

Board of Directors

Regular Session Board Meeting Agenda

Tuesday, January 12, 2021 - 6:00 – 9:30 P.M.

Virtual Meeting

This meeting will be conducted online only

Join the virtual meeting at vm.clpoa.net

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

Meeting ID: 868 9110 1316

1. **Welcome and Call to Order**

- Pledge of Allegiance
- Verification of Quorum

2. **Approval of Minutes**

- November 9, 2020
- December 1, 2020

3. **Public Official Comments**

4. **Presentations**

5. **Announcements**

6. **Consent Agenda** (Items A-G)

- A. Jake Bright 23654 Canyon Lake Dr N. Approval for: Six (6') Foot Fence & Gate
Proposed Resolution: That the Board of Directors approves the six (6') foot fence, and gate with a recorded variance for the life of the improvement.
- B. Kyle Reynolds 29971 White Sail Pl. Approval for: Six (6') Foot Fence
Proposed Resolution: That the Board of Directors approved the six (6') foot fence with a recorded variance for the life of the improvement.
- C. Joe T Rosales 23051 Giant Fir Pl. Approval for: HVAC in Setback
Proposed Resolution: That the Board of Directors approves the HVAC unit located in the setback with a recorded variance for the life of the improvement.
- D. Khaled Ghamraoui 30098 Point Marina Dr. Approval for: Six (6') Foot Wall
Proposed Resolution: That the Board of Directors approves the six (6') foot wall with a recorded variance for the life of the improvement.
- E. 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 for the period of, November 30, 2020.

F. Authorization of Liens

Proposed 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.

G. Report of Executive Session Actions (Lynn Jensen)

7. **Board Action Items**

7.1 APPROVAL: Ratification Reserve Funding for Santana Court Pavement Rehab (Steve Schneider)

Proposed Resolution: That the Board of Directors approve the additional funding of \$27,786 for a total project amount of \$71,842 plus a 5% contingency from the Road Reserve funds 03-670.

7.2 APPROVAL: Ratification, Member Concerns – Parking / Traffic Issues Facilities Planning Committee Recommendations (Director O'Dell)

MOTION/RESOLUTION: That the Board of Directors ratify this recommendation for Canyon Lake Drive South/ Village way which includes additional road striping and red curbing in front of a residence or send back to the Committee for additional research and clarification.

7.3 APPROVAL: Ratify Abandoned Projects 2020 (Steve Schneider)

Proposed Resolution: That the Board of Directors ratify the abandonment of the following 2020 projects for lack of feasibility: Moonstone Beach Playground Installation and Underground Utilities at the Tennis Courts.

7.4 APPROVAL: Restatement of Updated Bylaws (President Poland)

Proposed Resolution: That the Board of Directors adopt and publish the updated Bylaws, as attached.

7.5 Discussion Item: POA Architectural Standards (President Poland)

8. **Member Comments on Non-Personnel Issues** (Limited to three minutes per person)

As a member of this association, you are welcome to address the Board of Directors at Regular Open Session Board Meetings. Please submit a written request to the clerk of the board via email at board@canyonlakepoa.com or a chat request through Zoom interface. Please include your Name and Tract and Lot with your written member comment. All comments shall be limited to three (3) minutes and must be relevant to matters within the CLPOA jurisdiction. The Board of Directors reserve the right to limit this section of the meeting to a time they believe is appropriate. Please note: Pursuant to Civil Code §4930, the Board of Directors is prohibited from discussing or taking action on items not on the agenda. Therefore, if a response is given, it will be limited to the following: the matter will be taken under advisement, the matter will be referred to appropriate personnel or a very limited factual response will be provided.

9. **Association Reports**

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

10. **Board Comments**

11. Architectural Appeals

12. Next Meeting Date

- Tuesday, February 9, 2020 at 2:00 p.m. – Executive Session
- Tuesday, February 9, 2020 at 6:00 p.m. – Regular Session

13. Adjournment

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

The Board of Directors of the Canyon Lake Property Owners Association met in Regular Session on Tuesday, November 9, 2020, via Zoom. President Chris Poland called the meeting to order at 6:03 p.m. Directors present were Jim Barringham, Jeanne O'Dell, Joe Kamashian and Tom Nathan. Five Board Members were present, quorum was met. Also present were; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; Sr. Planning and Compliance Manager Cheryl Mitchell; ACC Chairperson John Stelzner; Sr. Manager of Member Services Cory Gorham; Controller Susan Dawood; Director of Operations Steve Schneider; and PIO / Clerk of the Board Harmony McNaughton.

1. **Welcome and Call to Order**

Verification of Quorum

Pledge of Allegiance was led by President Poland

2. **Approval of Minutes**

- October 6, 2020
- October 28, 2020

MOTION/RESOLUTION: Director Kamashian moved to approve the October 6, 2020 and October 28, 2020 Regular Session Meeting Minutes, as attached. Director Barringham seconded. Five votes in favor. MOTION CARRIED

3. **Public Official Comments**

EVMWD Director Darcy Burke reported on: water conservation reminders, water rates, budgeting, additional grants, and water quality management.

4. **Presentations**

None.

5. **Announcements**

None.

6. **Consent Agenda** (Items A-I)

MOTION/RESOLUTION: Upon motion properly made by Director Kamashian, seconded by Director Barringham, and five votes in favor. Items A, B, C, D, E, F, G, H and I were APPROVED

A. John Andros 24245 Cruise Circle Dr Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

B. Michael Cook 22271 Bronc Ct Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

C. Richard Schwarzman 22720 Canyon Lake Dr Approval for: HVAC in the Setback

MOTION/RESOLUTION: That the Board of Directors approve the HVAC unit located in the setback with a recorded variance for the life of the improvement. APPROVED

D. Sandra Chastain 23151 Compass Dr Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

E. David Carter 30188 Clear Water Dr Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

F. Matthew Ketcham 22780 Canyon Lake Dr. N. Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

G. APPROVAL: Ratify Monthly Financial Statement Review (Susan Dawood)

MOTION/RESOLUTION: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500 for the period of, September 30, 2020. APPROVED

H. 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

I. Report of Executive Session Actions

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

7. **Board Action Items**

7.1 APPROVAL: Rule Revision GR.1.3 Fines Not Exclusive Remedy

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors approve to revise rule PC.1.3, as attached. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

7.2 28-day Reading: Rule Revision GR.5.5c No Trailer Parking After Sunset

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the 28-day reading to revise rule GR.5.5c, as attached. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.3 28-day Reading: Rule Revision GR.5.5a No Recreational Vehicle and Trailer Parking / Storage on Streets for more than 24 Hours

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors approve the 28-day reading to revise rule GR.5.5a, as attached. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.4 APPROVAL: Finance Committee Member & Alt. Member Appointments

MOTION/RESOLUTION: Director O'Dell moved that the Board of Directors approve appoint member Kandace Matthews as member and Greg Doherty as an alternate member of the Finance Committee; contingent upon their execution of a confidentiality agreement, effective immediately. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.5 APPROVAL: TWG Member Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of Eric Schrader to the TWG Committee, contingent upon execution of a confidentiality agreement, effective immediately. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.6 APPROVAL: TWG Chairperson Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to remove Don Norris as Chairperson and appoint Sam Theodora Chairperson of TWG. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.7 APPROVAL: Funding for Replacement of Lodge Dishwasher

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve funding of \$66,754.67 plus a 5% contingency from the 02-670 fund for replacement of the lodge dishwasher. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.8 APPROVAL: 2020/21 Project List Large Dog Park Facilities Planning Committee - Concept Recommendations

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors direct Staff to engage the services of the appropriate professional consultant to prepare feasible and cost effective to-scale drawings and colored renderings based on the attached Large-Scale Dog Park Concepts. Further moved that refined scope of work and design development drawings be available for review and commenting at the March 2021 Facilities Planning Committee Meeting with presentation to the Board at the April 2021 Board of Directors Meeting. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.9 APPROVAL: 2020/21 Project List Entry Gates / Common Area – Additional / Secured Motorcycle Parking Facilities Planning Committee - UPDATED Concept Recommendations

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors authorize the project to proceed to the next milestone, Design Development. Further moved that the Board of Directors authorize Staff to engage the services of the appropriate professional consultants to provide the Design Development documents including a Preliminary Construction Cost Estimate for each location. It is further requested that the Professional Consultant be directed to explore enclosure materials other than chain link fence. The enclosure materials should reflect the architectural elements established in each area. Further moved that the Design Development documents be available for review and commenting at the April 2021 Facilities Planning Committee Meeting with presentation to the Board at the May 2021 Board of Directors Meeting. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.10 Discussion Item: Proposed Operating Budget Model

The Board held discussion.

7.11 Discussion Item: Service Provider/Delivery Service Citations

The Board held discussion.

8. **Member Comments on Non-Personnel Items**

The Board heard member comments.

9. Association Reports

- General Manager, Eric Kazakoff

Reported on: current COVID-19 restrictions, tentative 2021 concert and event planning, internal software selection committee, and staff reports.

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

10. Board Comments

- Director Kamashian reported on: Green Committee updates, golf course conditions and maintenance, TWG Committee updates and Appeals Committee updates.
- Director Nathan reported on: Recreation Committee updates, pump track project status at Sierra Park, project costs, member comments on political signs, and recreational rules.
- Director Barringham reported on: Fairway Estates and Senior Committee meetings are dark.
- Director O'Dell reported on: Finance committee appointments, budget preparations, FPC committee projects, erosion control for consideration in December, parking rules, and future projects.
- President Poland reported on: appreciation for fellow board members for their volunteerism, members for their input, and staff. Further reported on committee chairperson's feedback, pump track project status, North Ski Task Force meetings, and ACC Committee vacancies.

11. Architectural Appeals

- A. Jeffrey Burns – 29091 Vacation Dr
Appealing ACC Denial for an Additional Driveway

MOTION/RESOLUTION: Director O'Dell moved that the Board of Directors deny the request and return this item to the ACC committee. Director Barringham seconded. Five votes in favor. MOTION CARRIED

- B. Michael Cerone – 29734 Sloop Dr
Appealing ACC Denial for a Shed in the Side Setback

MOTION/RESOLUTION: Director O'Dell moved that the Board of Directors deny the request. Further moved that the shed is removed within 30 days. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

12. Next Meeting Date

- Tuesday, December 1, 2020 at 2:00 p.m. – Executive Session
- Tuesday, December 1, 2020 at 6:00 p.m. – Regular Session

13. Adjournment

Director O'Dell moved to adjourn the meeting. Director Barringham seconded. Meeting adjourned at 9:30 p.m.

Minutes approved: _____

Approved on: _____

The Board of Directors of the Canyon Lake Property Owners Association met in Regular Session on Tuesday, December 1, 2020, via Zoom. President Chris Poland called the meeting to order at 6:04 p.m. Directors present were Jim Barringham, Jeanne O'Dell, Joe Kamashian and Tom Nathan. Five Board Members were present, quorum was met. Also present were; General Manager Eric Kazakoff; Assistant General Manager Lynn Jensen; Sr. Planning and Compliance Manager Cheryl Mitchell; ACC Chairperson John Stelzner; Sr. Manager of Member Services Cory Gorham; Controller Susan Dawood; Director of Operations Steve Schneider; and PIO / Clerk of the Board Harmony McNaughton.

1. **Welcome and Call to Order**

Verification of Quorum

Pledge of Allegiance was led by President Poland

2. **Approval of Minutes**

- November 9, 2020

MOTION/RESOLUTION: President Poland moved to pull this item. ITEM PULLED

3. **Public Official Comments**

EVMWD Director Darcy Burke reported on: rate increase postponements, local water rate arrangements, strategic planning process, water treatment plant operational changes, upcoming review of the treatment plant survey, water contamination traces, contamination testing, and fish habitat discussions with the Dredge Committee.

4. **Presentations**

None.

5. **Announcements**

President Poland announced the January Executive Session and Regular Session Board Meetings have been rescheduled to January 12, 2021.

6. **Consent Agenda (Items A-H)**

MOTION/RESOLUTION: Upon motion properly made by Director Nathan, seconded by Director O'Dell, and five votes in favor. Items A, B, C, D, E, F, G, and H were APPROVED

A. Richard Youngquist 30201 Longhorn Dr. Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

B. Shawn Smith 29720 Sloop Dr. Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

C. Zachar Justice Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

D. Daniel Miller 31292 Emperor Dr. Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

E. Christopher Kort 30083 Windward Dr. Approval for: Six (6') Foot Fence

MOTION/RESOLUTION: That the Board of Directors approve the six (6') foot fence with a recorded variance for the life of the improvement. APPROVED

F. 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 for the period of, October 31, 2020. APPROVED

G. 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

H. Report of Executive Session Actions

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

7. Board Action Items

7.1 APPROVAL: Rule Revision GR.5.5c No Trailer Parking After Sunset

MOTION/RESOLUTION: President Poland moved to pull this item. ITEM PULLED
The Board heard member comments.

7.2 APPROVAL: Rule Revision GR.5.5a No Recreational Vehicle and Trailer Parking / Storage on Streets for more than 24 Hours

MOTION/RESOLUTION: President Poland moved to pull this item. ITEM PULLED
The Board heard member comments.

MOTION/RESOLUTION: Director Nathan moved to approve that the Board of Directors address 7.11 Discussion Item: GR.5.3 Parking of Vehicles at this point in the Agenda. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

7.11 Discussion Item: GR.5.3 Parking of Vehicles
The Board held discussion.

7.3 APPROVAL: Community Patrol Services Contract

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to enter into a three-year agreement with a total cost not to exceed \$8,270,000. Upon contract execution by both parties, the chosen contractor will be identified. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.4 APPROVAL: ACC Alternate Committee Member Appointment

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors ratify the approval to

appoint member Dave Humphrey as an alternate member of the ACC Committee; contingent upon execution of a confidentiality agreement, effective immediately. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.5 APPROVAL: Green Committee Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of David Nickel to the Green Committee to fill the upcoming Men's Golf Club representative vacancy, effective January 1, 2021. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.6 APPROVAL: Green Committee Appointment

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the appointment of William Furlong to the Green Committee alternate vacancy, contingent upon their execution of a confidentiality agreement, effective immediately. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.7 APPROVAL: Golf Course Landscape Maintenance Contract

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve moving forward the monthly contract costs with the yearly increase plus bid alternate 2 to come from the Operating budget with the balance of bid alternate 2 coming from 02-670. When the contract is executed by both parties, the contractor will be identified to the members. Director O'Dell seconded. Two votes in favor, three against. MOTION FAILED

MOTION/RESOLUTION: Director O'Dell made a subsidiary motion that the Board of Directors approve moving forward the monthly contract costs with the yearly increase plus bid alternate 2 to come from the Operating budget with the balance of bid alternate 2 coming from 02-670 for a term of 75-months, ending April, 2027. When the contract is executed by both parties, the contractor will be identified to the members. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.8 APPROVAL: Operating Budget Model – Fiscal Year 21/22

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the Budget Model as attached for use by the General Manager / Department Managers and Finance Committee. Director O'Dell seconded. Two votes in favor, three against. MOTION FAILED

MOTION/RESOLUTION: Director Nathan made a subsidiary motion that the Board of Directors approve the Budget Model for use by the General Manager, Department Managers and Finance Committee, as revised to: add 'do not shift costs to the general membership' in section 1, remove the monetary values in the 'potential changes to regular assessments' in the budget model section, and to remove page 5 that includes 'Potential Changes to Contributions to Capital' values. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.9 APPROVAL: Affirm Existing Restrictions to Non-Golfing Members Walking on the Golf Course

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors maintain the existing restrictions related to walking on the golf course (GC 3.11 *Only Authorized Persons Allowed on the Golf Course and / or Cart Paths*). Director O'Dell seconded. Five votes in favor. MOTION CARRIED

7.10 Discussion Item: Proposed Architectural Standard

The Board held discussion.

7.12 Discussion Item: POA Compliance with Planning and Compliance Rules & Regulations

MOTION/RESOLUTION: Director O’Dell moved to table this item. Director Nathan seconded. Five votes in favor. MOTION CARRIED

8. Member Comments on Non-Personnel Items

The Board heard member comments.

9. Association Reports

- General Manager, Eric Kazakoff

Reported on: social engagement statistics, engagement online, notification platforms, agenda access online, Lodge project status, ADA ramp at Roadrunner Park, Pump Track project status, Happy Camp renovations, Equestrian Center upgrades, dredging discussions, implementation of DoorDash at the Country Club and lighthouse Restaurants, and future availability on OpenTable.

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

10. Board Comments

- Director Kamashian commented on member participation.
- Director Barringham had no report.
- Director Nathan had no report.
- Director O’Dell had no report.
- President Poland commented on Board Director’s efforts and member participation.

11. Architectural Appeals

A. Sandra Pina 29629 Longhorn Dr.
Requesting a Permanent Variance for Roof Material

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors uphold the recorded variance as is. Director O’Dell seconded. Five votes in favor. MOTION CARRIED

12. Next Meeting Date

- Tuesday, January 12, 2020 at 2:00 p.m. – Executive Session
- Tuesday, January 12, 2020 at 6:00 p.m. – Regular Session

13. Adjournment

Director O’Dell moved to adjourn the meeting. Director Barringham seconded. Meeting adjourned at 10:40 p.m.

Minutes approved: _____

Approved on: _____

Date: 1/12/21

To: Board of Directors

From: Planning and Compliance Department

Consent Agenda Items – (A-D)

- A. **Jake Bright** **23654 Canyon Lake Dr N** **Approval for: Six (6') Foot Fence & Gate**
Proposed Resolution: That the Board of Directors approves the six (6') foot fence, and gate with a recorded variance for the life of the improvement.
- B. **Kyle Reynolds** **29971 White Sail Pl** **Approval for: Six (6') Foot Fence**
Proposed Resolution: That the Board of Directors approved the six (6') foot fence with a recorded variance for the life of the improvement.
- C. **Joe T Rosales** **23051 Giant Fir Pl** **Approval for: HVAC in Setback**
Proposed Resolution: That the Board of Directors approves the HVAC unit located in the setback with a recorded variance for the life of the improvement.
- D. **Khaled Ghamraoui** **30098 Point Marina Dr** **Approval for: Six (6') Foot Wall**
Proposed Resolution: That the Board of Directors approves the six (6') foot wall with a recorded variance for the life of the improvement.

Date: January 12th, 2021

To: Board of Directors

From: Accounting Department

Board Action/Resolution: Authorization of Liens

Background

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

Fiscal Impact

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

Recommendation

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

Assessor Parcel Number

1. 353-241-018
2. 355-051-002
3. 355-392-025
4. 351-172-029
5. 355-263-009
6. 355-281-011
7. 354-161-008

TO: Board of Directors

FROM: Controller

RE: Monthly Financial Statement Review

Background

5500.

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

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

Fiscal Impact

None

Recommendation:

Staff recommends that the Board of Directors review and approve the attached Financial Statement information for November 30, 2020.

Susan C. Dawood, Controller

Date: January 12, 2021

From: Lynn Jensen

Board Report: CLPOA Report of Executive Session

On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on January 12, 2021. The meeting was called to order at 2pm. Items discussed during this session included:

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

Member Related Discussion - The Board of Directors and management held discussion on four (4) member related matters during this meeting.

3rd Party Contract/Agreement - The Board of Directors and management held discussion on three (3) third party contract/agreement 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: January 12th, 2021

To: Board of Directors

From: Operations Department

**Board Action/Resolution: Ratification for Reserve Funding for Santana Court
Pavement Rehabilitation**

Background

In May of 2020 the Board of Directors approved \$44,056 for the Pavement rehabilitation for Santana Court with the recommendation staff receives a project review from our pavement Engineer. After a review, the Engineer recommended a full design to determine the best construction strategy on the cul-de-sac asphalt and base material.

We would like to move forward with our Engineers recommendations. Project price includes design, entire removals of pavement and base material with full asphalt sections.

Fiscal Impact

Project total \$71,842 plus 5% contingency from Road Reserves 03-670.

Recommendation

Staff requests that the Board of Directors approve the additional funding of \$27,786 for a total project amount of \$71,842 plus a 5% contingency from the Road Reserve funds 03-670.

Steve Schneider

Steve Schneider, Director of Operations



Date: January 12th, 2021

To: Board of Directors

From: Board Treasurer / Facilities Planning Committee Liaison– Jeanne O’Dell

**Board Action/Resolution: Ratification, Member Concerns – Parking / Traffic Issues
Facilities Planning Committee Recommendations**

Background

At the September 1st Board meeting the Board of Directors voted to accept the recommendations from the FPC. This included the attached rendering. After the road striping at Canyon Lake Drive/ Village Way, it appears additional striping and the addition of red curbing in front of the residence along Canyon Lake Drive South is needed.

Attachments:

- 1) Original drawing submitted by the FPC.
- 2) Updated drawing submitted by the FPC.

Fiscal Impact

Not to Exceed \$2,000 from 03-670 fund.

Recommendation

It is requested that the Board of Directors ratify this recommendation for Canyon Lake Drive South/ Village way which includes additional road striping and red curbing in front of a residence or send back to the Committee for additional research and clarification.

Board Treasurer / Facilities Planning Committee Liaison– Jeanne O’Dell

- ① paint red curb
- ② paint dot 27b
- ③ paint dot 40

② INSTALL
4" SOLID WHITE
DET. 27b

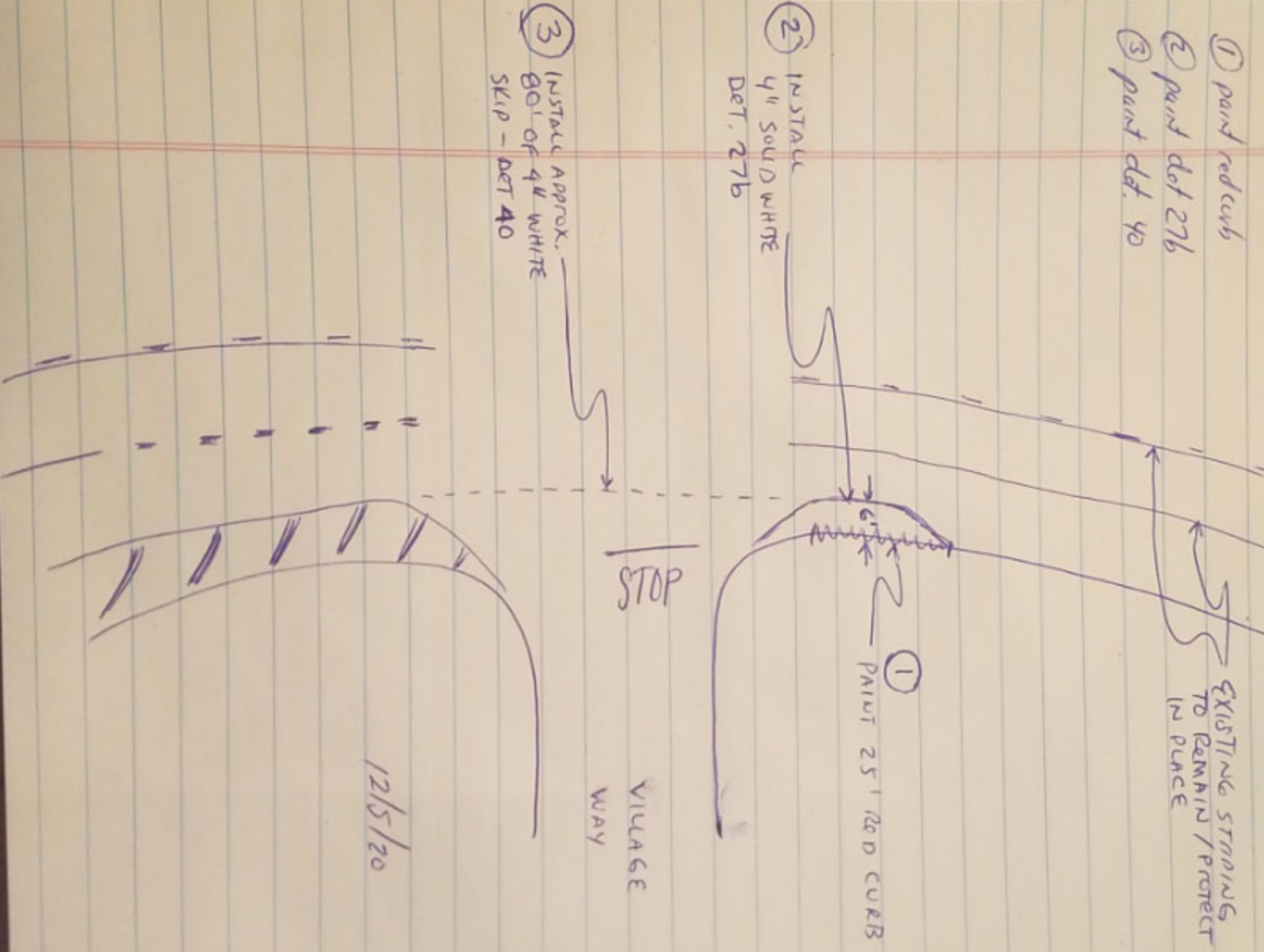
③ INSTALL APPROX.
80' OF 4" WHITE
SKIP - DET 40

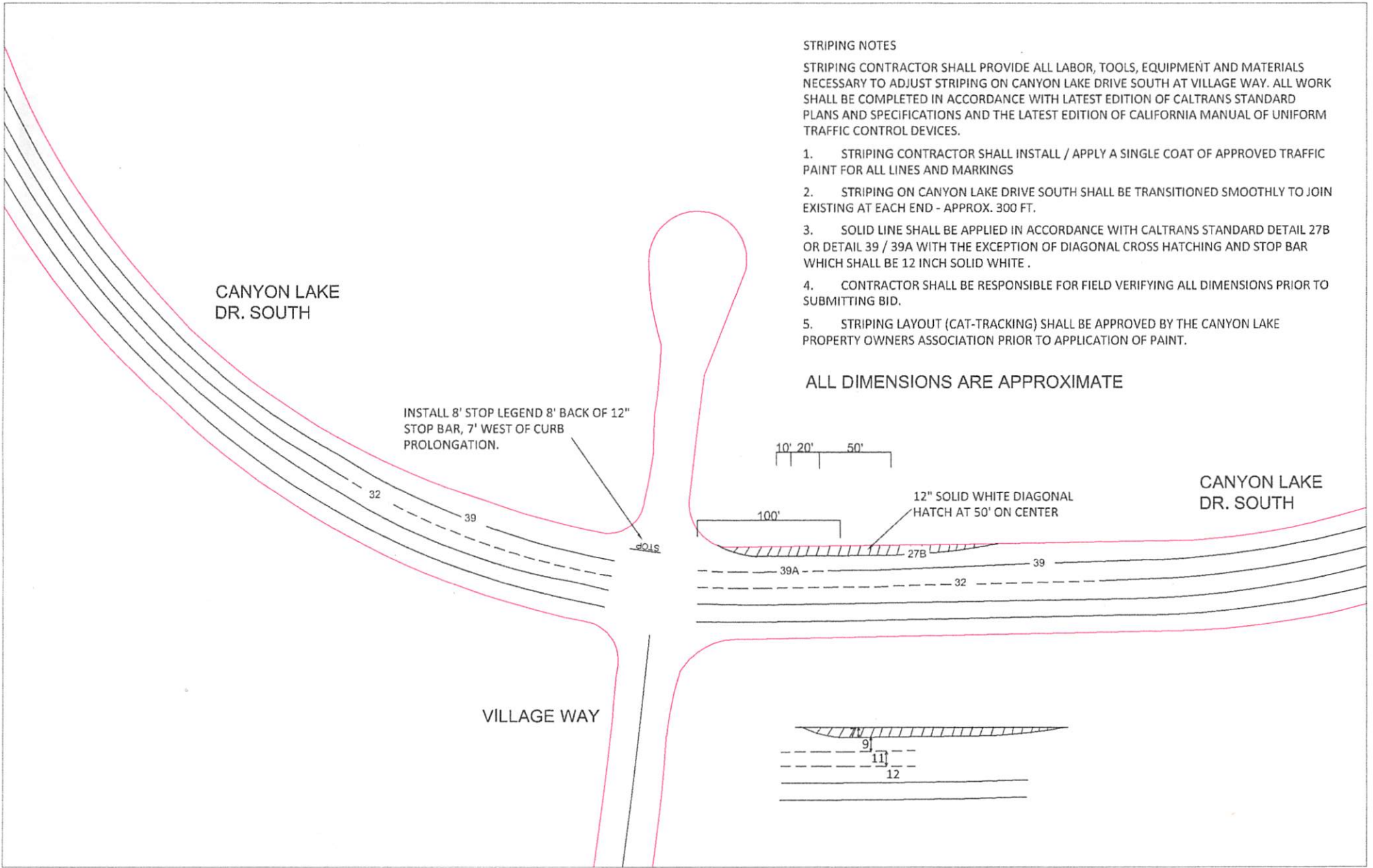
EXISTING STRIPS
TO REMAIN / PROTECT
IN PLACE

①
PAINT 25' RED CURB

STOP
VILLAGE
WAY

12/5/20





STRIPING NOTES

STRIPING CONTRACTOR SHALL PROVIDE ALL LABOR, TOOLS, EQUIPMENT AND MATERIALS NECESSARY TO ADJUST STRIPING ON CANYON LAKE DRIVE SOUTH AT VILLAGE WAY. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH LATEST EDITION OF CALTRANS STANDARD PLANS AND SPECIFICATIONS AND THE LATEST EDITION OF CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

1. STRIPING CONTRACTOR SHALL INSTALL / APPLY A SINGLE COAT OF APPROVED TRAFFIC PAINT FOR ALL LINES AND MARKINGS
2. STRIPING ON CANYON LAKE DRIVE SOUTH SHALL BE TRANSITIONED SMOOTHLY TO JOIN EXISTING AT EACH END - APPROX. 300 FT.
3. SOLID LINE SHALL BE APPLIED IN ACCORDANCE WITH CALTRANS STANDARD DETAIL 27B OR DETAIL 39 / 39A WITH THE EXCEPTION OF DIAGONAL CROSS HATCHING AND STOP BAR WHICH SHALL BE 12 INCH SOLID WHITE.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFYING ALL DIMENSIONS PRIOR TO SUBMITTING BID.
5. STRIPING LAYOUT (CAT-TRACKING) SHALL BE APPROVED BY THE CANYON LAKE PROPERTY OWNERS ASSOCIATION PRIOR TO APPLICATION OF PAINT.

ALL DIMENSIONS ARE APPROXIMATE

Date: January 12th, 2021

To: Board of Directors

From: Steve Schneider, Director of Operations

Board Action/Resolution: Ratification for Abandon Projects 2020

Background

In July of 2020, the Board of Directors approved a project list which included playground equipment for Moonstone Beach Playground Equipment. After investigation, it was determined there was inadequate room to meet the current playground safety standards and have an actual usable playground for the community to enjoy.

In August of 2020, the Board of Directors approved \$43,500 for the addition of partial of the underground utilities for a proposed future Community Building before the Lodge Parking lot was in its final paving stages to avoid future tearing up the parking lot. After the Board approval staff attempted to seek permits from EVMWD which was denied because it was not a complete project. This project will need to wait until the future Community Building design is completed and approved by the Board of Directors.

Fiscal Impact

Estimated \$150k in nonspending.

Recommendation

Staff requests the Board of Directors ratify the abandonment of the following 2020 projects for lack of feasibility: Moonstone Beach Playground Installation and Underground Utilities at the Tennis Courts.

Steve Schneider

Steve Schneider, Director of Operations

Canyon Lake Property Owners Association Bylaws

ARTICLE I. GENERAL

Section 1. Name. The name of this corporation is Canyon Lake Property Owners Association, which shall be referred to herein for convenience as the "Association".

Section 2. Principal Office. The principal office of the Association shall be in Riverside County, California, at such specific location therein as may be, from time to time, designated by the Board of Directors.

Section 3. Seal. The seal of the Association shall be in the form of two (2) concentric circles with the words, "Canyon Lake Property Owners Association" appearing between said circles in the upper periphery, the word "California" appearing in the lower periphery and the date of incorporation appearing in the center thereof.

Section 4. Fiscal Year. The fiscal year of the Association shall be that selected by the Board of Directors.

ARTICLE II. PURPOSES AND POWERS

Section 1. Purpose. The primary purpose of the Association shall be to further and promote the common interests and welfare of its Members within the subdivided land area situated in Riverside County, California, known and to be known generally as "Canyon Lake Properties", referred to herein for convenience as the "Subdivision".

Section 2. Powers. The Association shall do whatever is necessary, conducive, incidental or advisable to accomplish and promote its object and purposes, except carrying on a business or trade for profit, and in connection therewith, shall have but shall not be limited to the following powers:

- (a) To lease or acquire real or personal property by gift, purchase or other means;
- (b) To own, hold, enjoy, lease, operate, maintain, convey, sell, assign, transfer, mortgage or otherwise encumber, or dedicate for public use, any real or personal property owned by it;
- (c) To exercise the powers and functions granted to it in the recorded Declaration of Restrictions, Agreements and/or Deeds affecting property in the Subdivision;
- (d) To construct, maintain and operate recreational facilities of all kinds within the Subdivision;
- (e) To care for vacant, unimproved or unkept Lots;

- (f) To maintain, rebuild, repair, beautify and otherwise care for all streets, project parks, pedestrian easements and drainage improvements within the Subdivision not subject to maintenance by governmental authority;
- (g) To pay taxes and assessments, if any, levied by any governmental authority on property owned by it;
- (h) To enforce charges, easements, restrictions, covenants, conditions and agreements existing upon or created for the benefit of the real property in the Subdivision;
- (i) To appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers;
- (j) To levy an annual charge upon its Members and to declare the same a lien against the property subject thereto in accordance with the recorded Declaration of Restrictions, Agreements and/or Deeds affecting property in the Subdivision;
- (k) To prescribe and enforce motor vehicle speed limits within the Subdivision;
- (l) To sue to collect any charges not paid and in connection therewith to foreclose any lien granted to it;
- (m) To borrow money, contract debts, and issue bonds, notes and debentures, and secure the payment or performance of its obligations;
- (n) To expend its moneys for the payment and discharge of all proper costs, expenses and obligations incurred in carrying out all or any of these powers in furtherance of its purposes and objectives;
- (o) To contract and pay premiums for fire, casualty, liability and other insurance, including indemnity and other bonds;
- (p) To contract and pay for maintenance, gardening, utilities, materials, supplies and services relating to property or facilities owned or operated by it and to employ personnel reasonably necessary for the administration of its affairs including legal counsel and accountants; and
- (q) To do all other acts necessary or expedient for the administration of its affairs and the attainment of its purposes.

ARTICLE III. MEMBERSHIP

Section 1. Classes. There shall be two (2) classes of membership in the Association: (1) Members; and (2) Associate Members.

Section 2. Members. Membership shall be appurtenant to Lots (as the same are defined herein) in the Subdivision and all persons who become owners thereof shall, by reason of such ownership, become and hereby are made Members of the Association. The Subdivision developer shall be a Member by reason of its inventory of unsold Lots.

Members shall be limited to the owners of not less than one (1) Lot (as the same is defined herein) in the Subdivision. Only one (1) of any number of co-owners of a Lot shall be a Member. A Lot held by a husband and wife in any form of joint ownership, including community property, shall qualify the owners for one (1) membership only, to be issued in the name of the husband unless otherwise directed.

Ownership of more than one (1) Lot shall entitle the owner to all the rights and privileges of membership and shall subject such owner to all the liabilities and duties thereof that are attendant to the ownership of each Lot separately; provided, however, that the Association may issue a single certificate or other evidence of membership relating to all such Lots; and provided further that the owner of more than one (1) Lot shall be considered as a single Member only for purposes of notice and determination of Associate memberships.

A Member is entitled to one (1) vote for each Lot in the Subdivision owned by such Member; provided, however, that for a period of three (3) years commencing with the admission of the first Member other than the Subdivision Developer, the Subdivision Developer shall have three (3) votes for each Lot owned on which a final subdivision public report has been issued.

Until such time as the Developer has sold all of its property in the Subdivision, or otherwise terminated its sales efforts regarding such land, such Developer, its agents and employees shall have the continuing right to show and otherwise allow temporary use of all facilities of the Association in the Developer's sales program, provided it pays the duly determined assessments on the Lots still owned by it.

Section 3. Associate Members. The following shall be entitled to Associate membership in the Association:

- (a) Co-owners of any Lot;
- (b) The spouse and/or children under the age of 21, of a Member who also have the same residence as the Member;

- (c) Any person who is a tenant or regular occupant of any unit in any multi-family residential building or guesthouse, inn, hotel facility or mobile home park within the Subdivision; and
- (d) Officers and Directors of the Association not otherwise a Member by reason of Lot ownership pursuant to Section 2 of this Article III.

Persons qualifying under more than one (1) of the above categories shall, nevertheless, be entitled to only a single Associate membership.

Associate Members shall have no vote or right to notice of any meeting of Members, regular or special. Associate Members shall not be required to pay an annual charge but shall be entitled to enjoy all the other privileges of membership, subject, however, to their observance of all the rules and regulations governing the conduct of Members.

Associate membership shall cease automatically upon termination of the status giving rise to such membership.

Section 4. Lot Defined. For purposes of these Bylaws, "Lot" or "Lots" shall be defined as consisting of:

- (a) All numbered (as opposed to lettered) subdivision Lots described and set forth in unit maps of the Subdivision from time to time recorded in the Office of the County Recorder of Riverside County, California; and
- (b) Each individual dwelling unit of any multiple-family residential building or guesthouse, inn, hotel facility or mobile home park within the Subdivision.

Section 5. Privileges. Members and Associate Members, and the guests of each, have the use of the streets, parks, pedestrian easements and recreational facilities in the Subdivision and any other property or facilities from time to time owned by the Association, subject to the provisions of the Declaration of Restrictions, Agreements and/or Deeds affecting property in the Subdivision, from time to time recorded, and such other rules for the use of the streets, pedestrian easements, parks, recreational facilities or other property or facilities as may be adopted by the Board of Directors of the Association.

ARTICLE IV. EVIDENCE OF MEMBERSHIP & TRANSFER

Section 1. Membership Certificates. Certificates of membership in the Association shall be issued to Members only. They shall be in such form as the Board of Directors shall designate and shall be issued over the signature of the President, or Vice President, and Secretary or Assistant Secretary. A certificate book shall be maintained which shows the name of the Member, the certificate number, date of issue and a sufficient description of the Lot(s) giving rise to such membership. Membership of the Subdivision Developer need not be evidenced by certificates of membership.

Section 2. Transfer. Membership in the Association is transferable only upon the conveyance of the Lot giving rise to such membership and any other attempted transfer or assignment of membership shall be null and void. Transfers of record which occur by reason of the conveyance of any Lot subsequent to the initial conveyance from the Subdivision Developer shall be subject to a fee of \$25.00 and to the payment of all indebtedness to the Association of the Member whose membership is transferred.

Section 3. Issuance. Members are entitled to exercise all of the rights and privileges of membership, and they are subject to all obligations and liabilities thereof, without the actual issuance and possession of certificates of membership; provided, however, the Association shall incur no liability for failure to give adequate notice to Members not of record.

Section 4. Membership Cards. The Association may issue cards to Members and/or Associate Members from time to time, as the Board of Directors deems necessary to assure proper control and identification. In any event, a roster of Associate Members must be kept sufficiently current to assure proper identification and control.

ARTICLE V. MEETING OF MEMBERS

Section 1. Place of Meetings. Any meeting of the Association's Members shall be held in Riverside County, California, at such particular place therein as stated in the notice for such meeting.

Section 2. Annual Meeting; Notices of Meetings. Written notice of meetings, annual or special, shall be given to each Member entitled to vote, either personally or by sending a copy of the notice by mail, postage prepaid, to his/her address appearing on the books of the Association, or supplied by him/her to the Association for the purpose of notice. All such notices shall be sent to each Member entitled thereto not less than ten (10) days nor more than ninety (90) days before each meeting, if notice is given by first-class, registered or certified mail, or not less than twenty (20) days nor more than ninety (90) days, before each meeting if notice is given by bulk rate or other type of mail, and shall specify the place, the date and the time of such meeting, and: (1) in the case of a special meeting, the general nature of the business to be transacted; or (2) in the case of a regular meeting, those matters which the Board, at the time the notice is given, intends to present for action by the Members.

When a meeting of Members, either annual or special, is adjourned for forty-five (45) days or more, notice of the time and place of the adjourned meeting shall be given as in the case of an original meeting. Except as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting, other than by announcement thereof at the meeting at which such adjournment is taken.

Section 3. Special Meetings. Special meetings of the Members for any purpose may be called by: the President; the Board of Directors; or by any two or more members thereof; or upon receipt of a written request for a special meeting signed by Members representing at least five percent (5%) of the total voting power of the Association. Upon request in writing to the Chairman of the Board, President, Vice President or Secretary by any person (other than the Board) entitled to call a special meeting of the Members, the Officer forthwith shall cause notice to be given to the Members entitled to vote that a meeting will be held at a time fixed by the Board not less than thirty-five (35) days nor more than ninety (90) days after the receipt of the request.

Section 4. Adjourned Meetings and Notice Thereof. Any Members' meeting, annual or special, whether or not a quorum is present, may be adjourned from time to time by the vote of a majority of the voting power which is present in person but in the absence of a quorum no other business may be transacted at any such meeting.

When any Members' meeting, either annual or special, is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of the time and place of the adjourned meeting, or of the business to be transacted thereat, other than by announcement at the meeting at which such adjournment is taken.

Section 5. Quorum. The presence in person of the holders of one-third (1/3) of the voting power at any meeting shall constitute a quorum for the transaction of business. The Members present at a duly called or held meeting at which a quorum is present may continue to do business until adjournment, notwithstanding the withdrawal of enough Members to leave less than a quorum.

If any meeting, annual or special, cannot be held for lack of a quorum, the owners present in person, may, except as otherwise provided by law, adjourn the meeting to a time not less than forty-eight (48) hours nor more than thirty (30) days from the time the original meeting was called, at which meeting the quorum requirement shall be twenty-five percent (25%) of the voting power.

Section 6. Voting. Except as otherwise provided by law, only Members in whose names memberships entitled to vote stand on the records of the Association on the record date for voting purposes, fixed as provided in Article IX, Section 1, of these Bylaws, shall be entitled to vote at such meeting. Such vote may be via voice or by ballot; provided, however, that all elections for Directors must be by ballot upon demand by a Member at any election and before the voting begins. Except as otherwise provided herein, each Member is entitled to one (1) vote for each Lot owned by him/her. The candidates receiving the highest number of votes, shall be elected. In all other matters, except the removal of Directors as set forth in Article VI, Section 10, a majority of the voting power present in person shall prevail at all meetings.

Section 7. Approval of the Members. Except where a greater portion of the voting power is required by the Articles, the Declaration, or these Bylaws, a majority of the votes

represented, in person, and voting at a duly held meeting at which a quorum is present (which affirmative votes also constitute a majority of the required quorum) shall constitute approval of the Members and prevail at all meetings.

Any action which may be taken by the vote of the Members at a regular or special meeting, may be taken without a meeting if done in compliance with the following provisions:

- (a) The Association must distribute a written ballot to every Member entitled to vote on the matter which shall set forth the proposed action, provide an opportunity to specify approval or disapproval of any proposal, and provide the time within which to return the ballot to the Association, which shall be not less than fifteen (15) days from the date that the written ballot is distributed to the Members;
- (b) Approval by written ballot pursuant to this Section shall be valid only when a number of votes cast by ballot within the specified time period equals or exceeds the quorum required to be present at a meeting authorizing the action, and the number of approvals equals or exceeds the number of votes that would be required to approve such action at a meeting at which the total number of votes cast was the same as the number of votes cast by ballot;
- (c) Ballots shall be solicited in a manner consistent with the requirements of Section 2 above (Notices of Meetings). All such solicitations shall indicate the number of responses needed to meet the quorum requirement and shall state the percentage of approvals necessary to pass the measure submitted. The solicitation must specify the time by which the ballot must be received in order to be counted.
- (d) A written ballot may not be revoked.

ARTICLE VI. DIRECTORS

Section 1. Powers. Subject to any limitations of the Articles of Incorporation, of these Bylaws, and of the General Nonprofit Corporation Law of California, and subject to the duties of Directors as prescribed by these Bylaws, all corporate powers of the Association shall be exercised by or under the authority of, and the business and affairs of the Association shall be controlled by, the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby declared that the Directors shall have the following powers:

- (a) To select and remove all Officers, agents and employees of the Association and prescribe such powers and duties for them as may not be inconsistent with law, with the Articles of Incorporation or these Bylaws;

- (b) To conduct, manage and control the affairs and business of the Association and to make such rules and regulations therefore not inconsistent with law, the Articles of Incorporation or these Bylaws, as they may deem best;
- (c) To change the principal office for the transaction of the business of the Association from one location to another within the same county as provided in Article I, Section 2, hereof; to designate the place for the holding of any Members' meeting or meetings; and to adopt, make and use a corporate seal, and to prescribe the forms of membership certificates and/or membership identification cards, from time to time, as in their judgment they deem best;
- (d) To take such steps as may be necessary to implement any of the powers of the Association as provided in Article II, Section 2, hereof; and
- (e) To appoint an Executive Committee and other committees, and to delegate to such Executive Committee any of the powers and authority of the Board in the management of the business and affairs of the Association except the power to adopt, amend or repeal Bylaws. Any such Executive Committee shall be composed of two (2) or more Directors.
- (f) The Board of Directors shall not purchase, lease or rent any real property in which the total dollar amount of such expense exceeds \$200,000, without the approval of the owners, constituting a quorum, casting a majority of votes in the affirmative at a meeting or election of the Association conducted in accordance with California law, Corporate codes and CLPOA governing documents.
- (g) The Board of Directors shall not make any capital improvements or additions to any one facility in which the total expense for such improvements exceeds \$800,000 within a two-year period (excluding any road repairs or improvements), without the approval of the owners, constituting a quorum, casting a majority of votes in the affirmative at a meeting or election of the Association conducted in accordance with California law, Corporate codes and CLPOA governing documents.

Section 2. Number and Qualification. The authorized number of Directors of the Association shall be five (5) until changed by an amendment of the Articles of Incorporation or by a Bylaw amending this Section 2 duly adopted by the Members.

The Board of Directors shall be made up of prime or Associate Members of the Association, each of whom must be in good standing when elected and remain so throughout the Director's term of office. A member is *not* in good standing if said member is adjudicated, after notice and hearings (in accordance with the minimum due process standards of Corporation Code Section 7341), of an assessment delinquency in any amount or of violation of the Association's CC&Rs or rules and regulations, provided, however, any such delinquency or violations, once cured, shall not thereafter constitute a continuing disqualification to holding the office of Director. The Board

pursuant to Corporations Code Section 7221(b) may remove any Director not in good standing as a member of the Association. The Board in accordance with Corporations Code Section 7221(a) may remove any Director who fails to attend three consecutive regular meetings of the Board.

Section 3. Election and Term of Office. Directors shall serve for two (2) year terms. If the Board is composed of five (5) Directors, two (2) will be elected in one (1) given year and three (3) in the next year; provided, however, the first election of Directors subsequent to the adoption of this amended Section shall be as follows: The candidates who receive the two (2) highest vote totals shall be elected to two (2) year terms, and the remaining three (3) Directors shall be elected to one (1) year terms.

The term served by an elected Director shall be limited to two (2) terms (or four years). Upon a Director's completion of four (4) consecutive years of service, there will be a four (4) year waiting period before that Director can again be a candidate for the office of Director. If a current Director has served more than two (2) consecutive terms prior, that Director shall finish the current two (2) year term, and then term limits shall apply. No Director can serve for more than a total of six (6) years.

If a Director resigns, dies or is removed, that position cannot be filled by a person who is, at that time, in a four (4) year waiting period. A person appointed by the Board to replace a Director will complete the term requirement and term limits will apply, retroactive to the original date of the elected position unless the time left to serve is less than one (1) year. If the replacement time served by an appointed Director is less than one (1) year, that Director may run for two (2) consecutive terms following that interim replacement service. If the entire Board is removed, dies or resigns, the election of Directors shall be as described in paragraph one above, except the Director's serving one (1) year terms shall be considered serving a full term and term limits would apply.

Directors shall serve for the terms stated above or until their respective successors are elected, or until their death, resignation or removal, whichever is earliest. Any successor Director selected to fill a vacancy in accordance with Section 4, below, shall serve for the balance of the term remaining in order to preserve the staggered terms and election of the Directors. Any Director may resign at any time by giving written notice to the President or Secretary. Any Director may be removed from office by a vote of a majority of the Members entitled to vote at any election of Directors. If any or all Directors were so removed, new Directors may be elected at the same meeting.

Section 4. Vacancies. Vacancies in the Board of Directors may be filled by a majority of the remaining Directors, though less than a quorum, or by a sole remaining Director, and each Director so elected shall hold office until his/her successor is elected at an annual or special meeting of the Members.

A vacancy or vacancies in the Board of Directors shall be deemed to exist in case of the death, resignation or removal of any Director, or if the authorized number of Directors be increased, or if the Members fail at any annual or special meeting of Members at

which any Director or Directors are elected to elect the full authorized number of Directors to be voted for at that meeting, or if a vacancy is declared by the Board of Directors for any reason permitted by law.

The Members may elect a Director or Directors at any time to fill any vacancy or vacancies not filled by the Directors. If the Board of Directors accepts the resignation of a Director tendered to take effect at a future time, the Board or the Members shall have power to elect a successor, pursuant to the provisions hereof, to take office when the resignation is to become effective.

No reduction of the authorized number of Directors shall have the effect of removing any Director from office prior to the expiration of his/her term.

Section 5. Regular Meetings. Immediately following each annual meeting of Members, the Board of Directors shall hold a regular meeting for the purpose of organization, election of Officers, and the transaction of other business. Call and notice of such meetings are hereby dispensed with.

Section 6. Special Meetings; Notices. Special meetings of the Board may be called at any time by the Chairman, or by the President or if they are unable or refuse to act, by any Vice President, or by any two (2) Directors. Written notice of the time and place of special meetings shall be given at least four (4) days prior to the meeting date if by first-class mail or forty-eight (48) hours' notice if delivered personally or by telephone or telegraph prior to the holding of the meeting.

Section 7. Waiver of Notice. The transactions of any meeting of the Board of Directors, however called and noticed or wherever held, shall be as valid as though had at a meeting duly held after regular call and notice, if a quorum is present, and if, either before or after the meeting, each of the Directors not present sign a written waiver of notice or a consent to holding such meeting or approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records or made a part of the minutes of the meeting.

Voting on any issue shall take place only at televised meetings with the exception of Emergency and Executive Session items; Emergency items are defined as any unforeseen circumstance, which could not have been reasonably foreseen which requires immediate attention for the protection of Association assets. At least four (4) Board Members must concur that an emergency situation exists. Executive Session items are defined by California law and Corporate codes.

Section 8. Quorum. A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business, except to adjourn as hereinafter provided. Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board of Directors unless a greater number be required by law or by the Articles of Incorporation.

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

A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting, or such greater number as required by the California Corporations Code, the Articles of Incorporation or these Bylaws.

Section 9. Adjournment and Notice. A quorum of the Directors may adjourn any Directors' meeting to meet again at a stated day and hour; provided, however, that in the absence of a quorum, a majority of the Directors present at any Directors' meeting, either regular or special, may adjourn from time to time until the time fixed for the next regular meeting of the Board. Notice of the time and place of holding an adjourned meeting need not be given to absent Directors if the time and place be fixed at the meeting adjourned.

Section 10. Removal of Directors: By Shareholders: Vote Required: Election of New Directors. The entire Board of Directors or any individual Director may be removed from office by a vote of shareholders holding a majority of the outstanding shares entitled to vote at an election of Directors.

However, unless the entire Board is removed, an individual Director shall not be removed if the number of shares voted against the resolution for his/her removal exceeds the quotient arrived at when the total number of outstanding shares entitled to vote is divided by one (1) plus the authorized number of Directors. If any or all Directors are so removed, new Directors may be elected at the same meeting.

Section 11 – Indemnification of Directors, Officers and Employees.

(a) For the purposes of this Section, "agent" means any person who is or was a Director, Officer, employee or other agent of the Association, or is or was serving at the request of the Association as a Director, Officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise; "proceeding" means threatened, pending or completed action or proceeding, whether civil, criminal, administrative or investigative, and "expenses" include, without limitation, attorney fees and any expenses of establishing a right to indemnification under paragraph (d) or subparagraph (e)(iii) of this Section.

(b) The Association shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding (other than an action by or in the right of the Association to procure a judgment in its favor) by reason of the fact that such person is or was an agent of the Association, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection

with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Association and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the Association or that the person had reasonable cause to believe that the person's conduct was unlawful.

(c) The Association shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by or in the right of the Association to procure a judgment in its favor by reason of the fact that such person is or was an agent of the Association, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the Association and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this paragraph (c):

- (i) In respect to any claim, issue or matter as to which such person shall have been adjudged to be liable to the Association in the performance of such person's duty to the Association, unless and only to the extent that the Court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such Court shall determine;
- (ii) Of amounts paid in settling or to otherwise disposing of a threatened or pending action, with or without Court approval; or
- (iii) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without Court approval.

(d) To the extent that an agent of the Association has been successful on the merits in defense of any proceeding referred to in paragraphs (b) and (c) or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

(e) Except as provided in paragraph (d), any indemnification under this Section shall be made by the Association only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraph (b) or (c), by:

- (i) A majority vote of a quorum constituting Directors who are not parties to such proceedings;

- (ii) Approval of the Members. For purposes of determining the required quorum of any meeting of Members called to approve indemnification of an agent and the vote or written consent required therefor, the vote of any Member to be indemnified shall not be considered outstanding and shall not be entitled to be cast thereon; or
- (iii) The Court in which such proceeding is or was pending, upon application made by the Association or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by the Association.

(f) Expenses incurred in defending any proceeding may be advanced by the Association prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Section.

(g) This Section does not apply to any proceeding against any trustee, investment manager or other fiduciary of any employee benefit plan in such person's capacity as such, even though such person may also be an agent of the Association as defined in paragraph (a). Nothing contained in this Section shall limit any right to indemnification to which such a trustee, investment manager or other fiduciary may be entitled by contract or otherwise, which shall be enforceable to the extent permitted by applicable law other than this Section. In addition, to the maximum extent permitted by applicable law, the right of indemnification hereby given shall not be exclusive of or otherwise affect any other rights such agent may have to indemnification, whether by law or under any contract, insurance policy or otherwise.

(h) No indemnification or advance shall be made under this Section, except as provided in paragraph (d) or subparagraph (e)(iii), in any circumstance where it appears:

- (i) That it would be inconsistent with a provision of the Articles, these Bylaws, a resolution of the Members or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- (ii) That it would be inconsistent with any condition expressly imposed by a Court in approving a settlement.

(i) Upon determination by the Board, the Association may purchase and maintain insurance on behalf of any agent of the Association against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such,

whether or not the Association would have the power to indemnify the agent against such liability under the provisions of this Section.

(j) Upon the written request of any agent of the Association who was or is party, or is threatened to be made a party, to any threatened, pending or completed proceeding, the Board shall meet within ten (10) days of such request and shall determine whether indemnification of such agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraph (b) and (c).

ARTICLE VII. OFFICERS

Section 1. General. The Officers of the Association shall be a President, one (1) or more Vice Presidents, a Secretary and a Treasurer, and each of them shall be elected by the Board of Directors. The Association may also have such other Officers, including one (1) or more Assistant Secretaries, as may be appointed by the Board of Directors. Officers, other than the President, need not be Directors. One (1) person may hold two (2) or more offices, except those of the President and Secretary.

Each Officer shall hold his/her office until he/she shall resign or shall be removed or otherwise disqualified to serve, or his/her successor shall be elected and qualified; provided that Officers may be appointed at any time by the Board of Directors for the purpose of initially filling an office or filling a newly created or vacant office.

Section 2. Removal and Resignation. Any Officer may be removed, either with or without cause, by a majority of the Directors in office at the time, at any regular or special meeting of the Board of Directors.

Any Officer may resign at any time by giving written notice to the Board of Directors or to the President, or to the Secretary of the Association. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 3. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to such office.

Section 4. President. The President, who shall be chosen from the Board of Directors, shall be the chief executive officer of the Association and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and Officers of the Association. He/she shall preside at all meetings of the Members and of the Board of Directors. He/she shall be an ex-officio member of all the standing committees, including the Executive Committee, if any, and shall have the general powers and duties of management usually vested in the office of president of a corporation, and such other powers and duties as may be prescribed by the Board of Directors or these Bylaws.

Section 5. Vice-Presidents. In the absence or disability of the President, the Vice Presidents in order of their rank as fixed by the Board of Directors, or if not ranked, the Vice President designated by the Board of Directors, shall perform all the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice Presidents shall have such other powers and perform such other duties as may be prescribed for them respectively by the Board of Directors, the President or these Bylaws.

Section 6. Secretary. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board of Directors may order, a book of minutes of all meetings of Directors and Members, or a duplicate thereof, with the time and place of holding; whether regular or special, and, if special, how authorized; the notice thereof given; the names of those present at Directors' meetings; the number of memberships present or represented at Members' meetings; and the proceedings thereof.

The Secretary shall keep or cause to be kept, in any form permitted by law, at the principal office or such other place as the Board of Directors may order, a membership register, or a duplicate thereof, showing the names of the Members and their addresses, the description and number of Lots, if more than one, upon which such membership is based, the number and date of membership certificates issued, and the number and date of cancellation of membership certificates surrendered for cancellation.

The Secretary shall give, or cause to be given, notice of all the meetings of the Members and of the Board of Directors required by these Bylaws or by law to be given, and shall keep the seal of the Association in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors, the President or these Bylaws.

Section 7. Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains or losses. The books of account shall at all times be open to inspection by any Director.

The Treasurer shall deposit all moneys and other valuables in the name of and to the credit of the Association with such depositaries as may be designated by the Board of Directors. He/she shall disburse the funds of the Association as may be ordered by the Board of Directors, shall render to the President and Directors, whenever they request it, an account of all of his/her transactions as Treasurer and of the financial condition of the Association, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors, the President or these Bylaws.

ARTICLE VIII. ANNUAL ASSESSMENT

Section 1. General. Each year the Board of Directors shall consider the current and future needs and adequate reserves of the Association and, in light of those needs, fix by resolution the amount of the annual assessment to be levied against each Lot in the Subdivision, which amounts shall be a debt of the owner thereof at the time such charge is made.

Section 2. Amount. The annual assessment to be so levied shall be as follows:

- (a) For operation, maintenance and control of the streets, parks and pedestrian easements in the Subdivision, the annual assessment shall be not less than Twenty Dollars (\$20.00) nor more than Fifty Dollars (\$50.00) per Lot, or such additional sum as may be necessary to provide funds for such purpose.
- (b) For operation, maintenance and control of the recreational facilities to be acquired by the Association when 3,500 single family residential Lots are sold in the Subdivision or on January 31, 1973, whichever comes first, the annual assessment shall not be less than One Hundred Eight Dollars (\$108.00) nor more than Two Hundred Dollars (\$200.00) per Lot, or such additional sum as may be necessary to provide funds for such purpose.

Section 3. Notice. The Secretary shall mail to each Member, at such Member's record address, written notice of each annual assessment and the time and manner for payment thereof at least two (2) weeks prior to the time such assessment shall become due and payable.

Section 4. Lien. The amount of such annual assessment, plus any other charges thereon, such as interest when delinquent and costs of collection (including attorney fees), if any, shall constitute and become a lien on the Lot so assessed or on the underlying real property (in the case of units in a multi-family residential building or guesthouse, inn or hotel facility) when the Board of Directors causes to be recorded with the County Recorder of Riverside County a notice of assessment which shall state: the amount of such assessment and such other charges; a description of the Lot or other real property which has been assessed; and the name of the record owner thereof. Such notice shall be signed by the Secretary of the Association on behalf of the Association. Upon payment of said assessment and charges in connection with which such notice has been so recorded, or other satisfaction thereof, the Board of Directors shall cause to be recorded further notice stating the satisfaction and the release of the lien thereof.

The authority to levy such assessment upon Lots in the Subdivision is granted to the Association by Corona Land Co., a California corporation, Developer of the Subdivision, as part of the recorded Declaration of Restrictions imposed and to be imposed by it from time to time upon the various units comprising the Subdivision. In addition, certain

agreements and individual deeds to Lots granted similar authority to assess and levy upon a lien with respect to the recreational facilities.

Section 5. Priority of Lien. Such lien shall be prior to all other liens recorded subsequent to said notice of assessment.

Section 6. Lien Enforcement. The lien provided for herein may be enforced by sale by the Association, its attorney or other person authorized to make the sale, after failure of the responsible party to pay the annual assessment in accordance with the provisions of Section 2924, 2924b and 2924c of the California Civil Code, applicable to the exercise of powers of sale in mortgages and deeds of trust, or in any other manner permitted by law.

ARTICLE IX. MISCELLANEOUS

Section 1. Record Date and Closing Membership Register: The Board of Directors may fix a time, in the future, not exceeding sixty (60) days preceding the date of any annual or special meeting of Members, as a record date for the determination of the Members entitled to notice of and to vote at any such meeting, and in such case only Members of record on the date so fixed shall be entitled to notice of and to vote at such meeting, notwithstanding any transfer of any membership on the books of the Association after any record date so fixed. For the purpose of determining such record date the Board of Directors may close the books of the Association against transfer of membership during the whole, or any part, of any such period.

Section 2. Inspection of Records. The membership register or duplicate membership register, the books of account and minutes of proceedings of the members, and the Board of Directors and the Executive Committee, if any, shall be open to inspection upon written demand of any Member at any reasonable time and for a purpose reasonably related to his/her interests as a Member.

Section 3. Checks and Drafts. All checks, drafts or other orders for payment of money; notes or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Board of Directors.

Section 4. Accounting Reports. The Board shall cause to be maintained in a manner consistent with generally accepted accounting principles, a full set of books and records showing the financial condition of the Association. At least once a year an independent, certified audit of such books and records shall be conducted. A copy of each such audit shall be made available, within one hundred twenty (120) days following the close of the Association's fiscal year for delivery, upon request, to any Member of the Association. The Association shall notify each Member yearly of the right to receive an annual report of the Association upon receipt of the Member's written request.

Section 5. Execution of Contracts. The Board of Directors, except as may be otherwise provided in these Bylaws, may authorize any Officer or Officers, agent or agents, to enter into any contract or execute any instrument or document in the name of, and on behalf of, the Association and such authority may be general or confined to specific instances. Unless otherwise specifically determined by the Board of Directors or otherwise required by law, formal contracts, promissory notes and other evidences of indebtedness, deeds of trust, mortgages and other corporate instruments or documents requiring the corporate seal, shall be executed, signed or endorsed by the President (or any Vice President) and by the Secretary (or any Assistant Secretary) or the Treasurer.

Section 6. Limitation of Powers. No contract shall be entered into with the Developer of the Subdivision, which binds the Association and its Board of Directors for a period in excess of one (1) year without reasonable cancellation provisions included therein. This provision shall not apply to the assumption of the long term leases of the lake and other recreation facilities placed in trust for the Association by the Developer.

The Association shall not incur debt in excess of an aggregate of five percent (5%) of the budgeted gross expenses of the Association for that fiscal year for the purchase of real or personal property, the issuance of bonds or debentures, or the mortgage of any of its property without the prior vote or written consent of a majority of votes represented, in person and voting at a duly held meeting at which a quorum is present or by written ballots solicited in conformity with the Corporations Code.

The Association shall have no power to levy assessments on any property other than Lots.

Section 7. Inspection of Bylaws. The Association shall keep in its principal office for the transaction of business the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to Member inspection at all reasonable times.

Section 8. Dissolution. In the event of the dissolution of the Association, the Association's property and assets remaining after all of its debts and liabilities have been paid or provided for, shall be distributed to the then owners of Lots in the Subdivision in proportion to their percentage of ownership.

ARTICLE X. AMENDMENTS

New Bylaws may be adopted or these Bylaws may be amended or repealed by the vote or written assent to Members entitled to exercise a majority of the votes represented, in person, and voting at a duly held meeting at which a quorum is present or by written ballots solicited in conformity with the Corporations Code.ⁱ

ⁱ [Editorial Note: In 2000, CLPOA's membership approved the addition of Art. XI to the Bylaws, pursuant to an agreement between CLPOA and a 3rd party for development of certain land, which ultimately never occurred. The text of Art. XI states: "The Members of the Association, having ratified that certain

Development Agreement of February, 2000, between the Association and Mobey's Landing, LLC, do hereby delegate to and authorize the Association, action by and through its Board of Directors, the authority and discretion to carry out the Association's obligations and exercise the Association's prerogatives under said Development Agreement, including, but not limited to, the creation of eight new memberships, with said membership rights to be appurtenant to eight lots in Tract 29293."]



CANYON LAKE

PROPERTY OWNERS ASSOCIATION

**PROPOSED ARCHITECTURAL STANDARDS
for Canyon Lake POA Facilities & Grounds**

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Overview

The Canyon Lake Property Owners Association (CLPOA) is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California, and governed based on its Articles of Incorporation, Bylaws, and Declarations of Restrictions (CC&Rs). These governing documents regulate, among other things, the kind of structures that can be erected on a lot and their appearance and that of the site in general, and how the site and improvements thereon must be maintained. The CLPOA goals are to create and maintain a consistently clean, attractive neighborhoods and homes, and recreational amenities, that promote quality living.

Since this community was established in 1968, a wide variety of buildings, facilities, and common areas have been developed with the influence of many different people, Boards and management. We have over 50 buildings and facilities, built decades apart, that support a wide variety of recreational activities related to lake, golf course, equestrian center, and Lodge. They include various wood frame/stucco and concrete block masonry buildings, a modular building in Eastport, prefabricated metal horse barn and adjacent hay barn, 3 different Gated entrance styles with a wide variety of colors and design styles. There is a general lack of consistency to suggest this is a unified planned community.

There has been a recent effort to move toward consistency and standards in the colors, styles, and materials we use within the community that represent the current Core Values, Purpose, and Vision of the community going forward. We are a family-oriented community with a wide range of demographics that aspires to become one united, sought after resort-style community for the permanent residents with a wide variety of recreational interests.

The following is designed to be a framework and outline of an architectural standard and guidelines for remodeling and adding future facilities, grounds, and landscaping. This is a living document and in its current form will serve to identify the standardization that is currently underway by management and recent boards. This standard will continue to evolve with each project as they are applied by management, Boards, Design Teams, contractors, and other service providers.

Design Guidelines

New Structures

All new structures will be professionally designed by licensed architects, with emphasis placed on architectural styles that will support their function, match at least the nearest surrounding existing structures, contribute to a unified community appearance and conform to the rural/suburban environment and Mediterranean climate of Southwest Riverside County. Each project should be designed with sustainability, resilience, and life cycle cost in mind and be free of exposed utilities, conduits and equipment. All projects should meet the requirements of the CLPOA's CC&Rs.

The buildings should be aesthetically pleasing, comfortable, visually interesting, and in combination with adjacent buildings, provide a strong sense of place and way-finding. Uniformity throughout the community is not the ultimate goal. Rather, an attractive collection of memorable buildings and outdoor space tailored to the individual communities that utilize them.

Each building shall include a fire alarm and security systems that are compatible with the master systems.

Existing Structures

Major renovations of existing buildings should be professionally designed and include, to the extent possible, modifications to the exterior and surroundings that conform to the requirements for new structures.

Design Guidelines

Sustainability

Sustainable design seeks to reduce negative impacts on the environment, and the health and comfort of building occupants, thereby improving building performance. The basic objectives of sustainability are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. (Based on GSA standards)

Sustainable design principles include the ability to:

- Optimize site potential
- Minimize non-renewable energy consumption
- Use environmentally preferable products
- Protect and conserve water
- Enhance indoor environmental quality
- Optimize operational and maintenance practices

Resilience

Resilient design recognizes and designs for the impact of natural disasters on the services avoided by individual buildings and facilities. Each project should declare the role the building or facility plays in the recovery process, and designs for the level of functionality needed.

Life Cycle Cost Expectations

Each design should be based on an assessment of the total cost of facility ownership and seek to select materials and equipment that are the best investment over time.

Exterior Colors & Materials

These colors and materials are intended to be used throughout the community to achieve consistency.

New Structures

1. Stucco Base Color - New Structures

Manufacturer: Omega

Website: <https://omega-products.com/colortek-colors-2>

Color: Milky Quartz #432 (Base 10)

2. Stucco Trim - New Structures

Manufacturer: Omega

Website: <https://omega-products.com/colortek-colors-2>

Color: Sensational Sand #425 (Base 2)

Existing Structures

1. Paint Base Color - Existing Structures

Match Milky Quartz #432 Stucco

(as listed with Stucco Base Color - New Structures)

2. Paint Trim - Existing Structures

Match Omega #425

(as listed with Stucco Trim - New Structures)

Shade Structures

1. Canyon Lake Golf & Country Club Pro Shop Awning/Canopy

Color: #4618 Walnut Brown Tweed

2. Eastport Shade Structures

Color: Forest Green

3. Gault Field Awnings/Canopies

Color: Suntex Sand 95%

4. Marine Patrol Awning/Canopy

Manufacturer: Sunbrella

Color: #4646 Captain Navy

5. Pool Office Awning/Canopy

Manufacturer: Sunbrella

Color: #6053 Mediterranean

6. Senior Center (shade fabric patio drop walls)

Color: Textilene Putty 95%

7. Tennis Court Awnings

Manufacturer: Sunbrella

Color: #4637 Forest Green

Exterior Colors & Materials

These colors and materials are intended to be used throughout the community to achieve consistency.

1. Roof Materials

Mission/S-Shaped Clay or Concrete Roof Tile

2. Concrete Masonry Units - Blocks for Retaining Walls

Orco Block, Mission Tan Split Face

3. Stone

Manufacturer: Eldorado Stone

Website: www.eldoradostone.com/products/mountain-ledge

Color: Buckskin Mountain Ledge

4. Shade Structure Shade Fabric

Manufacturer: Shadesure

Website: www.usa-shade.com/resources/colors

Color: Navy

5. Colored Concrete

Manufacturer: Davis Concrete

Website: www.daviscolors.com/concrete-colors/

Color: Mesquite #677

Design Samples:



Exterior Colors & Materials

These colors and materials are intended to be used throughout the community to achieve consistency.

6. Pool & Exterior Pool Shower Tile

Manufacturer: NPT Pool

Website: www.nptpool.com/tile/

NPT Pool Tile 6"x6" OXD-Blue - OXIDE Azurite Blue NPT

Pool Tile Tulipwood 6"x36" Brown TUL-BROWN

Precast Concrete Benches

Manufacturer: QCP El Monte Series 84"

Website: <https://qcp-corp.com>

Color: Latte Texture: smooth, Standard Sealer 4200.

Lettering: QC Standard Helvetica

When benches require painting:

Manufacturer: Sherwin Williams

Website: www.sherwin-williams.com

Color: SW 7037 Balanced Beige Eggshell

7. Exterior Lighting Color Temperatures (kelvin)

Parking Lot Pole Lights: 4000k

Building Exterior Lighting: 2700-3000k

Bollards & Step Lighting: 2700k

Design Sample:



1. Country Club Locker Room Lockers & Partitions

Manufacturer: Wilson Art

Website: www.wilsonart.com

Color: Laminate Windswept Bronze 4794-60 Matte Finish

2. Country Club Bar, Locker Room & Stone Counters

Manufacturer: Arizona Tile

Website: www.arizonatile.com

Color: Meteor Shower Granite

3. Interior Wall Colors

Manufacturer: Sherwin Williams

Website: www.sherwin-williams.com

Colors:

Wall Street SW 7665 (Blue) Eggshell Paint

Passive SW 7064 (Light Grey) Eggshell Paint

Gauntlet SW 7019 (Dark Grey) Eggshell Paint

4. Vinyl Plank Flooring

Manufacturer: DuChateau

Website: <https://duchateau.com/product/lancia/>

Series: Vinyl Plank Flooring DuChateau Vinyl Deluxe Grand Collection

Color: Lancia Product ID VDG-LAN7

5. Carpet

Manufacturer: Philadelphia Commercial

Website: www.philadelphiacommercial.com

Color/Type: Right On 02210

Exterior Signage

1. Handrailing & Guard Railing

1.5-2" Galvanized 3 rail pipe railing, unpainted
Welded joints to be cold galvanized

2. Poured Concrete Caps - Monument Signage

Manufacturer: Colorful by Admixtures, Inc.
Website: www.admixtures.biz
Color: Mocha Brown CO-56 2#

3. Monument Signage Stone

Manufacturer: Eldorado Stone
Website: www.eldoradostone.com/products/mountain-ledge/
Stone: Buckskin Mountain Ledge

4. Monument Signage Background Stucco Color

Omega Milky White #432

Design Samples:



Exterior Signage

5. Blue HDPE Oval Canyon Lake Monument Inserts

Sign Manufacturer: Art Sign Works

Website: www.artsignworks.com

Paint Manufacturer: 1shot

Website: www.1shot.com/One-Shot/colors/Lettering-Enamels.aspx

Color: 158L Dark Blue

6. HDPE - Amenity Monument Signs

Manufacturer: Art Sign Works

Website: www.artsignworks.com

7. Hand Painted Amenity Name - Monument Signs

Paint Manufacturer: 1shot

Website: www.1shot.com/One-Shot/colors/Lettering-Enamels.aspx

Color: 158L Dark Blue

Design Sample:



Landscaping

Plants

Succulents, Agave

Trees

Palo Verdes

Gravel/Rocks

Brown and Tan $\frac{3}{4}$ " Crushed Rock

Design Samples:



ACTIVITIES DEPARTMENT

The Activities Department staff has been working on the following:

Senior Center Dept. 19

- All events at the Senior Center were put on hold until further notice. The Senior Center has the alarm set and will go off if anyone attempts entry.
- The Senior Committee will begin meeting again as allowed by state/county regulations.

Activities Dept. 50

- Any park reservations that need to be cancelled and refunded, please send email to activities@canyonlakepoa.com.
- Park reservation requests are available online and the Amphitheater has been added as an additional amenity. Members can check park reservations by going to the CLPOA website under lifestyles, park reservations and search a date to see if a park is available, tentative reservations are being taken for the future. You can call if you would like park reservations at 244-6841, Ext. 610, go to the CLPOA website and send an email request for park reservations or email activities@canyonlakepoa.com.
- The LA Guns concert that had been moved to Saturday, February 13, 2021 and will be moved again to Saturday, November 13, 2021.
- Canned Heat will be moved to Saturday, April 24, 2021.
- Anyone who feels uncomfortable with any tickets previously purchased, please send Etix an email for a refund, they will contact Activities for approval.
- Collaborated with the Registrar of Voters to set up the Magnolia Room for voting.
- Activities is now scheduling events for committees, clubs, and activity groups for the 2021 year, conflicts will be sent out in the beginning of November, hoping to settle Master Calendar by December 31, 2020.
- Christmas trim is up throughout the Community.
- The club median trees are going in the week of Thanksgiving.
- Street Carts Movie night was held at Sierra Park, Saturday, November 28.

Pool Dept. 54

- Winter hours started November 1, Monday thru Sunday:
 - Lap Swim/Exercise: 7-10 am
 - Open Swim: 10 am-6 pm
 - Thanksgiving Day: Closed
 - Last day pool is open for 2020 is the Sunday of Thanksgiving weekend

Event & Activities Updates

Upcoming Events

The CLPOA is following all City and County of Riverside recommendations.

- Toy Drive and Golf Cart Parade: Sunday, December 6, 2020. Blue Bird to Eastport. Eastport for Toy drop-off only.
- Breakfast with Santa: Saturday, December 12, 2020. Moved to Holiday Harbor.
- Parade of Lights: Saturday, December 12, 2020. No gathering at Holiday Harbor after the parade.

Stay tuned to social media, the City's website <http://canyonlakeca.gov> or the CLPOA website www.canyonlakepoa.com for updates.

Committees

Fiesta Day – two open positions

Recreation Committee – no open positions

Senior Committee – no open positions

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

ACTIVITIES DEPARTMENT

The Activities Department staff has been working on the following:

Senior Center Dept. 19

- All events at the Senior Center were put on hold until further notice. The Senior Center has the alarm set and will go off if anyone attempts entry.
- The Senior Committee will begin meeting again as allowed by state/county regulations.

Activities Dept. 50

- The CLPOA is following state and county guidelines, we are currently taking park reservation requests as “tentative” as this pandemic progresses. “Tentative” reservations are available online and the Amphitheater has been added as an additional amenity. Members can check park reservations by going to the CLPOA website under lifestyles, park reservations and search a date to see if a park is available, tentative reservations are being taken for the future. You can call if you would like park reservations at 244-6841, Ext. 610, go to the CLPOA website and send an email request for park reservations or email activities@canyonlakepoa.com.
- 2021 Tentative Concert at the Lodge dates: previous ticket holders will gain entry (if tickets were not refunded).
 - April 24: Canned Heat (alternate date: Oct. 15)
 - June 26: Love & Theft
 - August 28: Craig Campbell
 - November 13: LA Guns
- Anyone who feels uncomfortable with any tickets previously purchased, please send Etix an email for a refund, they will contact Activities for approval.
- Toy Drive and Golf Cart Parade: Sunday, December 6, 2020. Activities assisted in the collection of hold harmless forms and helped plan the event with the help of Operations, Fire Station 60, Wildomar Police, Patrol and the Canyon Lake Street Carts Club.
- Parade of Lights: Saturday, December 12, 2020. Coordinated with the Yacht Club to plan the event. Had meetings with Marine Patrol and Operations on the details of the parade. Sent postcards to properties on the parade route.

Pool Dept. 54

- The Pool is closed for the winter and will re-open in Mid-March.

Event & Activities Updates

Upcoming Events

The CLPOA is following all City and County of Riverside recommendations.

Stay tuned to social media, the City’s website <http://canyonlakeca.gov> or the CLPOA website www.canyonlakepoa.com for updates.

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

COMMUNICATION REPORT

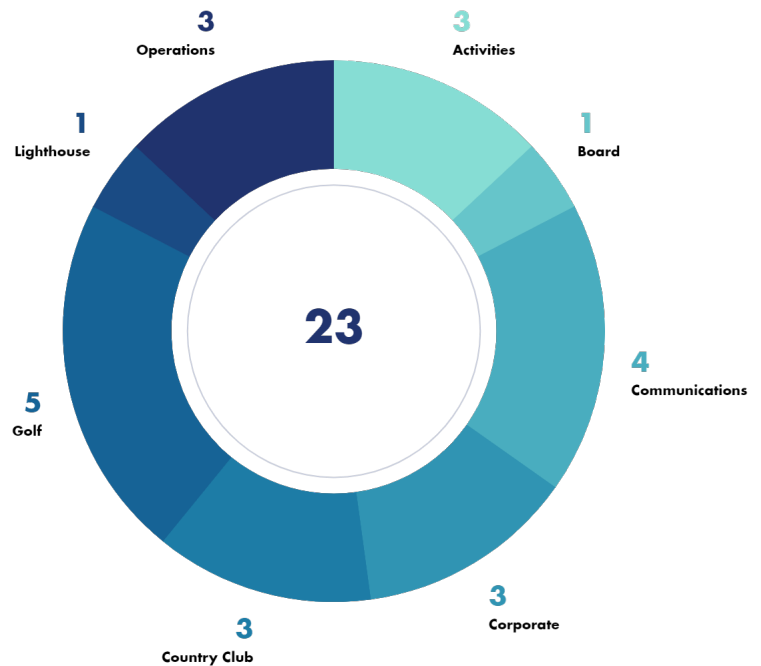
Campaign Highlights - December 2020

GOALS & OBJECTIVES

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

- Expand the Canyon Lake POA's communication efforts
- Promote and market the Canyon Lake POA's revenue generating amenities:
 - Golf Course
 - Restaurants
 - Happy Camp & Propane Sales
- Promote Recreation & Events
- Wedding & Banquet
- Internal Communications

ACTIVE CAMPAIGNS December 2020



Above are the number of campaigns Communications worked on during the month of December and the break down of the departments collaborated with for these campaigns.

FEATURE CAMPAIGNS - DECEMBER 2020



Activities & Events
Promoted Toy Drive & Golf Cart Parade on Saturday, December 5 and Parade of Lights event on Saturday, December 12.



Country Club Bar & Grill, and Lighthouse Restaurant
DoorDash delivery and pickup for both restaurants.

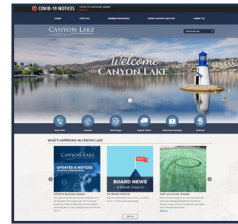
COMMUNICATION REPORT

Digital Highlights - December 2020

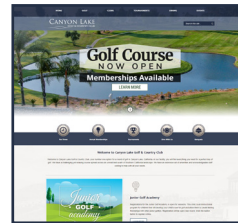
The Communications team manages the Canyon Lake POA's digital presence. This includes maintaining the Canyon Lake POA's websites, social media pages, email messages/notices, digital subscriptions.

The Communications team has an ongoing campaign that focuses on increasing its digital reach within the community. View detailed monthly analytics at www.clpoa.com/analytics.

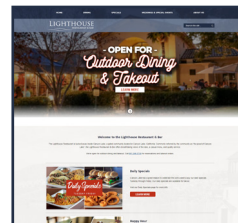
WEBSITE ANALYTICS HIGHLIGHTS



33,949
Pageviews
(Canyon Lake POA)



5,729
Pageviews
(Country Club)



1,745
Pageviews
(Lighthouse)

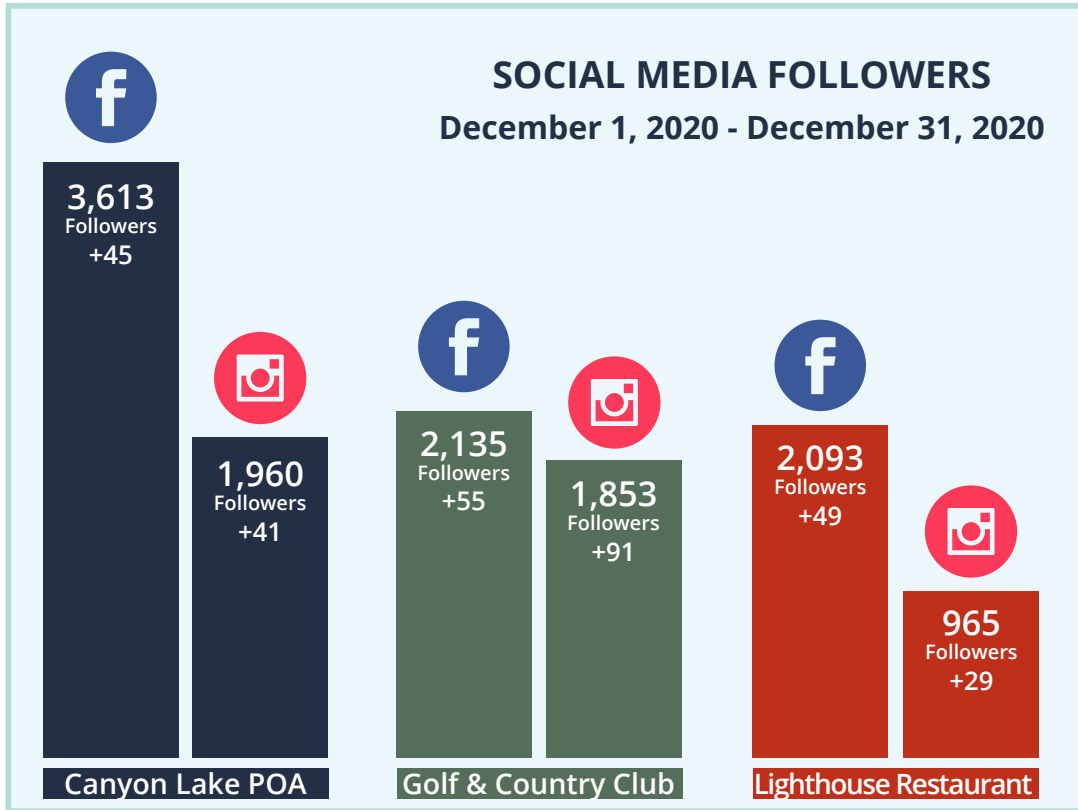
TOP 5 VISITED WEBSITE PAGES

December 1 - December 31

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate
/canyonlakepoa - Homepage	4597	3610	00:00:40	20.49%
/173/Canyon-Lake-Golf-Country-Club	2347	1869	00:00:43	29.97%
/270/Payment-Services	1463	1165	00:01:20	62.2%
/525/Parade-of-Lights	1201	1111	00:02:46	83.26%
/165/Guest-Call---In-Services	985	772	00:00:42	28.53%

COMMUNICATION REPORT

Digital Highlights - December 2020



607
Pageviews
(Canyon Lake POA)

6,179
Post Reach
(Canyon Lake POA)

2,611
Post Engagement
(Canyon Lake POA)

SUBSCRIPTION HIGHLIGHTS

December 1, 2020 - December 31, 2020

Subscription Category	Subscribers	+/- Prev. Month
Canyon Lake POA Email Newsletters	3,195	+72
Agenda Center	102	+6
Alert Center	1,291	+89
Calendar Notifications	473	+20
Newsflash	1,102	+67

DOORDASH HIGHLIGHTS

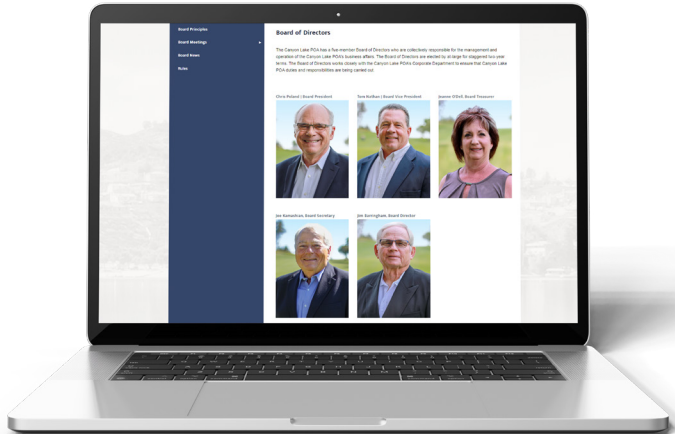
December 1, 2020 - December 31, 2020

Restaurant	Orders	Average Ticket	Net Sales
Canyon Lake Country Club Bar & Grill	127	\$30.57	\$3325.76
Lighthouse Restaurant	26	\$36.48	\$1127.91

COMMUNICATION REPORT

Digital Highlights (Board Communications) - December 2020

Board Website Pages



Visit www.clpoa.com, then select "Inside Canyon Lake POA" to see Board Pages

Board Page Statistics Unique Visits & Subscriptions
December 1, 2020 - December 31, 2020

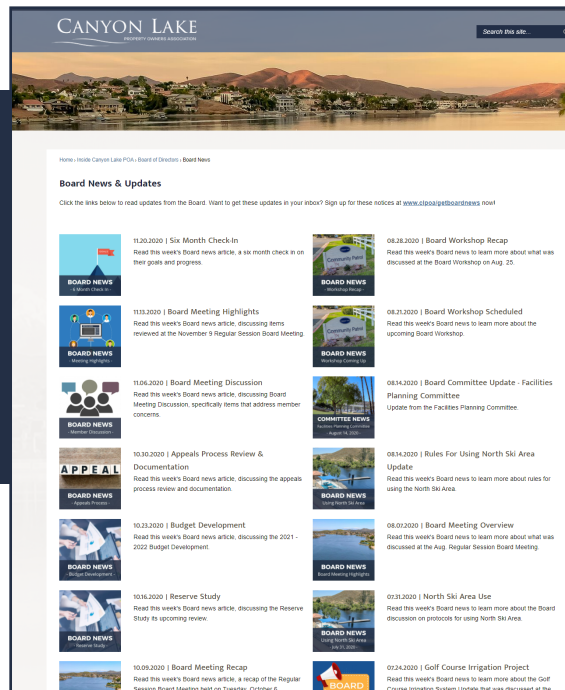
- Meet the Board: 41 (-21 from Nov.)
- Board Principles: 8 (+0 from Nov.)
- Watch Board Meetings: 375 (+202 from Nov.)
- Rules: 226 (-16 from Nov.)
- Board News: 59 (+57 from Nov.)
- Agenda Center Subscribers: 102 (+17 from Nov.)

Board News & Communications

Board News Subscribers & Views:

- Subscribers: 140 (+62 from Nov.)
- Board Article, Dec. 4: 226 unique views
- Board Article, Dec. 11: 267 unique views
- Board Article, Dec. 18: 136 unique views

Members can sign up to receive regular Board News Updates at www.clpoa.com/getboardnews



Board Meeting Agendas

Members can sign up to receive Board Meeting Agendas in their inbox at www.clpoa.com/getboardagendas

COMMUNICATION REPORT

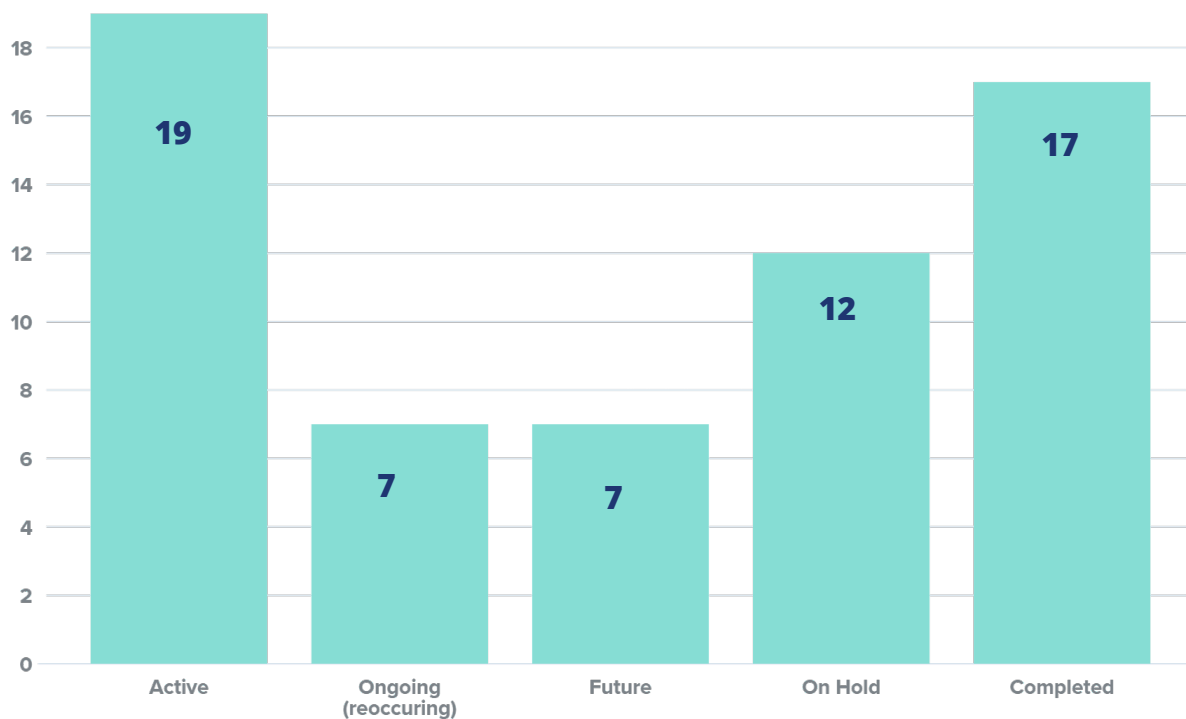
Looking Forward - December 2020

GOALS & OBJECTIVES

In consideration of our primary goals for this year, below are new campaigns we will be focusing on during the month of January:

- Expanding Board communications
- Canyon Lake Living Winter/Spring 2021 Issue
- Moonstone Beach Upgrades
- Happy Camp Phase 2
- Upcoming 2021 Board Election
- Upcoming Red Cross Blood Drive Promotions
- Upcoming Pool Opening (scheduled for March 2021)
- Golf Course Video Hole Tour
- Guest for a Day Promotion at Golf Course
- Daily Play Promotion at Golf Course (Canyon Lake residents only)
- Promoting DoorDash Delivery at Restaurants

Campaign Status - December 2020



31512 Railroad Canyon Road, Canyon Lake, CA 92587

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COMMUNITY PATROL

Weekly Activity Report

11/2/20 – 11/8/20

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.

Report presented by: *William Jordan (Account Manager)*

INCIDENT REPORTS

- Wednesday Nov 4, 2020 _ Vehicle Accident Service Call at 6:12 PM – A service call was received reporting a traffic accident on CLDN near Little Harbor Dr. Patrol responded to find that both vehicles had already departed, before their arrival. No injuries or POA property damage was reported. No traffic control assistance was needed.
- Sunday Nov 8, 2020 _ Vandalism Report (Patrol) at 8:31 PM – During routine patrols, vandalism of the women's restroom at Sierra Park, was noted. The counter top was broken. The Operations Dept. was notified.

PATROL ACTIVITY

- **2** parking violations issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- **0** parking violations issued for long term parking (GR.5.3e). **12** service calls received.
- **7** parking violations issued for vehicles extending beyond the curb (GR.5.3f). **1** service calls received.
- **29** other parking violations issued. **3** service calls received.
- **2** misc. traffic violations issued. **1** service calls received.
- **0** noise violations issued. **6** service calls received.
- **2** animal related violations issued. **8** service calls received.
- **1** verbal abuse violations issued.
- **3** gate runner violations issued.

SPEED ENFORCEMENT ACTIVITY

- **Monday: 0 Citations issued**
 - Mobile Enforcement conducted 10:30 AM – 4:00 PM
 - Mobile Enforcement conducted 5:00 PM – 5:15 PM
- **Tuesday: 1 Citations issued**
 - Stationary Enforcement conducted 9:00 AM – 9:30 AM at North Ski parking lot
- **Wednesday: 3 Citations issued**
 - Mobile Enforcement conducted 4:30 PM – 5:45 PM
 - Stationary Enforcement Conducted 5:45 PM – 7:00 PM at North Ski parking lot
- **Thursday: 1 Citations issued**
 - Mobile Enforcement conducted 11:00 AM – 1:45 PM
 - Mobile Enforcement conducted 3:30 PM – 4:00 PM
 - Stationary Enforcement Conducted 4:00 PM – 4:30 PM at North Ski parking lot
- **Friday: 0 Citation issued**
 - Mobile Enforcement conducted 10:15 AM – 2:30 PM
 - Mobile Enforcement conducted 3:15 PM – 4:00 PM
- **Saturday: 1 Citation issued**
 - Mobile Enforcement conducted 11:15 AM – 11:15 PM
 - Mobile Enforcement conducted 12:15 PM – 3:30 PM
 - Stationary Enforcement Conducted 4:00 PM – 5:30 PM at CLDS / Pheasant Dr
- **Sunday: 1 Citation issued**
 - Mobile Enforcement conducted 11:15 AM – 12:45 PM
 - Mobile Enforcement conducted 3:45 PM – 5:00 PM

**“Stationary Enforcement” is conducted at a fixed location, whereas “Mobile Enforcement” is conducted while the Community Patrol vehicle is moving.

The speed trailers were deployed at various locations throughout the week. A total of **0** citations were issued. (Both speed trailers were out of service for the week)

ADDITIONAL INFORMATION

Total Calls for Service	75
Calls for Service – Unable to Locate	20
Motor Vehicle Accidents	1 – CLDN / Little Harbor Dr
Vandalism of Amenities	1 – Women’s restroom / Sierra Park
Suspicious Person / Vehicle <i>(Average Response Time)</i>	5/5.20
Foot Patrols of Amenities and Parks	1130

Calls for Service are responded to in the following order:

1. Time sensitive calls (Primary)
 - a. POA property, Tripped Alarm calls (Burglar/Fire)
 - b. Suspicious Persons/Vehicles/Activity
 - c. Trespassing
 - d. Speeding
 - e. Gate Runners
2. Time sensitive calls (Secondary)
 - a. Nuisance Animal (Dog barking)
 - b. Noise complaint
 - c. Fishing
 - d. Pet violation
3. Other calls
 - a. POA rule violations (Signs/Flags)
 - b. Parking

GATE ENTRY STATISTICS

Total Guest Passes Issued by Gate	
- Main Gate	4,130
- East Gate	2,868
- North Gate	1,717
Total Guest Entries by Gate	
- Main Gate	8,224
- East Gate	5,539
- North Gate	3,226

Total RFID Entries by Gate	
- Main Gate	25,181
- East Gate	12,949
- North Gate	8,341
Confiscated Guest Passes	29

TWO GUEST LANE ENTRY PROTOCOL*

Total time in minutes	
- Main Gate	30
- East Gate	0
- North Gate	0

*If traffic volume in the guest lane backs up into the nearest intersection, staff in the middle lane will temporarily begin to issue guests passes to improve traffic flow.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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COMMUNITY PATROL

Weekly Activity Report

11/9/20 – 11/15/20

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.

Report presented by: *William Jordan (Account Manager)*

INCIDENT REPORTS

- Saturday Nov 14, 2020 _ Vandalism Service Call at 12:19 PM – A service call was received reporting that a vehicle drove through the closed Skylink Entry gate, causing major damage. Patrol responded and confirmed the damage. The Operations Dept. was notified.

PATROL ACTIVITY

- 7 parking violations issued for long term parking (GR.5.3e). 16 service calls received.
- 6 parking violations issued for vehicles extending beyond the curb (GR.5.3f). 0 service calls received.
- 61 other parking violations issued. 6 service calls received.
- 0 misc. traffic violations issued. 1 service calls received.
- 2 noise violations issued. 11 service calls received.
- 0 animal related violations issued. 14 service calls received.
- 3 gate runner violations issued.

SPEED ENFORCEMENT ACTIVITY

- **Monday: 2 Citations issued**
 - Mobile Enforcement conducted 8:00 AM – 10:00 AM
 - Mobile Enforcement conducted 10:30 AM – 11:30 AM
 - Mobile Enforcement conducted 10:30 AM – 1:00 PM

- Stationary Enforcement conducted 1:00 PM – 2:00 PM at North Causeway
- **Tuesday: 3 Citations issued**
 - Mobile Enforcement conducted 11:15 AM – 11:45 AM
 - Stationary Enforcement conducted 11:45 AM – 1:00 PM at North Causeway
 - Mobile Enforcement conducted 1:00 PM – 1:30 PM
 - Mobile Enforcement conducted 3:30 PM – 5:00 PM
- **Wednesday: 5 Citations issued**
 - Mobile Enforcement conducted 10:30 AM – 11:00 AM
 - Stationary Enforcement conducted 11:00 AM – 11:45 AM at CLDS / Pheasant Dr
 - Mobile Enforcement conducted 11:45 AM – 12:15 PM
 - Mobile Enforcement conducted 1:15 PM – 2:00 PM
 - Stationary Enforcement conducted 3:15 PM – 5:00 PM at North Causeway
- **Thursday: 2 Citations issued**
 - Mobile Enforcement conducted 10:30 AM – 11:30 AM
 - Stationary Enforcement conducted 11:30 AM – 12:15 PM at CLDS / Pheasant Dr
 - Mobile Enforcement conducted 1:00 PM – 1:30 PM
- **Friday: 3 Citation issued**
 - Mobile Enforcement conducted 10:30 AM – 12:30 PM
 - Stationary Enforcement conducted 3:45 PM – 4:45 PM at CLDN / Cove View St
- **Saturday: 0 Citation issued**
 - Mobile Enforcement conducted 11:00 AM – 12:15 PM
 - Mobile Enforcement conducted 1:15 PM – 4:45 PM
- **Sunday: 1 Citation issued**
 - Mobile Enforcement conducted 10:30 AM – 12:00 PM
 - Stationary Enforcement conducted 12:15 PM – 2:00 PM at CLDS / Early Round Dr

**“Stationary Enforcement” is conducted at a fixed location, whereas “Mobile Enforcement” is conducted while the Community Patrol vehicle is moving.

The speed trailers were deployed at various locations throughout the week. A total of **0** citations were issued. (Both speed trailers were out of service for the week)

ADDITIONAL INFORMATION

Total Calls for Service	94
Calls for Service – Unable to Locate	28
Motor Vehicle Accidents	0
Vandalism of Amenities	1 – Speed Trailer #3 2 – Skylink Entry Gate
Suspicious Person / Vehicle <i>(Average Response Time)</i>	5/8.80
Foot Patrols of Amenities and Parks	1161

Calls for Service are responded to in the following order:

1. Time sensitive calls (Primary)
 - a. POA property, Tripped Alarm calls (Burglar/Fire)
 - b. Suspicious Persons/Vehicles/Activity
 - c. Trespassing
 - d. Speeding
 - e. Gate Runners
2. Time sensitive calls (Secondary)
 - a. Nuisance Animal (Dog barking)
 - b. Noise complaint
 - c. Fishing
 - d. Pet violation
3. Other calls
 - a. POA rule violations (Signs/Flags)
 - b. Parking

GATE ENTRY STATISTICS

Total Guest Passes Issued by Gate	
- Main Gate	4,415
- East Gate	3,005
- North Gate	1,938
Total Guest Entries by Gate	
- Main Gate	8,470
- East Gate	5,706
- North Gate	3,538

Total RFID Entries by Gate	
- Main Gate	25,196
- East Gate	13,459
- North Gate	8,906
Confiscated Guest Passes	34

TWO GUEST LANE ENTRY PROTOCOL*

Total time in minutes	
- Main Gate	16
- East Gate	0
- North Gate	0

*If traffic volume in the guest lane backs up into the nearest intersection, staff in the middle lane will temporarily begin to issue guests passes to improve traffic flow.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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COMMUNITY PATROL

Weekly Activity Report

11/16/20 – 11/22/20

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.

Report presented by: *William Jordan (Account Manager)*

INCIDENT REPORTS

- Saturday Nov 21, 2020 _ Vandalism Report (Patrol) at 8:54 PM – During Park locks / patrols, the women's restroom of Sierra Park was discovered to be vandalized. Paper towels from the men's room was used to make a mess and clog the toilets. The restrooms were locked and the Operations Dept. was notified.

PATROL ACTIVITY

- **1** parking violations issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- **1** parking violations issued for long term parking (GR.5.3e). **9** service calls received.
- **12** parking violations issued for vehicles extending beyond the curb (GR.5.3f). **1** service calls received.
- **30** other parking violations issued. **2** service calls received.
- **1** misc. traffic violations issued. Misc. traffic violations include failure to stop at a stop sign. **2** service calls received.
- **4** noise violations issued. **8** service calls received.
- **3** fishing related violations issued. **1** service calls received.
- **1** animal related violations issued. **6** service calls received.
- **1** verbal abuse violations issued.
- **8** gate runner violations issued.

SPEED ENFORCEMENT ACTIVITY

- **Monday: 2 Citations Issued**
 - Mobile Enforcement Conducted 10:30 PM – 12:00 PM
 - Stationary Enforcement Conducted 3:15 PM – 4:15 PM at North Causeway

- **Tuesday: 1 Citation Issued**
 - Stationary Enforcement Conducted 11:00 AM – 1:00 PM at North Causeway
 - Mobile Enforcement Conducted 4:00 PM – 5:45 PM

- **Wednesday: 1 Citation Issued**
 - Mobile enforcement Conducted 3:45 PM – 5:00 PM

- **Thursday: 1 Citation Issued**
 - Mobile Enforcement Conducted 3:15 PM – 4:30 PM
 - Stationary Enforcement Conducted 5:15 PM – 5:45 PM

- **Friday: 0 Citations issued**
 - Mobile Enforcement Conducted 12:15 PM – 4:00 PM
 - Stationary Enforcement Conducted 4:00 PM – 5:00 PM

- **Saturday: 2 Citations Issued**
 - Mobile Enforcement Conducted 10:15 AM – 11:15 AM
 - Mobile Enforcement Conducted 11:30 AM – 3:30 PM
 - Mobile Enforcement Conducted 2:15 PM – 3:15 PM
 - Stationary Enforcement Conducted 3:15 PM – 3:30 PM at North Causeway
 - Mobile Enforcement Conducted 4:15 PM – 5:00 PM

- **Sunday: 0 Citations Issued**
 - Mobile Enforcement Conducted 10:30 AM – 12:30 PM

**“Stationary Enforcement” is conducted at a fixed location, whereas “Mobile Enforcement” is conducted while the Community Patrol vehicle is moving.

The speed trailers were deployed at various locations throughout the week. A total of **0** citations were issued. (All speed trailers are out of service)

ADDITIONAL INFORMATION

Total Calls for Service	68
Calls for Service – Unable to Locate	23
Motor Vehicle Accidents	1 – CLDS (Main Causeway)
Vandalism of Amenities	1 – Sierra Park, Women’s restroom
<i>(Average Response Time)</i>	3/7.33
Foot Patrols of Amenities and Parks	1152

Calls for Service are responded to in the following order:

1. Time sensitive calls (Primary)
 - a. POA property, Tripped Alarm calls (Burglar/Fire)
 - b. Suspicious Persons/Vehicles/Activity
 - c. Trespassing
 - d. Speeding
 - e. Gate Runners
2. Time sensitive calls (Secondary)
 - a. Nuisance Animal (Dog barking)
 - b. Noise complaint
 - c. Fishing
 - d. Pet violation
3. Other calls
 - a. POA rule violations (Signs/Flags)
 - b. Parking

GATE ENTRY STATISTICS

Total Guest Passes Issued by Gate	
- Main Gate	4,370
- East Gate	2,967
- North Gate	1,850
Total Guest Entries by Gate	
- Main Gate	8,428
- East Gate	5,796
- North Gate	3,478

Total RFID Entries by Gate	
- Main Gate	24,992
- East Gate	13,335
- North Gate	8,949
Confiscated Guest Passes	55

TWO GUEST LANE ENTRY PROTOCOL*

Total time in minutes	
- Main Gate	7
- East Gate	0

*If traffic volume in the guest lane backs up into the nearest intersection, staff in the middle lane will temporarily begin to issue guests passes to improve traffic flow.

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COMMUNITY PATROL

Weekly Activity Report

11/23/20 – 11/29/20

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.

Report presented by: *William Jordan (Account Manager)*

INCIDENT REPORTS

- Monday Nov 23, 2020 _ Accident Report at 7:50 AM – A service call was received reporting an auto accident on CLDS / Early Round Dr. Patrol responded to discover that an accident did occur. It appears that a golf cart, ([REDACTED]) collided with a sedan, ([REDACTED]) sometime last night. Both vehicle owners are aware. No POA property was damaged.
 - Tuesday Nov 24, 2020 _ Vandalism Report (Patrol) at 5:38 PM – While responding to a service call for homeless people on the Golf Course, patrol discovered that the gate near the 9th Tee Tunnel, was damaged. The surrounding areas were patrolled. No other damage and no trespassers were noted. The operations Dept. was notified.
 - Wednesday Nov 25, 2020 _ Vandalism Report (Patrol) at 7:05 PM – During a Lock-up Tour, the 11th Tee Gate was discovered to be damaged and could not be secured. The Operations Dept. was notified.
 - Thursday Nov 26, 2020 _ Vandalism Report (Patrol) at 10:48 PM – During a Lock-up Tour, The Tennis Court Men's room was discovered to be vandalized. The trash can was emptied onto the floor. The area was patrolled. No other vandalism was discovered, no suspect was observed in the area. The Operation's Dept. was notified.
-

PATROL ACTIVITY

- 1 parking violations issued for unsightly / inoperable vehicles (GR.5.3d). 0 service calls received.
 - 1 parking violations issued for long term parking (GR.5.3e). 3 service calls received.
 - 10 parking violations issued for vehicles extending beyond the curb (GR.5.3f). 0 service calls received.
 - 52 other parking violations issued. 5 service calls received.
 - 2 misc. traffic violations issued. Misc. traffic violations include failure to stop at a stop sign. 1 service calls received.
 - 3 noise violations issued. 11 service calls received.
 - 2 fishing related violations issued. 0 service calls received.
 - 6 animal related violations issued. 10 service calls received.
-

SPEED ENFORCEMENT ACTIVITY

- **Monday: 1 Citations Issued**
 - Mobile Enforcement Conducted 10:15 AM – 3:15 PM
 - Stationary Enforcement Conducted 3:30 PM – 4:00 PM at North Causeway
- **Tuesday: 3 Citation Issued**
 - Mobile Enforcement Conducted 11:45 AM – 12:30 PM
 - Mobile Enforcement Conducted 12:45 PM – 1:15 PM
 - Stationary Enforcement Conducted 1:15 PM – 3:00 PM at North Causeway
 - Mobile Enforcement Conducted 3:30 PM – 5:00 PM
- **Wednesday: 4 Citation Issued**
 - Mobile enforcement Conducted 10:30 AM – 11:45 AM
 - Mobile Enforcement Conducted 12:15 PM – 12:45 PM
 - Stationary Enforcement Conducted 12:45 PM – 2:30 PM at CLDS/Pheasant Dr
 - Mobile Enforcement Conducted 3:00 PM – 3:45 PM
 - Stationary Enforcement Conducted 3:45 PM – 4:15 PM at North Causeway
 - Mobile Enforcement Conducted 4:30 PM – 5:45 PM
- **Thursday: 1 Citation Issued**
 - Mobile Enforcement Conducted 10:30 AM – 1:00 PM
 - Mobile Enforcement Conducted 1:30 PM – 5:30 PM
- **Friday: 2 Citations issued**
 - Mobile Enforcement Conducted 10:30 AM – 1:30 PM
 - Mobile Enforcement Conducted 2:00 PM – 2:30 PM

- Stationary Enforcement Conducted 3:30 PM – 4:30 PM at Vacation Dr/Compass Dr
- **Saturday: 2 Citations Issued**
 - Mobile Enforcement Conducted 11:15 AM – 12:15 PM
 - Mobile Enforcement Conducted 2:15 PM – 3:45 PM
 - Mobile Enforcement Conducted 4:30 PM – 5:15 PM
- **Sunday: 2 Citations Issued**
 - Mobile Enforcement Conducted 10:30 AM – 2:30 PM
 - Mobile Enforcement Conducted 5:00 PM – 5:45 PM

**“Stationary Enforcement” is conducted at a fixed location, whereas “Mobile Enforcement” is conducted while the Community Patrol vehicle is moving.

The speed trailers were deployed at various locations throughout the week. A total of **0** citations were issued. (All speed trailers are out of service)

ADDITIONAL INFORMATION

Total Calls for Service	66
Calls for Service – Unable to Locate	24
Motor Vehicle Accidents	1 – CLDS / Early Round Dr
Vandalism of Amenities	1 – 9th Tee Tunnel, Fence Damage 2 – 11 th Tee, Gate Damage 3 – Tennis Court, Men’s Restroom
<i>(Average Response Time)</i>	1/6.0
Foot Patrols of Amenities and Parks	1114

Calls for Service are responded to in the following order:

1. Time sensitive calls (Primary)
 - a. POA property, Tripped Alarm calls (Burglar/Fire)
 - b. Suspicious Persons/Vehicles/Activity
 - c. Trespassing
 - d. Speeding
 - e. Gate Runners
2. Time sensitive calls (Secondary)
 - a. Nuisance Animal (Dog barking)
 - b. Noise complaint

- c. Fishing
 - d. Pet violation
 - 3. Other calls
 - a. POA rule violations (Signs/Flags)
 - b. Parking
-

GATE ENTRY STATISTICS

Total Guest Passes Issued by Gate	
- Main Gate	4,643
- East Gate	2,966
- North Gate	1,929
Total Guest Entries by Gate	
- Main Gate	8,588
- East Gate	5,610
- North Gate	3,368
Total RFID Entries by Gate	
- Main Gate	21,517
- East Gate	11,655
- North Gate	7,141
Confiscated Guest Passes	23

TWO GUEST LANE ENTRY PROTOCOL*

Total time in minutes	
- Main Gate	49
- East Gate	0

*If traffic volume in the guest lane backs up into the nearest intersection, staff in the middle lane will temporarily begin to issue guests passes to improve traffic flow.

31512 Railroad Canyon Road, Canyon Lake, CA 92587

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Marine Patrol Report

NOVEMBER 2020

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	SEPT	OCT	NOV
LM.2.5 Expired/ No Registration (State)	0	1	0
LM.2.6 Expired/ No Registration (POA)	3	1	1
LM.2.7 Expired / No Registration at a dock or lift	0	2	1
LM.7.3 Reckless behavior while operating a motorized boat	0	0	0
LM.9.11 Stay Within 100ft of the Centerline Buoys	0	0	0
GR.4.4 Fishing License	3	2	7
LM.6.7 Excessive Wake	0	0	3

Warnings Issued

Warning	SEPT	OCT	NOV
LM.2.5 Expired/ No Registration (State)	0	0	0
LM.2.6 Expired/ No Registration (POA)	0	0	0
FLC FISHING LICENSE	1	1	2
LM.6.13 Follow Counter-Clockwise Pattern	4	4	0
LM.8.2 Lifejackets must be worn by all persons	1	0	0
LM.6.3 Non Compliance	10	13	6
LM.6.7 Excessive Wake	7	5	1

Additional Information

	SEPTEMBER	OCTOBER	NOVEMBER
Total Calls for Service	98	131	40
Boat Safety Inspection	33	34	13
Boat Tow (Out of fuel/mechanical)	17	17	5
Boat Tow (Adrift)	1	0	1
Battery Assist	2	4	1
P&C Inspector Escort Hours	10.25	12.5	9.5
Fishing License Checks	17	16	20
Quagga Inspection	36	48	17
White Tag Applied	9	22	8
Quarantine Tag Applied	0	0	0

Boat Operating Hours

	SEPTEMBER	OCTOBER	NOVEMBER
Boat 1 START 8030.3 / END 8135.2	186.9	145.3	104.9
Boat 2 START 7553.3 / END 7654.4	128.6	102.9	101.1
Boat 3 START 975.0 / END 981.4	8.5	5.9	6.4
Boat 4 START 1759.8 / END 1829.4	117.2	94.9	69.6

Boat Operating Hours by Location

	SEPTEMBER	OCTOBER	NOVEMBER
Main Lake	222.7	186	165.4
East Bay	210	157	110.2
North Ski	8.5	5.9	6.4

Incident Report Summary

	SEPTEMBER	OCTOBER	NOVEMBER
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NO REPORTS	0	0	0
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Incident Report Detail

Incident Description	Location

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

COMMUNITY PATROL REPORT/Supplemental

December 2020

Topic: End of Year Review

In previous reports throughout the year, I have reported on topics such as Community Events, General Rule Changes and Safety, to mention a few. With each report, I have tried to convey the fact that the goal of Community Patrol, is to provide Excellent Customer Service to the community. We endeavor to do this by striving to attain goals and expectations, (via service and enforcement) set forth by the POA. And we are committed in trying to preserve the values and standards set forth by the community.

Sometimes, the commitment, accomplishments and/or efforts of the employees that make up the Community Patrol Team, go unnoticed or unpraised, especially by me. Therefore, I thought that it would be fitting at the end of this particularly, difficult year, to share some of this year's numbers with you and take this opportunity to say a heartfelt THANK YOU, to my team. Job well done!

CITATIONS ISSUED

CATEGORY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTALS	CHANGE	
PARKING															
2019	61	21	36	38	65	150	298	311	297	286	300	250	2113		
2020	257	270	171	24	148	209	177	208	178	226	239	321	2428	UP 315 OR 15%	
TRAFFIC															
2019	3	3	3	18	6	8	10	8	16	9	1	10	95		
2020	12	8	7	2	2	2	4	5	10	10	4	6	72	DOWN 23 OR 24%	
NOISE															
2019	2	0	3	0	4	3	4	6	4	3	3	4	36		
2020	1	3	4	7	6	21	16	21	9	11	11	1	111	UP 75 OR 208%	
GOLF CART															
2019	1	1	0	0	0	8	8	4	10	5	0	3	40		
2020	0	3	2	4	3	9	0	9	6	5	0	1	42	UP 2 OR 5%	
ANIMAL RELATED															
2019	3	4	7	6	2	11	10	8	7	7	10	19	94		
2020	20	9	32	11	17	17	6	10	10	12	10	12	166	UP 72 OR 77%	
SOLICITATION															
2019	0	1	0	0	0	0	3	0	0	1	0	0	5		
2020	0	0	0	0	0	1	0	1	0	0	0	0	2	DOWN 3 OR 60%	
HARASSMENT															
2019	11	3	5	2	4	8	4	3	5	7	7	1	60		
2020	6	0	7	4	2	10	2	5	2	3	2	3	46	DOWN 14 OR 23%	
ACCESS CONTROL															
2019	5	1	4	3	9	10	10	7	8	6	9	16	88		
2020	31	22	19	10	12	10	13	20	19	10	14	13	193	UP 105 OR 119%	
SPEEDING (patrol)															
2019	4	2	0	3	1	3	5	1	0	0	2	0	21		
2020	7	9	12	1	5	1	5	30	73	42	47	29	261	UP 240 OR 1,142%	
													Total Citations 2019	2552	
													Total Citations 2020	3321	up 769 or 30%

Have a safe and Happy New Year,

Please feel free to contact Community Patrol regarding Traffic Violations or any other suspected rule violation. For immediate service or response, Shift Supervisors can be reached via the Dispatch line at 951-244-6841 x 410. Or, you may reach me directly at 951-244-6841 x 419.

Regards,

Bill Jordan
Account Manager | Allied Universal

Canyon Lake Private Community
Canyon Lake, CA 92587
951-244-6841 x419
William.Jordan@aus.com
www.AUS.com

Date: 1/12/21

To: Board of Directors

Planning and Compliance Department Report

Department Responsibility

The Planning and Compliance is responsible for monitoring the community for distressed properties. Sending membership courtesy notices to gain compliance when a property is in violation of the CC&R's and PC Rules and Regulations. The department processes these responsibilities through escrow inspection, permit inspection, and inspector observation, as well as membership complaints. We accept applications for improvements and process paperwork to be reviewed by the ACC Committee. We also work side by side with the Committee in the review process.

Department Stats

Total current items monitored by the department **1595** which includes permit due dates, violations, and extension and escrow inspections, down from last month **1607**.

Important Facts!

PC.8.4 Trees - Trees are defined as woody plants usually having a single main stem or trunk with few or no branches on the lower part. A minimum of two (2) fifteen (15) gallon trees or larger shall be planted in the front yard. Trees shall be planted a minimum of six (6) feet back from the curb to avoid curb damage and branches hanging over the street. The property owner is responsible for trimming trees so that branches hanging over the street are no lower than fifteen (15) feet from street level to accommodate street sweepers and trash trucks. Application for approval to remove trees shall be submitted to the ACC Committee and approved prior to the removal as stated in the CC&Rs. Trees damaged beyond restoration, felled by storms, or other natural disasters shall be removed immediately and replaced with the approval of the ACC as soon as possible. Pursuant to the CC&Rs, no tree with a diameter in excess of three (3) inches measured at a point twelve {12} inches above the ground shall be removed from any lot without first obtaining the written consent of the Committee. Remaining stumps shall be removed or cut to ground level.

ACC Committee

The ACC Committee meets once a week on Thursday to review applications, variances, preliminary plans as well as extension request, appeals of fines and other request from membership. Members are welcome to come to the Open Session portion of the meetings.

ACC Committee Overview

1. Total of **254** items reviewed
2. Total of **183** permits approved

Items reviewed – Open Session

1. New Home Reviewed/Permit (**3**)
2. Grading Permit (**0**)
3. Improvements (**76**)
4. Lakeside Improvement (**9**)
5. Recorded Variance (**9**)
6. Rejected Applications (**17**)
7. Re-Submittal's (**10**)
8. Permit issued same day (Over the counter) (**76**)
9. Preliminary Applications (**7**)
10. Board Appeals (**1**)
11. Consent Agenda (**7**)

Member Complaints Logged

1. **20** member complaints investigated
2. **8** complaints already written

Letters – Compliance

1. **244** Compliance
2. **162** Courtesy notices

RESERVE ITEMS & CIP SUMMARY

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

OPERATIONS DEPARTMENT

In December, Operations worked on Board Approved Projects, Reserve Items, CIP and Committee Recommendation / Requests.

Projects Status

- **ADA Ramp & Restroom at Road Runner Park** – Railings along the ramp have been completed; staff is waiting for construction drawings from architect for the restrooms.
- **Camera Installation at Parks** – Installation of cameras at East Port, Diamond Point Park, and Roadrunner park are currently in progress.
- **Lodge Parking Lot Repaving Project** – This project has been completed.
- **Lodge ADA Ramp** – Pathway lighting has been installed and landscaping is currently in progress.
- **Mailbox Slabs and Lighting** – Construction continues to re-pour concrete slabs. Please note, the order for these mailboxes will be rearranged in chronological order at the request of USPS. LED lighting is also being installed at mailbox clusters with low visibility in the evenings.
- **Moonstone Beach** – Construction has started on this project, and upgrades will address the cracked concrete slab, add a small ADA ramp from the parking lot to the sitting area, and add stairs leading to the dock. The project will also include adding new picnic tables and replacing the barbeques and trash cans.
- **New Playground & Restrooms at Happy Camp** – Grading has begun for the installations of the new shade cover and playground. Design for new restrooms at the campground is in progress.
- **Pump Track at Sierra Park North** – The plans are still with the City for a second plan check.

Functions with Staff Assistance

- No functions this month needing staff assistance.

General Maintenance Items

- **Resident Matters** – Respond to residential requests and questions or concerns as occurs.
- **Vandalism** – Vandalism reports are completed following the month end for the previous month. The current vandalism report is in progress.

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 make sure landscape-related matters and / or any maintenance improvements are addressed as needed.

- No major issues to report this month.

Golf Course Maintenance

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

- No major issues to report this month.

Parks and Beaches

- Increase in vandalism all over the community including broken locks, gates, and fences. Staff prioritized these issues and addresses them in a timely manner to maintain community security.

Regulatory / Compliance

- **Hazardous Drum Pick-Up** – Coordinated pick-up and disposal of three (3) 55-gallon drums filled with absorbent material, used motor oil, and used oil filters.

Safety / Training

- **Driving Safety Training** – Training with staff was conducted by Safety Compliance Company on December 10th in the Holiday Bay Room at the Lodge.
- **Forklift Safety Training** – Training with staff was conducted by All Access Equipment Rentals on December 16th in the Operations Maintenance Yard.

EQUESTRIAN CENTER

- No further updates to report this month.

HAPPY CAMP CAMPGROUND

- On December 3, 2020, a regional stay at home order was issued to stop the surge of COVID-19 cases which included the temporary shut down of campgrounds in many counties including Riverside. Happy Camp has been closed and will remain so until the order has been lifted.

COMMITTEES / WORK GROUPS

Refer to the recap below for Dredge Committee, Green Committee, Facilities Planning Committee, Green Committee and TWG updates.

Dredge Committee:

In accordance with the current Committee Policy, the Dredge Committee is an Ad-hoc and will meet on an as needed basis.

Green Committee:

The Green Committee members did not meet on December 10th, 2020. Due to the regional stay at home order issued on December 3, 2020, gatherings of any size are prohibited and thus, the Green Committee members will not meet in person until the order has been lifted.

The Committee typically meets monthly on the 2nd Thursday of the month at 1:00pm in the Magnolia Room at the Country Club.

Facilities Planning Committee:

The Facilities Planning Committee (FPC) members did not meet on December 10th, 2020. Due to the regional stay at home order issued on December 3, 2020, gatherings of any size are prohibited and thus, the Facilities Planning Committee members will not meet in person until the order has been lifted.

The Facilities Planning Committee typically meets monthly on the 2nd Thursday of the month at 3:30pm in the Magnolia Room at the Country Club.

Recreation Committee:

The Recreation Committee members did not meet on December 8th, 2021. Due to the regional stay at home order issued on December 3, 2020, gatherings of any size are prohibited and thus, the Recreation Committee members will not meet in person until the order has been lifted.

The Recreation Committee typically meets monthly on the 2nd Tuesday of the month at 4:00pm in the Conference Room at the POA.

Tuesday Work Group (TWG):

The TWG members did not meet on December 21st, 2021. Due to the regional stay at home order issued on December 3, 2020, gatherings of any size are prohibited and thus, the TWG members will not meet in person until the order has been lifted.

TWG typically meets on the third Tuesday of the month at 1:00pm in the Magnolia Room at the Country Club.

CHALLENGES

2020 posed many challenges for the Operations department as the concern for COVID-19 increased and new protocols were implemented to protect residents and staff. This past year has given a new definition to how we “normally” operate, and staff has risen to the occasion amidst the chaos and uncertainty of the pandemic. Our staff is committed to protecting the community with increased cleaning and disinfecting of the Association’s amenities, observing social distance requirements, and wearing face coverings when working in the community.

Projects in the Operations department continue to progress and will provide the community with upgraded amenities to enjoy for years to come. The ADA ramp at the Lodge was a long-requested improvement by residents and it is very exciting to see it nearly completed. Moonstone and Roadrunner Parks are also experiencing upgrades which will address concrete slab issues and promote accessibility. And although Happy Camp is closed due to the state mandate, projects are still in progress such as the new playground and restrooms which are long overdue.



Report presented by: *Steve Schneider, Director of Operations*

2021 BOARD MEETING CALENDAR

Jan						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

01 New Year's Day
06 IDR 3pm PCR
12 Exec 2pm PCR/Reg 6pm HBR

Jul						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

05 Independence Day Holiday
06 Exec 2pm PCR/Reg 6pm HBR
07 IDR 3pm PCR

Feb						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

09 Exec 2pm PCR/Reg 6pm HBR
10 IDR 3pm PCR
15 Presidents' Day

Aug						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

03 Exec 2pm PCR/Reg 6pm HBR
04 IDR 3pm PCR

Mar						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

02 Exec 2pm PCR/Reg 6pm HBR
03 IDR 3pm PCR

Sep						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

06 Labor Day
07 Exec 2pm PCR/Reg 6pm HBR
08 IDR 3pm PCR

Apr						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

06 Exec 2pm PCR/Reg 6pm HBR
07 IDR 3pm PCR

Oct						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

05 Exec 2pm PCR/Reg 6pm HBR
06 IDR 3pm PCR

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

04 Exec 2pm PCR/Reg 6pm HBR
05 IDR 3pm PCR
31 Memorial Day
13 Election 8am HBR
15 Alt. Election 8am HBR
17 17 – 21 Orientation

Nov						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

02 Exec 2pm PCR/Reg 6pm HBR
03 IDR 3pm PCR
11 Veterans Day
25 Thanksgiving Day
26 Thanksgiving Day

Jun						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

01 Exec 2pm PCR/Reg 6pm HBR
02 IDR 3pm PCR

Dec						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

07 Exec 2pm PCR/Reg 6pm HBR
08 IDR 3pm PCR
24 Christmas Eve
27 Christmas Holiday