SECURITY ADVISORY				Rick	Escobar
SECURITY ADVISORY				Vacant	
SECURITY ADVISORY			Alternate	Vacant	
SECURITY ADVISORY			Alternate	Vacant	
<b>SENIOR WORK GROUP</b>	<b>10 work group member</b>	<b>1</b>	Co-Chair	Janine	Schrufer
<b>SENIOR WORK GROUP</b>			Co-Chair	Kathy	Barbay
SENIOR WORK GROUP				Edward	Doidge Jr.
SENIOR WORK GROUP				Ron	Kelly
SENIOR WORK GROUP				Louie	Lancia
SENIOR WORK GROUP				Grace	Ward
SENIOR WORK GROUP				Lisa	Monson
SENIOR WORK GROUP				Kathy	Santangelo
SENIOR WORK GROUP				Karen	Doherty
SENIOR WORK GROUP				Vacant	
<b>SPECIAL EVENTS COMMITTEE</b>	<b>7 members</b>	<b>7</b>	Chairperson	Vacant	
				Vacant	
				Vacant	
				Vacant	
				Vacant	
				Vacant	
				Vacant	
<b>TUESDAY WORK GROUP</b>	<b>7 work group members</b>	<b>1</b>	Chairperson	Eric	Schrader
TUESDAY WORK GROUP				Edward	Doidge Jr.
TUESDAY WORK GROUP				Don	Norris
TUESDAY WORK GROUP				David	Nickel
TUESDAY WORK GROUP				Hugh	Wagoner
TUESDAY WORK GROUP				Sam	Theodora
TUESDAY WORK GROUP				Vacant	

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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**DATE:** November 1, 2022 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

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

---

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**Background**

The Rules Review Committee charter outlines that the Committee is to be made up of 7 members plus 1 alternate. One vacancy has opened since the instatement of the committee and the following member is being recommended for appointment:

Eddie Valdez

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve to appoint the individual listed above to the Rules Review Committee.

*Amanda Moore*

\_\_\_\_\_  
Amanda Moore, Sr. Member Services Manager

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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**DATE:** November 1, 2022 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Appoint Security Advisory Committee Members

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**Background**

The Security Advisory Committee charter outlines that the Committee is to be made up of 7 members plus 2 alternates. Two vacancies have opened since the instatement of the committee and the following members are being recommended for appointment:

Chris Hickok – regular committee member

Tony Schwarzman – alternate committee member

**Fiscal Impact**

**Recommendation**

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

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

**Date: November 1st, 2022**

**To: Board of Directors**

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

**RE: Committee Appointment – Facilities Planning Committee**

---

**Background**

Greg Kludjian was selected for the open position on the Facilities Planning Committee. The FPC Committee also selected Chris Papavero and Jeff Bill to fill the Alternate positions. The FPC unanimously accepted these members as Committee representatives.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointment of Greg Kludjian to serve on the Facilities Planning Committee. It is also recommended that the Board of Directors approve the appointment of Chris Papavero and Jeff Bill as Alternates on the Facilities Planning Committee. All contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

Steve Schneider, Director of Operations

**Date: November 1st, 2022**

**To: Board of Directors**

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

**RE: Committee Appointment – Tuesday Work Group Committee**

---

**Background**

John DeYoung was selected for the open position on the Tuesday Work Group Committee. The TWG Committee also selected Susan FitzGerald to fill the Alternate position. The TWG unanimously accepted these members as Committee representatives.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointment of John DeYoung to serve on the Tuesday Work Group Committee. It is also recommended that the Board of Directors approve the appointment of Susan FitzGerald as an Alternate on the Tuesday Work Group Committee. All contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

Steve Schneider, Director of Operations

**Date: November 1st, 2022**

**To: Board of Directors**

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

**RE: Charter Update – Tuesday Work Group Committee**

---

**Background**

The Tuesday Work Group previously had a charter that defined the titles of the members. They also did not have an alternate listed in their Charter. The Committee requested that this be changed to be the same as other Committees. The charter would simply state that the Committee shall be composed of seven members and one alternate.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the changes to the Tuesday Work Group Committee Charter.

*Steve Schneider*

Steve Schneider, Director of Operations



## Tuesday Work Group

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

WHEREAS, Article II, Section 2. (1) of the By-laws grants the Board of Directors the power to appoint such committees as may be necessary to, or convenient in the discharge of any of its obligations or powers; and

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

NOW, THEREFORE, BE IT RESOLVED THAT a Tuesday Work Group be established, having the following terms of reference:

### **RESPONSIBILITY**

The primary responsibility of the Tuesday Work Group is to perform volunteer work that will beautify and improve Canyon Lake Golf Course. The Tuesday Work Group shall also recommend and assist the Board of Directors, hereinafter referred to as the BOARD, in developing and implementing projects that will encourage participation by the members of the Canyon Lake Property Owners Association, hereinafter referred to as the CLPOA.

In fulfilling its responsibility, the Tuesday Work Group shall perform functions, which include the following:

- All Tuesday Work Group tools are maintained by members. If repairs are beyond their normal maintenance ability, said repairs will be performed by the Operations Department of the POA.
- Heavy equipment, tractors, trucks, etc. are borrowed from the POA by pre-arrangement. The TWG does have a pickup truck, which was provided by the POA, for project materials and supplies.
- Work parties proceed to their respective projects at approximately ~~7:00 AM (8:00 AM Winter)~~ and normally work until ~~10:30AM. 8:00AM and normally work until 11:00AM~~. During this time, the refreshment cart makes periodic visits to the project locations. Monthly Manpower reports shall be distributed to the Operations Manager.
- The TWG committee prepares a Project Proposal List for upcoming projects. Each year prior to the new fiscal year a list of projects is prepared and submitted to the POA for their approval and possible additional projects. Approximate costs and conceptual sketches are shown for each project to establish budgets for said projects to be funded

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

by the POA. Written recommendations for projects shall be submitted to the POA for review.

- Prior to any major project, the TWG will prepare conceptual drawings (sketches) and cost estimates. This information is then submitted to the GM or Operations Manager for review and approval. All major projects will be coordinated with the Golf Course Maintenance Superintendent, Golf Professional, and Green Committee prior to starting any project.

The projects are separated by the following categories:

1. Maintenance & Repairs  
Repairs to cart paths, fencing, installing ball washers, painting, plant care, etc. and general items, which do not affect the playing surface of the golf course and which, can be accomplished using materials on hand. This work schedule proceeds at the discretion of the TWG.
2. Major projects which will not impact the playing surface of the course such as:  
Replacing cart paths, adding parking areas, building retaining walls, etc. This work proceeds only after funding, and design approval by the BOARD
3. Projects affecting the course playing surfaces  
Such as work on fairways, sand bunkers, tee boxes, etc. This category of projects will require the approval of the BOARD.

In all three (3) categories the final decision for projects priority lies with the TWG after approval (if required) by the BOARD.

## MEMBERSHIP

<del>(Voting Members)</del>	<del>(Consultants/Liaison)</del>
<del>1. Manager (Chairman)</del>	<del>POA Board Representative</del>
<del>2. Secretary</del>	<del>Staff Liaison – Operations Manager</del>
<del>3. Project Manager</del>	<del>Golf Professional</del>
<del>4. Treasurer</del>	<del>Golf Course Superintendent</del>
<del>5. Manager of Heavy Equipment</del>	
<del>6. Manager of Concrete Projects</del>	
<del>7. Golf Course Committee Liaison</del>	

The Tuesday Work Group Committee shall be composed of seven (7) members and one (1) alternate member of the CLPOA. The Tuesday Work Group is manned by volunteers; some have seen constant membership for the past 30 years. The membership is approximately 60 individuals; however, there are about 40 members that actively arrive each Tuesday at 7:00 AM for work. The Manager (Chair) makes work assignments and necessary equipment is loaded for the projects. No TWG member works on any project that they are not comfortable with or is of a dangerous nature.

**Date: November 1, 2022**

**To: Board of Directors**

**From: Renee Griffiths, President**

**Board Action/Resolution: APPROVAL Revise GC 9.1. Annual Members Advance Tee Time Reservations**

---

**Background:** Resident Annual Members of the Canyon Lake Golf Course currently have a ability to make a tee time reservation ten (10) days in advance. Residents, without an annual membership, can make a reservation seven (7) days in advance. Non-resident Annual Members can make a reservation seven (7) days in advance. Residents should have the ability to schedule a tee time before a Non-resident annual member.

**Fiscal Impact:** \$0.00

**Recommendation:** It is recommended that the Board of Directors approve to revise rule GC.9.1

**Current Rule:**

GC.9.1 Annual Members Reservations for starting times may be made up to ten (10) days in advance beginning at 6:45 a.m. daily for resident members with an annual membership. All other members, including non-resident annual members, may make a reservation seven (7) days in advance.

**Proposed Revision (Redlined)**

GC.9.1 Annual Members Reservations for starting times may be made up to ~~ten (10)~~ fourteen (14) days in advance beginning at 6:45 a.m. daily for resident members with an annual membership. All other members, ~~including non-resident annual members~~, may make a reservation ~~seven (7)~~ ten (10) days in advance. Non-resident annual members may make a reservation seven (7) days in advance.

**Revised Rule**

GC.9.1 Annual Members Reservations for starting times may be made up to fourteen (14) days in advance beginning at 6:45 a.m. daily for resident members with an annual membership. All other members may make a reservation ten (10) days in advance. Non-resident annual members may make a reservation seven (7) days in advance.

*Renee Griffiths*

Renee Griffiths, President

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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**DATE:** November 1, 2022 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – New Rules PK.2.10 Player Rotation and PK.2.11 Guests Must Be Accompanied By A Member

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**Background**

Due to the rapid growth of the pickleball sport, pickleball players are experiencing difficulties securing courts for play. This is due to the high volume of non-members or guests who play on the courts. Often these guests are not accompanied by the Canyon Lake member and do not follow the game guidelines posted at the courts. On September 20, the Rules Review Committee met with some pickleball players to discuss improving this situation. The following new rules are being proposed.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve add new rules PK.2.10 and PK.2.11 as attached.

*Amanda Moore*

---

Amanda Moore, Sr. Member Services Manager

### **Current Rule**

None

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

None

### **Revised Rule**

#### **PK.2.10 Player Rotation**

No player or team shall play more than (2) games in a row when other players are waiting.

Fine: \$100.00

#### **PK.2.11 Guests Must Be Accompanied by A Member**

All guests must be accompanied by a member carrying a CLPOA card at all times. Guests are defined as any individual(s) who do not have a CLPOA card. No more than (3) guests per tract and lot are allowed to use the courts at any one time.

Fine: \$100.00

---

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**DATE: November 1, 2022**

**ACTION:**

**TO: Board of Directors**

**FROM: Sr. Member Services Manager**

**RE: APPROVAL – New Rule PT1.12 Entry Gate**

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**Background**

Community Patrol is noticing many members propping open the gate at the Pump Track. This prevents the Association from monitoring POA card entries to the track. This rule will allow the Association to enforce usage of the POA card reader and discourage members from leaving the gate open to anyone who wishes to the track without proper registration.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve to add new rule PT.1.12 as attached.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

**Current Rule**

None

**Proposed Revision (Redlined)**

None

**Revised Rule**

**PT.1.12 Entry Gate**

The entry gate shall not be propped or intentionally left open by any member.

Fine: \$50.00

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

**DATE:** November 1, 2022 **ACTION:**  
**TO:** Board of Directors  
**FROM:** Sr. Member Services Manager  
**RE:** APPROVAL – Revise Rule GR.6.14 Estates Access Control

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**Background**

Due to the absence of gates, residents living on Blackhorse and Sorrel Lane often experience issues with non-members parking on these streets loitering, littering, and displaying inappropriate behavior. Not only is this behavior unwelcomed and disruptive to members living on these streets, but there is also an extreme fire threat when cigarette butts are thrown onto these larger lots. The logistics for new gate designs are being coordinated for future installation; however, a solution is needed in the interim. In an effort to reduce the volume of unauthorized vehicles parking on these streets, the Association has painted red, resident-only parking areas and is proposing the following rule revisions.

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve to add new rule GR.6.14 as attached.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager



## Current Rule

### **GR.6.14 Fairway Estates Access Control**

These are the requirements established by CLPOA for access control for the Fairway Estates.

**GR.6.14a** - Gate entrances are on Big Tee, Skylink and the Town Center Golf Cart gates. Residential pedestrians must enter the community through an authorized access gate.

**GR.6.14b** - Should power failure occur, Community Patrol shall be notified. The gates will be placed in an open position and manually operated by personnel until power is restored.

**GR.6.14c** - For access to Fairway Estates, entry shall be the following means only:

- Membership card(s)
- RFID Transponder(s)
- Call-In(s)
- Community Patrol
- Permanent Guest List

**GR.6.14d** - Only Fairway Estates residents / members or authorized guest(s) may park on the streets in the Fairway Estates. Vehicles parked on the street must display a valid decal, guest pass, or Fairway Estates temporary parking permit. Fairway Estates residents/members may obtain up to a maximum of six (6) temporary parking permits per property from the Member Services department. Failure to display a valid decal, guest pass, or Fairway Estates temporary parking permit may result in applicable fine.

**GR.6.14e** - Any resident expecting more than ten (10) guests on a given day must submit a list of their names, first and last in alphabetical order to the CLPOA no later than twenty-four (24) hours prior to the guests' arrival. Lists are to be submitted Monday through Saturday during business hours. Failure to submit guest party list within stated time frame will result in a charge of applicable expedite fee.

**GR.6.14f** - No vehicle may be parked on the street in excess of any consecutive aggregate of seventy-two (72) hours during any one-week period. A member may request from Member Services a CLPOA Moving Pass / Temporary Parking Permit, so that they may park for a maximum of seventy-two (72) hours. [For further information, refer to Section IV, paragraph GR.4.3.]

## Proposed Revision (Redlined)

### **GR.6.14 ~~Fairway~~ Canyon Lake Estates and Fairway Estates Access Control**

~~These are the requirements established by CLPOA for access control for the Fairway Estates.~~

**GR.6.14a** - ~~Entrances to the Canyon Lake Estates are located on Black Horse and Sorrel Lane.~~ Gate entrances ~~to the Fairway Estates~~ are located on Big Tee, Skylink and the Town Center Golf Cart gates. Residential pedestrians must enter the community through an authorized access gate ~~or entrance~~.

**GR.6.14b** - Should power failure occur, Community Patrol shall be notified. The gates will be placed in an open position and manually operated by personnel until power is restored.

**GR.6.14c** - For access to Fairway Estates, entry shall be the following means only:

- Membership card(s)
- RFID Transponder(s)
- Call-In(s)

- Community Patrol
- Permanent Guest List

**GR.6.14d** – Only residents / members of the Fairway Estates and Canyon Lake Estates residents / members or authorized guest(s) may park on the these streets in the Fairway Estates. Vehicles parked on the street without must display a valid decal, guest pass, or Fairway Estates / Canyon Lake Estates temporary parking permit displayed will be subject to the applicable fine. Fairway Estates and Canyon Lake Estates residents/members may obtain up to a maximum of six (6) temporary parking permits per property from the Member Services department. Failure to display a valid decal, guest pass, or Fairway Estates temporary parking permit may result in applicable fine.

~~**GR.6.14e** – Any resident expecting more than ten (10) guests on a given day must submit a list of their names, first and last in alphabetical order to the CLPOA no later than twenty four (24) hours prior to the guests’ arrival. Lists are to be submitted Monday through Saturday during business hours. Failure to submit guest party list within stated time frame will result in a charge of applicable expedite fee.~~

~~**GR.6.14f** – No vehicle may be parked on the street in excess of any consecutive aggregate of seventy-two (72) hours during any one week period. A member may request from Member Services a CLPOA Moving Pass / Temporary Parking Permit, so that they may park for a maximum of seventy-two (72) hours. [For further information, refer to Section IV, paragraph GR.4.3.]~~

### Revised Rule

#### **GR.6.14 Canyon Lake Estates and Fairway Estates Access Control**

**GR.6.14a** - Entrances to the Canyon Lake Estates are located on Black Horse and Sorrel Lane. Gate entrances to the Fairway Estates are located on Big Tee, Skylink and the Town Center Golf Cart gates. Residential pedestrians must enter the community through an authorized access gate or entrance.

**GR.6.14b** - Should power failure occur, Community Patrol shall be notified. The gates will be placed in an open position and manually operated by personnel until power is restored.

**GR.6.14c** - For access to Fairway Estates, entry shall be the following means only:

- Membership card(s)
- RFID Transponder(s)
- Call-In(s)
- Community Patrol
- Permanent Guest List

**GR.6.14d** – Only residents / members of the Fairway Estates and Canyon Lake Estates or authorized guest(s) may park on these streets. Vehicles parked on the street without a valid decal, guest pass, or Fairway Estates / Canyon Lake Estates temporary parking permit displayed will be subject to the applicable fine. Fairway Estates and Canyon Lake Estates residents / members may obtain up to six (6) temporary parking permits per property from the Member Services department.

Fine Amount - \$250.00 per occurrence

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

**DATE:** November 1, 2022 **ACTION:**  
**TO:** Board of Directors  
**FROM:** Member Services Manager  
**RE:** APPROVAL – Revise Rule EC.3.2 Horses are to be Under Saddle

---

**Background**

Several members who board horses at the Equestrian Center submitted a suggestion to allow horses and their owners to utilize all arenas at the facility for hand walking. Currently hand walking or turning out horses must only be done in specific areas that are not always ideal depending on the condition and health of the horse. For example, the ground at the Equestrian Center is hard-packed dirt with rocks. Older horses, or horses with poor bone health in their hooves should not be walked on this type of surface. Allowing owners to walk their horses in any available arena will be helpful for the older horse population at the Equestrian Center and will increase utilization of un-used arena space.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve to revise rule EC.3.2 as attached.

*Amanda Moore*

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Amanda Moore, Member Services Manager

## **Current Rule**

### **EC.3.2 Horses are to be Under Saddle**

Horses are to be under saddle (ridden in a saddle, pad or bareback) in a controlled manner at all times in the jumping and flat work arenas. Horses may be lunged with a rider on the horse under controlled conditions and usually with the purpose of teaching the rider balance. Riders may enter / exit the arena on foot to mount / dismount their horse. A parent or guardian may enter the arena on foot for a short time to move jumps or assist their child. Riders may dismount and lunge their horse at a walk or trot for a short time to gain control of their horse. No turn-out or lunging in flat arena or jumping arena.

## **Proposed Revision (Redlined)**

### **EC.3.2 Horses are to be Under Saddle**

Horses are to be under saddle (ridden in a saddle, pad or bareback) in a controlled manner at all times in the jumping and flat work arenas, **unless hand walking**. Horses may be lunged with a rider on the horse under controlled conditions and usually with the purpose of teaching the rider balance. **Hand walking horses is permitted only if these arenas are not being utilized by active riders. Should a horse and its rider enter the arena(s), the hand-walked horse must exit immediately. Priority is given to those riding their horse.** ~~Riders may enter / exit the arena on foot to mount / dismount their horse.~~ A parent or guardian may enter the arena on foot for a short time to move jumps or assist their child. Riders may dismount and lunge their horse at a walk or trot for a short time to gain control of their horse. No turn-out or lunging in flat arena or jumping arena.

## **Revised Rule**

### **EC.3.2 Horses are to be Under Saddle**

Horses are to be under saddle (ridden in a saddle, pad or bareback) in a controlled manner at all times in the jumping and flat work arenas, unless hand walking. Horses may be lunged with a rider on the horse under controlled conditions and usually with the purpose of teaching the rider balance. Hand walking horses is permitted only if these arenas are not being utilized by active riders. Should a horse and its rider enter the arena(s), the hand-walked horse must exit immediately. Priority is given to those riding their horse. A parent or guardian may enter the arena on foot for a short time to move jumps or assist their child. Riders may dismount and lunge their horse at a walk or trot for a short time to gain control of their horse. No turn-out or lunging in flat arena or jumping arena.

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** November 1, 2022 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** 28 Day Reading – Revise Rule EC.5.3 Indemnification Required for Bringing Horses into the Facility

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**Background**

Staff wants to bring the Equestrian Center day use rule into consistency with internal policy requirements.

**Fiscal Impact**

None

**Recommendation**

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

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

## **Current Rule**

### **EC.5.3 Indemnification Required for Bringing Horses into the Facility**

Horses not boarding at the Equestrian Center can only be brought in by Prime, Associate and Sub-Associate members. These horse owners must fill out a separate indemnification for each horse brought into the facility.

## **Proposed Revision (Redlined)**

### **EC.5.3 Indemnification Required for Bringing Horses into the Facility**

~~Horses not boarding at the Equestrian Center can only be brought in by Prime, Associate and Sub-Associate members. These horse owners must fill out a separate indemnification for each horse brought into the facility.~~ Horses not currently boarded at the Equestrian Center may be brought in by members with Equestrian privileges provided the following requirements are met:

EC.5.3a Monday – Friday, 24-hour notice is required. Saturday – Sunday and holidays, 48-hour notice is required.

EC.5.3b A copy of bill of sale / evidence of ownership is provided.

EC.5.3c Vaccination records demonstrating the horse has the following current shots are provided: Eastern & Western Encephalomyelitis, Tetanus, Toxoid / West Nile, Influenza / Rhinopneumonitis and Strangles.

EC.5.3d A Certificate of Liability Insurance for the animal must be submitted demonstrating a minimum of \$300,000 liability per horse, CLPOA listed as additional insured, and both CLPOA addresses:

- Mailing Address: 31512 Railroad Canyon Rd., Canyon Lake, CA 92587
- Equestrian Center: 29221 Longhorn Dr., Canyon Lake, CA 92587

EC.5.3e Appropriate waiver form(s) must be completed and signed.

EC.5.3f Current documentation for each horse must be on file with CLPOA for day and facility use.

## **Revised Rule**

### **EC.5.3 Indemnification Required for Bringing Horses into the Facility**

Horses not currently boarded at the Equestrian Center may be brought in by members with Equestrian privileges provided the following requirements are met:

EC.5.3a Monday – Friday, 24-hour notice is required. Saturday – Sunday and holidays, 48-hour notice is required.

EC.5.3b A copy of bill of sale / evidence of ownership is provided.

EC.5.3c Vaccination records demonstrating the horse has the following current shots are provided: Eastern & Western Encephalomyelitis, Tetanus, Toxoid / West Nile, Influenza / Rhinopneumonitis and Strangles.

EC.5.3d A Certificate of Liability Insurance for the animal must be submitted demonstrating a minimum of \$300,000 liability per horse, CLPOA listed as additional insured, and both CLPOA addresses:

- Mailing Address: 31512 Railroad Canyon Rd., Canyon Lake, CA 92587
- Equestrian Center: 29221 Longhorn Dr., Canyon Lake, CA 92587

EC.5.3e Appropriate waiver form(s) must be completed and signed.

EC.5.3f Current documentation for each horse must be on file with CLPOA for day and facility use.

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE: November 1, 2022**

**ACTION:**

**TO: Board of Directors**

**FROM: Sr. Member Services Manager**

**RE: 28 Day Reading – Revise Rule GR.3.8 Lessees**

---

**Background**

Staff is recommending to

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the 28 day reading to revise rule GR.4.2c as attached.

*Amanda Moore*

---

Amanda Moore, Member Services Manager



## **Current Rule**

### **GR.3.8 Lessees**

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges. include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as “Month-to-Month”, the lessee(s) will have to provide a valid receipt of rent payment issued by the Member / owner. After receiving proof of payment, the lessee(s) will be issued a CLPOA card and a vehicle decal (in accordance with CLPOA Rules & Regulations) on a monthly basis.

## **Proposed Revision (Redlined)**

### **GR.3.8 Lessees**

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges. include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as “Month-to-Month”, ~~the lessee(s) will have to provide a valid receipt of rent payment issued by the Member / owner. After receiving proof of payment, the lessee(s) will be issued a CLPOA card and a vehicle decal (in accordance with CLPOA Rules & Regulations) on a monthly basis~~ **a new Lease Authorization Form will need to be submitted on a monthly basis. All active items will expire until proper authorization has been submitted. A renewal fee will be due after one year.**

## **Revised Rule**

### **GR.3.8 Lessees**

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

If the Member / owner specifies the terms of tenancy as "Month-to-Month", a new Lease Authorization Form will need to be submitted on a monthly basis. All active items will expire until proper authorization has been submitted. A renewal fee will be due after one year.

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951.244.6841

www.canyonlakepoa.com

**DATE:** November 1, 2022 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** 28 Day Reading – Revise Rule GR.4.2c Maximum Number of Permits

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**Background**

Staff is recommending to simply change the allocation of garage sale permits to run per the fiscal year instead of the calendar year. Most other processes run per the fiscal year (assessments, boat registration, dock slip registration, etc.) and this change will provide consistency and easier tracking for the Member Services department and its staff.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the 28 day reading to revise rule GR.4.2c as attached.

*Amanda Moore*

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Amanda Moore, Member Services Manager

**Current Rule**

**GR.4.2c Maximum Number of Permits**

No more than three (3) permits per household in a calendar year.

**Proposed Revision (Redlined)**

**GR.4.2c Maximum Number of Permits**

No more than three (3) permits per household in a ~~calendar year~~ **fiscal year**.

**Revised Rule**

**GR.4.2c Maximum Number of Permits**

No more than three (3) permits per household in a fiscal year.

---

📍 31512 Railroad Canyon Road, Canyon Lake, CA 92587

📞 951.244.6841

🌐 [www.canyonlakepoa.com](http://www.canyonlakepoa.com)

**DATE:**            **November 1, 2022**

**ACTION:**

**TO:**                **Board of Directors**

**FROM:**           **Sr. Member Services Manager**

**RE:**                **28 Day Reading – Revise Rule PT.1.4**

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**Background**

5mph at the Pump Track has been determined to be too slow. Staff recommends removing the speed limit.

**Fiscal Impact**

**Recommendation**

It is recommended that the Board of Directors approve the 28 day reading to revise rule PT.1.4 as attached.

*Amanda Moore*

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Amanda Moore, Sr. Member Services Manager

## **Current Rule**

### **Pump Track (PT)**

**PT.1.4** Pump track is for non-motorized personal devices only. Any other uses are not permitted. Ride-on vehicles with 3 or more wheels such as karts, wagons, tricycles, bikes with training-wheels, strollers, etc. are not permitted. No movable obstacles or outside materials (e.g. ramps/jumps) are allowed. Maximum speed while riding on, or around, the pump track is 5mph. Fine = \$50.00

## **Proposed Revision (Redlined)**

**PT.1.4** Pump track is for non-motorized personal devices only. Any other uses are not permitted. Ride-on vehicles with 3 or more wheels such as karts, wagons, tricycles, bikes with training-wheels, strollers, etc. are not permitted. No movable obstacles or outside materials (e.g. ramps/jumps) are allowed. ~~Maximum speed while riding on, or around, the pump track is 5mph.~~ Fine = \$50.00

## **Revised Rule**

**PT.1.4** Pump track is for non-motorized personal devices only. Any other uses are not permitted. Ride-on vehicles with 3 or more wheels such as karts, wagons, tricycles, bikes with training-wheels, strollers, etc. are not permitted. No movable obstacles or outside materials (e.g. ramps/jumps) are allowed. Fine = \$50.00

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**Date: November 1, 2022**

**To: Board of Directors**

**From: Activities Department**

**Board Action/Resolution: Lake Use Rules Variance Request update**

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**Background**

In October, the Board approved the 2023 Water Sports Calendar request and Rules Variances for next year. Rules variances are required to host these events.

The Water Sport Clubs have submitted a request for one additional variance to the Rules and Regulations designated below in red.

***LM.6.7 Main Lake Ski Area Speed Limit***

***LM.6.13 Follow Counter-Clockwise Pattern***

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

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

***LM.9.4 Follow Counter-Clockwise Ski Pattern***

***LM.9.5 Ski Pattern Turns***

***LM.9.9 Maintain Safe Distance from Docks***

***LM.9.10 No Start or End at Dock***

***LM.9.11 Safe Distance Required for Towing***

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

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

***LM.9.20 No Wake Enhancing Devices Allowed***

***LM.9.23 Slalom Skiing Priority***

***LM.9.24 Skier/Rider Turn***

***LM.9.27 Boats Must Stop***

***LM.9.28 Turnaround and U-Turn Restrictions***

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

**Fiscal Impact**

None

## **Recommendation**

It is recommended that the Board of Directors approve/reject the 2023 Water Sport Clubs' Lake Use Rules Variance updated request: contingent upon club re-sanctioning approvals, effective November 1, 2022.

**Carrie Pratt**

Carrie Pratt, Senior Activities Manager



## 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
- Potlucks are the last Sunday of the month at the Senior Center at 5 pm. Left, Right, Center after the meal.
- Senior Boutique event to take place 11/5-11/6
- Signups for the Free Christmas dinner at the Senior Center starts on Monday, November 7, 2022

### Activities Dept. 50

- Community benches throughout community. Give Activities a call to order a bench.
- Worked with clubs/City of Canyon Lake/Chamber for community events: Car Show, Country in the Park, Rocktoberfest, Trunk or Treat, Witches Gathering, Parade of Frights, PlayDay at the EQ.
- Worked with members of the community to reserve facilities. 9 - total reservations for October
- Coordinating with Clubs/Concert Producer for concerts in 2023

### Pool Dept. 54

- Pool stats October 1-21:
  - Lappers & Water Aerobics: 476
  - Open Swim: 1031
    - Month totals up to Oct: 1,507
- AM Water Aerobics – 8:30-9:30, Monday – Friday, classes are purchased at the pool
- PM Water Aerobics – over for the season
- New Fall Class: Water polo over for the season
- Monday, September 5:
  - Exercise and Lap Swim – Daily from 7 am to 10 am
  - Open Swim – Sunday through Saturday from 10 am to 6 pm

### Event & Activities Updates

#### Upcoming Events

- Senior Center Boutique – 11/5-11/6
- Stone Soul tribute concert hosted by the Guild – 11/5 at the Lodge
- Veteran's Day Celebration hosted by the City of Canyon Lake – 11/11 at Holiday Harbor Park
- Women's Golf luncheon – 11/15 At the Senior Center
- Turkey and food drive hosted by the City of Canyon Lake – 11/17 at City Hall
- Holiday Home Tour hosted by the Women's Club – 12/3
- Winter Wonderland hosted by the City of Canyon Lake – 12/3 in the Town Center
- Toy Drive and Parade – 12/4 starting at Blue Bird Hall and ending at Eastport
- Parade of Lights hosted by the Yacht Club – 12/10
- Breakfast with Santa hosted by the Ski Club – 12/10 at North Ski Pavilion
- Free Christmas dinner hosted by the Senior Center Work Group – Sunday, 12/11
- Choraleers Concert - Sunday, 12/11 at the Lodge
- BunchHo-Ho-Ho hosted by the Women's Club – 12/19 at the Senior Center

#### Committees

Fiesta Committee – three open positions  
Recreation Committee – no open position  
Senior Committee – no open positions

# COMMUNICATION REPORT

## Goals & Campaigns - October 2022

### 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
- Upcoming Event Promotions
  - Senior Holiday Boutique
  - Tree Lighting Festival
  - Toy Drive & Golf Cart Parade
  - Parade of Lights
  - New Year's Eve Celebrations
- Promoting Dining and Events at Restaurants
- Member Welcome Packet
- Wedding Promotional Packet
- Amenity Promotions
  - Golf Course Overseeding
  - Golf Course Video Hole Tour
  - Golf Annual Membership Campaign
  - Golf Guest for a Day Promotion
  - Golf Daily Play Promotion (Canyon Lake residents only)
  - Pool Hours/End of Season

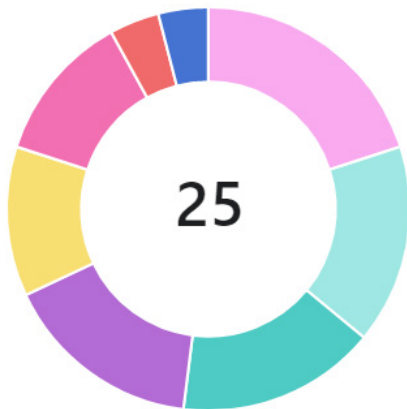
# COMMUNICATION REPORT

KPI Dashboard - October 2022

## ACTIVE CAMPAIGNS

October 2022

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



- Country Club Bar & Grill: 5 projects ...
- Activities: 4 projects (16%)
- Communications: 4 projects (16%)
- Golf: 4 projects (16%)
- Corporate: 3 projects (12%)
- Lighthouse Restaurant & Bar/Lodg...
- Food & Beverage: 1 project (4%)
- Operations: 1 project (4%)

## HIGHLIGHTS

**142**

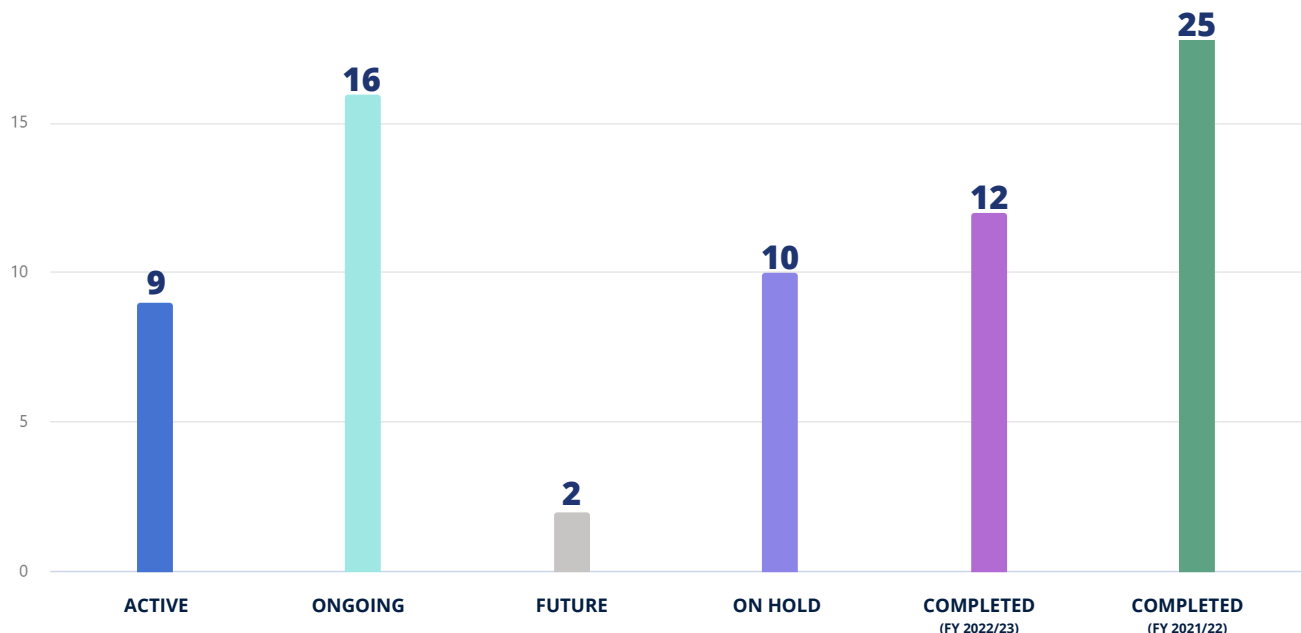
tasks completed  
in October 2022

**17**

club events promoted  
in fiscal year 2022/23

## CAMPAIGN STATUS


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



# FEATURE CAMPAIGNS - CANYON LAKE POA

October 2022

## Community Promotions



**CANYON LAKE**  
LIVING Magazine

Fall Into Fun With  
**Fall Events**  
In Canyon Lake!

INSIDE THIS ISSUE  
Explore Fun Pet Spots  
Project Updates  
Rule Reminders  
Holiday Events

American Red Cross

Give blood. Help save lives.

**BLOOD DRIVE**  
Canyon Lake Golf & Country Club  
Location: Magnolia Room  
32001 Railroad Canyon Rd.  
Canyon Lake, CA 92587

**Monday, October 10, 2022**  
9 a.m. to 3 p.m.

To schedule your life-saving appointment, please go online to [RedCrossBlood.org](https://RedCrossBlood.org) and enter sponsor code: **CLGCC**

Streamline your donation experience and save up to 15 minutes by visiting [RedCrossBlood.org/RapidPass](https://RedCrossBlood.org/RapidPass) to complete your pre-donation reading and healthy history questions on the day of your appointment.

ANNUAL CANYON LAKE JR WOMEN'S CLUB

**Rocktoberfest**

**OCTOBER 15, 2022, 1 P.M. TO 6 P.M.**

**HOLIDAY HARBOR**

**FEATURING**

- Local Craft Microbreweries • Food Vendors • Games
- Live Music by Black Rock Candy & Steel Canyon
- Merchandise Vendors • Wiener Dog Race • Cornhole Tournament
- Champagne Garden featuring Wilson Creek and More!

**BEER TASTINGS**

GENERAL ADMISSION - PRE-SALE: \$25 | DAY-OF: \$30  
CHAMPAGNE GARDEN TASTING \$7  
VIP ADMISSION - PRE-SALE: \$45 | DAY-OF: \$65  
2 Tastings Per Brewery (ID and Wristband Required)  
Buy Tickets at [www.clpoa.com/rocktoberfestttk](https://www.clpoa.com/rocktoberfestttk)

SCAN TO BUY TICKETS

Email us at: [canyonlakejwc@gmail.com](mailto:canyonlakejwc@gmail.com)  
Benefiting the Community via the Philanthropic Endeavors of the Canyon Lake Jr Women's Club

**HAPPY HALLOWEEN**  
COSTUME CONTEST

**\$50 PRIZE PER CATEGORY!**  
Kids | Teens | Adults | Families/Groups

**POST PHOTO SUBMISSION AS COMMENT ON THIS POST**  
Include Category, Participant's Name & Age In Comment  
One Photo Per Participant

**CANYON LAKE**  
PROPERTY OWNERS ASSOCIATION

CANYON LAKE  
PROPERTY OWNERS ASSOCIATION

**TRACT 3961**  
**VOTE & WIN \$100!**

**YOUR VOTE MATTERS**

**ABOUT THE BALLOT**

THIS BALLOT MEASURE IS TO DETERMINE IF THE TRAILER PARKING REQUIREMENT IN TRACT 3961 OF 20' SETBACK FROM THE CURB SHOULD BE CHANGED TO 5' FROM THE CURB.

TWO \$100 CANYON LAKE POA GIFT CARDS WILL BE RAFFLED TO TRACT 3961 VOTERS. THOSE WHO ALREADY VOTED ARE INCLUDED IN THE RAFFLE.

NEED A REPLACEMENT BALLOT? VISIT [WWW.HOAELECTIONS.NET](https://WWW.HOAELECTIONS.NET)  
CALL HOA ELECTIONS AT 951.667.7191

**CANYON LAKE**  
PROPERTY OWNERS ASSOCIATION

@canyonlakepoa

Canyon Lake Senior Center's  
22nd  
**HOLIDAY BOUTIQUE**  
2 Day Shopping Event!

**5 & 6 | NOVEMBER** | 9 A.M. - 4 P.M.  
BOTH DAYS

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

LOCALLY CRAFTED ART • UNIQUE ARTISIAN GIFTS  
HOLIDAY DECOR • HOME DECOR • AND MORE!

[WWW.CLPOA.COM/HOLIDAYBOUTIQUE](https://WWW.CLPOA.COM/HOLIDAYBOUTIQUE)

## Restaurant Promotions

LIGHTHOUSE RESTAURANT & BAR

Bon Appetit

Try our  
**NEW MENU**

**LIGHTHOUSE**  
RESTAURANT & BAR

@canyonlakelighthouse

LIGHTHOUSE RESTAURANT & BAR

**HALLOWEEN Bash**

**LOOPHOLE**  
CLASSIC ROCK, 80s & 90s

Friday, October 28 | 6 p.m. to 9 p.m.

- COSTUME CONTEST AND PRIZES
- CHILLING DRINK SPECIALS
- LIVE ENTERTAINMENT BY LOOPHOLE

Call 951.246.2720 for reservations

**CANYON LAKE**  
COUNTRY CLUB BAR & GRILL

@canyonlakecountryclub

**HALLOWEEN Party**

LIVE MUSIC  
NO COVER

**Still Kickin**  
CLASSIC ROCK EXPERIENCE | 50'S TO 2000'S

FRIDAY, OCT 28, 2022 | 6 P.M. TO 9 P.M.

- COSTUME CONTEST • LIVE MUSIC
- SPOOKY DRINK SPECIALS

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](https://www.canyonlakecc.com)

CANYON LAKE COUNTRY CLUB BAR & GRILL

**New MENU**

**NEW BREAKFAST ITEMS**

- Big Breakfast Sandwich • Call Burrito • Florentine Benedict
- Chicken Milanese • Steak & Eggs • Ham Steak

**NEW LUNCH & DINNER ITEMS**

- Country Club Platter • Mozarella Sticks • Santa Fe Rolls
- Loaded Skins • Fried Green Beans • Giant Quesadilla • BBQ Chicken Salad • Fish Sandwich • Philly Cheese Steak • Patty Melt • Call Burger • Beef Sliders • Bolognaise Penne Pasta • Shrimp Cajun Pasta • Build your own steak and MORE!

**CANYON LAKE**  
COUNTRY CLUB BAR & GRILL

@canyonlakecountryclub

# COMMUNICATION REPORT

## Website Highlights - October 2022

### WEBSITE ANALYTICS HIGHLIGHTS



### TOP 10 VISITED WEBSITE PAGES

October 1, 2022 - October 24, 2022

		32,006 % of Total: 100.00% (32,006)	32,006 % of Total: 100.00% (32,006)
1.	Home - Canyon Lake POA	5,984	18.70%
2.	Login - Canyon Lake POA	3,189	9.96%
3.	Dinner Menu - Canyon Lake POA	1,498	4.68%
4.	Camping - Canyon Lake POA	1,339	4.18%
5.	My Info - Canyon Lake POA	1,192	3.72%
6.	Lighthouse Home - Canyon Lake POA	1,041	3.25%
7.	Search - Canyon Lake POA	949	2.97%
8.	Make Payment - Canyon Lake POA	887	2.77%
9.	Rules - Canyon Lake POA	699	2.18%
10.	Menus - Canyon Lake POA	60	1.73%

# COMMUNICATION REPORT

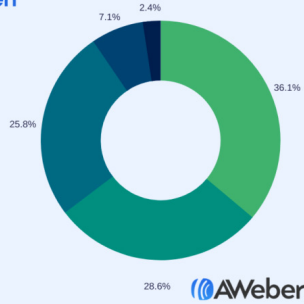
## Email Highlights - October 2022

### EMAIL DASHBOARD - OCTOBER 2022

#### What are average email open rates?

65% of businesses average open rates between 11% and 50%.

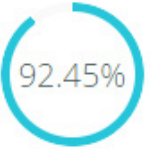
- 25.8% 0% to 10% open rates
- 36.1% 11% to 25% open rates
- 28.6% 26% to 50% open rates
- 7.1% 51% to 75% open rates
- 2.4% Greater than 76% open rates



AWeber

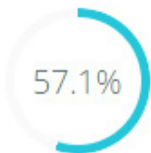
31042

DELIVERED

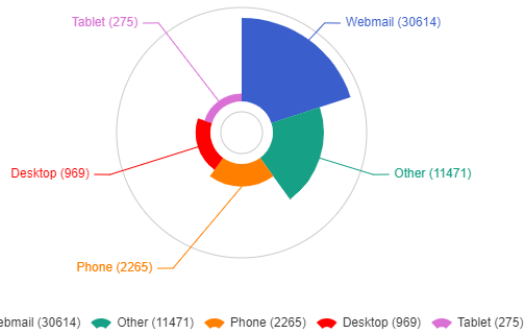


19172

UNIQUE OPENS



#### DELIVERY BY EMAIL CLIENT - OCTOBER 2022



#### TOP DEVICE OPENS - OCTOBER 2022

- Gmail (13062)
- Yahoo (9148)
- Microsoft Outlook Live (4326)
- Other (1330)
- iCloud (857)
- Remaining (1122)



# COMMUNICATION REPORT

Social Media Highlights - October 2022

## PERFORMANCE SUMMARY

**16,534**

Followers  
Total

**138**

Published Posts  
Total

**169,303**

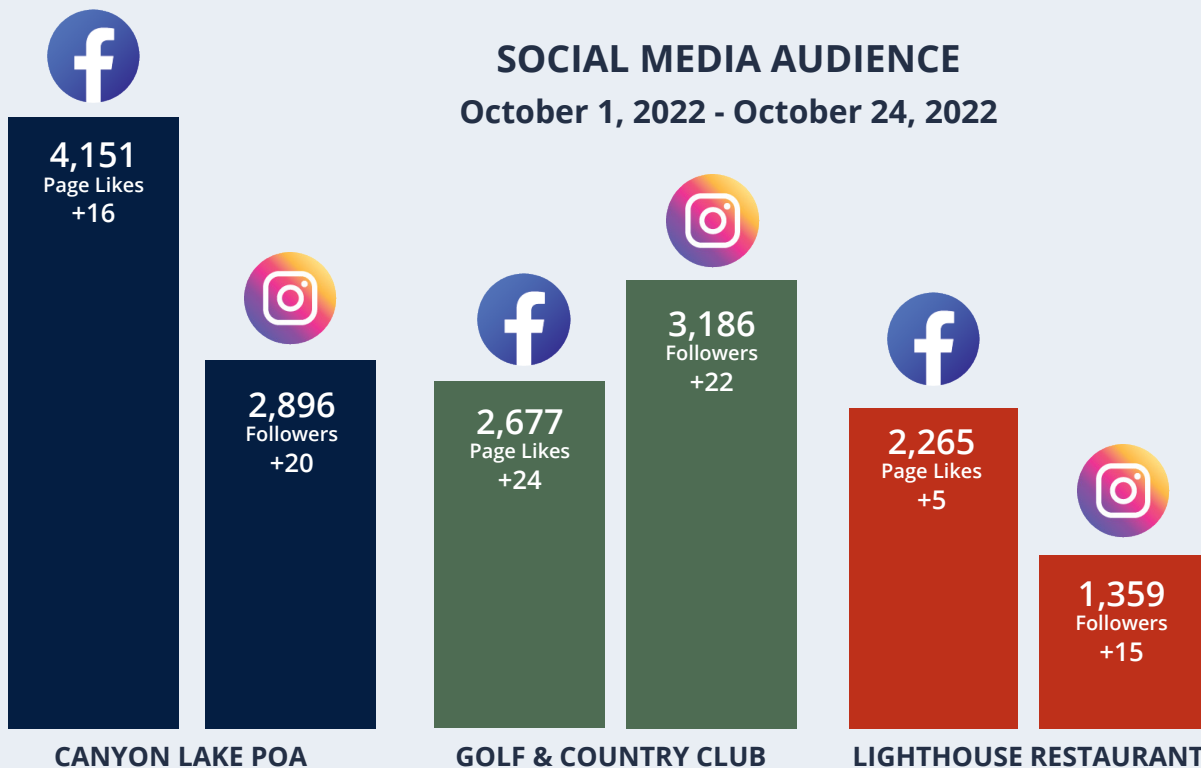
Impressions  
Total

**10,899**

Engagement  
Total

## SOCIAL MEDIA AUDIENCE

October 1, 2022 - October 24, 2022



## PROFILE SUMMARY

Profile	Followers	Growth	Posts	Impressions	Engagements
Canyon Lake POA   Facebook	4,151	16	49	48,246	5,335
Canyon Lake POA   Instagram	2,896	20	42	41,928	639
Golf & Country Club   Facebook	2,677	24	7	33,666	2,711
Golf & Country Club   Instagram	3,186	22	13	10,005	257
Lighthouse   Facebook	2,265	5	12	27,333	1,733
Lighthouse   Instagram	1,359	15	15	8,125	224

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

## COMMUNITY PATROL REPORT

September 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	July		August		September	
	Calls for Service	Cites	Calls for service	Cites	Calls for service	Cites
Speed (Patrol)	5	8	0	0	12	0
Speed (Trailer)	NA		NA	22	NA	42
Parking – 5.3d Unsightly / Inoperable Vehicles	0	0	1	4	1	3
Parking – 5.3e Long Term	30	11	9	3	15	3
Parking – 5.5a RVs	6	8	2	1	2	7
Parking 5.5c Trailers	3	11	2	11	8	4
Noise	53	6	18	1	23	7
Bus Stop	0	0	0	1	0	0
Gate Runner	82	12	40	3	46	5
Fishing Related	6	2	13	1	3	0
Golf Cart Related	9	47	7	14	3	8
Animal Related	14	7	13	2	13	2
Solicitation	0	0	3	0	6	2
Verbal Abuse to Staff	0	4	0	4	NA	2

*Continued on next page*



### Additional Information

	July	August	September
Total Calls for Service	298	123	129
Call for Service – Unable to Locate	71	59	40
Suspicious Person / Vehicle (Average Response Time)	20/7.3	2	9/8.3

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### Gate Entry Statistics

	July	August	September
Total Guest Passes issued by Gate	-	-	-
- Main Gate	18,525	16,270	14,392
- East Gate	12,900	6,390	14,439
- North Gate	8,389	4,218	6,895
Total Guest Entries by Gate	-	-	-
- Main Gate	40,841	37,778	20,390
- East Gate	27,325	20,366	12,898
- North Gate	16,292	12,115	7,335
Total RFID Entries by Gate	-	-	-
- Main Gate	116,245	127,465	122,063
- East Gate	60,176	65,783	71,833
- North Gate	37,907	42,961	46,739
Confiscated Guest Passes	136	74	79

### Two Guest Lane Entry Protocol\*

	July	August	September
Total time in minutes	-	-	-
- Main Gate	136	95	65
- East Gate	35	5	23

\*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 Summary

	July	August	September
Motor Vehicle Accident	2	0	1
Vandalism	10	2	3

## Incident Report Detail

Incident Description	Location
<p>Motor Vehicle Accidents-</p> <ol style="list-style-type: none"> <li>On September 4<sup>th</sup>, 2022 a golf cart was in a single vehicle accident near the main causeway on Canyon Lake Dr. S. Traffic control was provided by community patrol while CLFD, AMR, and RSO attended to the occupants of the golf cart.</li> </ol>	<ol style="list-style-type: none"> <li>Main Causeway</li> </ol>
<p>Vandalism-</p> <ol style="list-style-type: none"> <li>On September 17<sup>th</sup>, 2022 graffiti was found on the picnic table at vacation park. Officer continued their patrol no further damage was found; Operations was notified.</li> <li>On September 21<sup>st</sup>, 2022 while the officer was patrolling Diamond Point Park the officer noticed graffiti on the playground sign and on the outhouse. The officer conducted a further patrol of the park and found no further damages. Operations was notified of the vandalism</li> <li>On September 21<sup>st</sup>, 2022 while conducting a patrol at outrigger park, patrol officer found graffiti on the back of the playground sign. After conducting a further patrol and no other damages were found, Operations was notified.</li> </ol>	<ol style="list-style-type: none"> <li>Vacation Park</li> <li>Diamond Point Park</li> <li>Outrigger Park</li> </ol>

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

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

## Marine Patrol Report

### SEPTEMBER 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	JULY	AUGUST	SEPTEMBER
LM.2.5 Expired/ No Registration ( State )	0	1	1
LM.2.6 Expired/ No Registration ( POA )	7	3	4
LM.2.7 Expired / No Registration at a dock or lift	3	0	0
LM.7.3 Reckless behavior while operating a motorized boat	0	1	0
GR.6.2c Failure to present valid ID	0	0	0
GR.4.4 Fishing License	3	1	5
LM.6.7 Excessive Wake	4	5	5
GR.2.18a Loud Noise	1	0	3

#### Warnings Issued

Warning	JULY	AUGUST	SEPTEMBER
LM.2.5 Expired/ No Registration ( State )	0	1	0
LM.2.6 Expired/ No Registration ( POA )	0	1	0
LM.2.7 Expired / No Registration at a dock or lift	0	0	0
LM.7.3 Reckless behavior while operating a motorized boat	3	4	2
GR.6.2c Failure to present valid ID	0	1	0
GR.4.4 Fishing License	1	4	0
LM.6.7 Excessive Wake	7	5	4
GR.2.18a Loud Noise	1	1	0
LM.9.11 Plowing	8	6	4

**Additional Information**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Total Calls for Service	203	145	78
Boat Safety Inspection	112	50	29
Boat Tow (Out of fuel/mechanical)	14	18	19
Boat Tow (Adrift)	2	1	0
Battery Assist	1	2	0
P&C Inspector Escort Hours	6.25	7.20	8.75
Fishing License Checks	28	18	20
Quagga Inspection	61	51	22
White Tag Applied	29	22	14
Quarantine Tag Applied	0	0	0

**Boat Operating Hours**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Boat 1 START 10619.0/ END 10750.9	148.6	94.1	131.9
Boat 2 START 10383.0/ END 10539.3	194.8	180.2	156.3
Boat 3 START 595.4/ END 608.8	42.8	6.1	13.4
Boat 4 START 545.5/ END 555.9	29.8	19.2	10.4

**Boat Operating Hours by Location**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>
Main Lake	201.5	155.0	184.6
East Bay	171.7	138.5	114.0
North Ski	42.8	16.1	13.4

**Incident Report Summary**

	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>

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

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

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

Date: 11/1/22

To: Board of Directors

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

Total current items monitored by the department **2380** which includes permit due dates, violations, extension, and escrow inspections, last month **2598**.

Permit Breakdown

1. **1348** Open permit – down
  - a. **70** new home/major additions
  - b. **149** lakeside permits
  - c. **206** solar panel permits
  - d. **61** fence permits
  - e. **11** dumpster/pod permits
  - f. **429** Same Day Permits
  - g. **846** Improvements (multiple types)

Violation/Escrow Breakdown

1. **893** Open violations – down
2. **45** Open escrows - down

**ACC Committee Overview**

1. Total of **428** items reviewed – Record items reviewed in a month
2. Total of **329** permits approved - The most permits issued this year in a month

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**5**)
2. Grading Permit (**0**)
3. Improvements (**65**)
4. Lakeside Improvement (**7**)
5. Recorded Variance (**17**)
6. Rejected Applications (**75**)
7. Re-Submittal's (**15**)
8. Permit issued same day (Over the counter) (**145**)
9. Preliminary Applications (**3**)

**Member Complaints**

1. **38** Complaints investigated (**2** months)
2. **4** already written

Letter - Compliance

1. **344** compliances
2. **100** Courtesy Notices

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Country Club Upgrades** – New paint & wall coverings, appliance upgrades, stair carpet and bar door were replaced.
- **Country Club Shade Structure** – new permanent shade structure was installed on the patio.

### Developing Projects

- **CLDS Median at Main Gate** – Bids are currently being accepted and due by Nov. 8<sup>th</sup>.
- **Equestrian Center Arena** – discussing options with Board.
- **Equestrian Center Stalls & Barn Rain gutters** – Ongoing project to be completed by year end.
- **Harrelson Park Dock Replacement** – EVMWD approved the project. Dock is scheduled to be built.
- **Holiday Harbor Dock Repairs** – EVMWD has approved this project.
- **Lodge Bar/Restaurant Remodel** – RFP is in progress.
- **Lodge Outdoor Venue** – RFP is in progress.
- **Mailbox Slabs and Lighting** – Project is on hold while staff training is completed.
- **Pickleball Court Addition** – Plans were returned to the design team to address City comments.
- **Solar Panels** – All City permits have been approved and installs will begin in January.
- **Vacation Park Playground & Exercise Equipment** – Playground & exercise equipment should be delivered in November.

### 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. In October staff helped with the Parade of Freights, JWC's Rocktoberfest, and the CLAM's Country in the Park.
- 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 (September); the vandalism report for the current month is in progress. Acts of vandalism are a serious problem throughout the community; if any residents are witness to these acts, please contact Community Patrol at (951) 244-6841 ext. 410.

## Public Works / Grounds Maintenance

- **Public Works** – Streets, gutters and storm drains were monitored for debris and standing water.
- **Weed Abatement** – Operations has been concentrating on weed abatement in easements and other common areas.
- **Tree Maintenance** – Schedule has been established with sourced vendor according to priority. Operations assists on an as needed basis.

## Landscape Maintenance

Operations communicates with Land Care Logic on a routine basis to ensure landscape-related matters and any maintenance improvements are addressed as needed.

- No major issues to report this month.

## Golf Course Maintenance

Operations has communicated any Golf Course related matters and maintenance improvements to the Golf Course Superintendent at Bright View as needed.

- No major issues to report this month.

## Parks and Beaches

- No major issues to report this month.

## Regulatory / Compliance

- **Hood and Ansul Inspections** – Bi-Yearly inspections were done on the hoods at the Country Club and Lodge. All hoods were also cleaned.
- **Happy Camp Retail Gas Inspections** – Dept of Weights and Measures is scheduled to inspect the retail gas to be sure it is dispensing at the proper weight to dollar ratio.

## Safety / Training

- **Ladder Safety Training** – Training was conducted by Safety Compliance Company on how to properly and safely use a ladder as well as what kind of ladder to use in different situations.

## 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 August.

**Green Committee:** The Green Committee met in person on October 13<sup>th</sup> in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Widen #1 & #14 cart path
- Walkers on the Golf Course
- Golf Course Tour

The Green Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on November 10<sup>th</sup> at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on October 13<sup>th</sup> in the Magnolia Room at the Country Club. The following agenda items were addressed by the FPC Committee:

- Motorcycle Parking
- Outrigger Park Revisions
- FPC Charter
- Chairperson Recommendations

The Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on November 10<sup>th</sup> at 3:30pm.

**Recreation Committee:** The Recreation Committee met on October 11<sup>th</sup> in the Conference Room at the POA. The following agenda items were addressed by the FPC Committee:

- Chairperson & Secretary positions
- Gault Field Upgrades
- Other activities/amenities added to parks

The Committee meets on the 2<sup>nd</sup> Tuesday of the month in the Conference Room at the POA. The next scheduled meeting is on November 8<sup>th</sup> at 4:00pm.

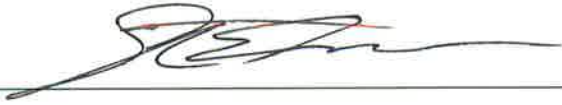
**Tuesday Work Group (TWG):** The TWG Committee met on October 25<sup>th</sup> in the Magnolia Room Magnolia Room at the Country Club. The following agenda items were addressed by the TWG Committee.

- New projects for the year
- TWG Charter
- Appointment of new members

The Committee meets on the last Tuesday of the month in the Magnolia Room at the Country Club. The next TWG meeting is scheduled for November 29<sup>th</sup> at 1:00pm.

## DIRECTOR'S MESSAGE

The Holidays are upon us. October was filled with changes for the department, and we are taking them on without skipping a beat. During the Country Clubs annual closure, we were able to get several upgrades completed. The new outdoor shade structure was installed along with a new look to the inside dining area. Operations staff spent many hours painting, putting in new electrical, upgrading the bar area to make it more efficient and replacing flooring on the stairs. The overall look should give an updated feel to our customers experience. October also brought in a couple of wild storms that flooded streets and brought down trees. Our grounds spent a lot of time out cleaning up the community streets and parks for the community to enjoy. The year is almost over but we aren't done yet. We hope to have Vacation Parks equipment installed and are also hard at work on some dock updates around the community. Starting November, we are reminded of all the things we are thankful for, and here in Operations we are thankful for the community that keeps us productive and successful.



Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT**  
**September 2022**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
323801	1275807	3/29/2022	TENNIS COURTS	REMOVE GRAFFITI FROM MEN'S RESTROOM	\$10.00	0.5	\$35.00	GRAFFITI REMOVER
323861	1280124	4/4/2022	COMMON AREA / INDIAN BEACH	REMOVE GRAFFITI FROM MEN'S RESTROOM WALL	\$10.00	0.25	\$22.50	GRAFFITI REMOVER
324748	2008026	7/5/2022	COMMON AREA / HOLIDAY HARBOR	CLEAN MESS IN MEN & WOMEN'S RESTROOMS	\$0.00	0.5	\$25.00	LABOR TIMR ONLY
324983	N/A	8/1/2022	COMMON AREA / WATER TOWER	CHECK PERIMETER FENCING	\$33.00	1	\$83.00	5 FT. OF BARBED WIRE
325048	N/A	8/5/2022	COMMON AREA/ NORTH SKI AREA	CHECK PERIMETER FENCING	\$14.00	1	\$64.00	ONE BAG OF HOG RINGS
325109	N/A	8/12/2022	HAPPY CAMP	ASSESS & REPLACE BROKEN WINDOW	\$173.93	2	\$273.93	NEW WINDOW
325193	N/A	8/22/2022	GAULT FIELD	CHECK PERIMETER FENCING	\$33.00	1	\$83.00	5 FT. OF BARBED WIRE
325257	N/A	8/29/2022	COMMON AREA / INDIAN BEACH	ASSESS & REPIR / REPLACE DRINKIN FOUNTAIN	\$0.00	4	\$200.00	LABOR TIME ONLY
325259	2087199	8/29/2022	GOLF COURSE	ASSESS & REPAIR 6TH TEE TUNNEL GATE	\$492.50	3	\$642.50	NEW GATE
325277	N/A	8/31/2022	COMMON AREA / DIAMOND PT. PARK	PICK UP & DISPOSE OF CAR BATTERY AT PARK	\$0.00	1	\$50.00	LABOR TIME ONLY
325280	N/A	9/1/2022	GOLF COURSE	REPLACE PAPER TOWEL DISPENSER IN 6TH TEE MEN'S RESTROOM	\$35.00	1.5	\$110.00	PAPER TOWEL DISPENSER
325315	N/A	9/6/2022	GAULT FIELD	CHECK PERIMETER FENCING	\$13.20	1	\$63.20	2 FT. OF BARBED WIRE
325370	N/A	9/12/2022	COMMON AREA / NORTH SKI AREA	ASSESS & REPAIR TOILET & DOOR IN MEN'S RESTROOM	\$0.00	1	\$50.00	LABOR TIME ONLY
325377	N/A	9/12/2022	COMMON AREA / CROSS HILL	CHECK PERIMETER FENCING	\$33.00	1	\$83.00	5 FT. OF BARBED WIRE
325385	N/A	9/12/2022	TENNIS COURTS	REMOVE AWNINGS & TAKE TO SHOP FOR REPAIRS & PUT BACK ON	\$0.00	16	\$800.00	LABOR TIMR ONLY
325433	2114032	9/19/2022	COMMON AREA / VACATION PARK	CLEAN GRAFFITI ON TABLE	\$10.00	0.25	\$22.50	GRAFFITI REMOVER
325449	N/A	9/19/2022	COMMON AREA / JUMP LAGOON	CHECK PERIMETER FENCING	\$100.00	2	\$200.00	10 FT. OF CHAIN LINK FENCE
325441	N/A	9/19/2022	COMMON AREA / LONGHORN DR	ASSESS & REPAIR PERIMETER FENCING	\$310.98	8	\$710.98	POSTS, CONCRETE MIX & CHAIN LINK FENCE
325480	2119264	9/21/2022	COMMON AREA / OUTRIGGER PARK	CLEAN GRAFFITI OFF PLAYGROUND	\$10.00	0.25	\$22.50	GRAFFITI REMOVER
325481	2114978	9/21/2022	COMMON AREA / GULF STREAM	REPLACE BENT GULF STREAM STREET SIGN	\$135.94	1.5	\$210.94	NEW STREEET SIGN
325535	N/A	9/28/2022	GOLF COURSE	ASSESS & REPAIR / RE-SECURE TWG SHED DOOR	\$0.00	5.25	\$262.50	LABOR TIME ONLY
325536	2128220	9/28/2022	GAULT FIELD	CLEAN GRAFFITI IN MEN'S RESTROOM	\$10.00	0.5	\$35.00	GRAFFITI REMOVER
325538	N/A	9/28/2022	GOLF COURSE	ASSESS & REPAIR CHAIN LINK FENCE	\$20.00	1	\$70.00	2 FT. OF CHAIN LINK FENCE

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending September 2022	Project Totals
Admin Int		-	-
#2146 Interior Floor, Carpet	18,913	-	18,913
HVAC Units		-	-
#1421 HVAC Country Club	12,800	-	12,800
\$1055 HVAC POA		11,253	11,253
Park Equipment & Furnishings		-	-
#7021 East Port - Basketball Court - Light Fixtures	3,613	-	3,613
#0405 Park Equipment-Sunset Beach	31,625	-	31,625
#1005 Diamond Point Park - Playground Equipment	22,345	-	22,345
#20031 Restroom - Roadrunner Park	-	3,687	3,687
#6022 Dock - Indian Beach	15,700	16,650	32,350
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
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	3,865	51,802
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	-	2,300
#1660 North Gate - Gate Operator	3,383	-	3,383
#8019 Main Gate - Decal lane booth	2,500	-	2,500
#4048 CC Walk In Freezer		15,500	15,500
#4070 CC - Television		4,186	4,186
#4030 CC - Carpeting		2,354	2,354
#2019 CC - Bar, Sink		3,648	3,648
#4015 CC - Bar, Cooler		3,046	3,046
Corporate Office		-	-
#1025 Admin Int - Office Equipment	2,438	-	2,438

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending September 2022	Project Totals
POA Office Remodel -- P&C	28,930	-	28,930
Computers		-	-
#1900 CP Computers	3,826	-	3,826
Operations		-	-
#1839 Operations - Ext, Walls, Repairs	20,500	-	20,500
Pool		-	-
#1156 Pool Chemical Reader		1,886	1,886
#1153 Pool Heater	8,400	-	8,400
#1101 Pool Filters	-	-	-
#1158 Pool Pump	2,890	-	2,890
#1864 Lighting, Pool	2,550	-	2,550
#1869 Pool Office, HVAC	4,500	-	4,500
#21026 - Pool Deck Repair	2,950	-	2,950
Lake		-	-
#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 - Buoys		2,180	2,180
Campground		-	-
#3032 Campground Restroom Remodeling \$431,621	246,019	231,706	477,725
#1275 Campground - Railing, Stairs	1,550	-	1,550
Entry Gates		-	-
#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
Ski Slalom		-	-
#1904 Ski Slalom - Railing, Pipe	1,990	-	1,990
Golf Course		-	-
#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		13,450	13,450
Grounds		-	-
#8015 Main Gate Entrance Fountain Monument Repairs	5,800	-	5,800
#14003 East Port Landscaping Monument	18,555	38,345	56,900
#14006 Mailbox (Concrete Pads)		45,800	45,800
#14016 Signs, Street		5,541	5,541
#1853 Landscaping	11,102	-	11,102
#1848 Diamond Point Park Curbing	9,500	-	9,500
#1848 Mailbox Slabs	81,386	-	81,386
#1857 Signs, street	6,962	-	6,962
2-2010-01 CLDS So Median Landscape \$100k-\$150k	15,850	2,263	18,113
#14012 Grounds - Signs, POA		3,465	3,465
Vehicles		-	-
#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>521,747</b>	<b>3,170,418.53</b>

# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

	2021-2022 To Date Ending April 2022	2022-2023 To Date Ending September 2022	Project Totals
			\$ -
3-2104-01 Pavement Imp Plan Design	193,183	4,310	\$ 197,493
3-2102-00 Pavement Condition Index	94,514	-	\$ 94,514
3-2104-00 Campground - Misc Road Repairs	1,950	-	\$ 1,950
3-2201-02 Striping - (Holiday Harbor)	15,550	-	\$ 15,550
3-2201-01 Striping CLDS	6,450	-	\$ 6,450
#14017 - Traffic Signs		10,911	\$ 10,911
Misc Repairs		2,500	\$ 2,500
<b>Total Road Reserve Fund Acct 03-0670</b>	<b>311,648</b>	<b>17,721</b>	<b>\$ 329,369</b>

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# Canyon Lake Property Owners Association

FUND 05 CAPITAL IMPROVEMENT PROJECTS

	2020-2021 Ending April 2021	2021-2022 Ending April 2022	2022-2023 Ending September 2022	Project Totals
			-	
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	124,660.46	236,546
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	12,443.84	141,708
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	297,325.91	2,074,985
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			20,768.75	20,769
			-	-
	211,944	2,365,662.15	540,294.83	3,117,900.98
			-	- Control