

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Tuesday, April 6, 2021 - 6:00 – 9:30 P.M.**  
**Virtual Meeting**  
**This meeting will be conducted online only**

**Join the virtual meeting at [vm.clpoa.net](http://vm.clpoa.net)**  
**Dial into the meeting by phone: 1-669-900-6833**  
**Meeting ID: 864 5113 5385**

1. **Welcome and Call to Order**

- Pledge of Allegiance
- Verification of Quorum

2. **Approval of Minutes**

- March 9, 2021
- March 23, 2021

3. **Public Official Comments**

4. **Presentations**

- Community Patrol Transition to G4S Update (Sr. Manager of Member Services Cory Gorham)

5. **Announcements**

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

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

Proposed Resolution: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500 for the period of, February 28, 2021.

B. **Report of Executive Session Actions** (Lynn Jensen)

Proposed Resolution: That the Board of Directors review and approve the Executive Session Actions, as written.

7. **Board Action Items**

7.1 **APPROVAL: Revise Policy & Rules CG.2.2 & CG.3.10 Campground Requirements, Reservation & Use** (Lynn Jensen)

Proposed Resolution: That the Board of Directors approve to revise rules CG.2.2 and CG.3.10, as attached, effective September 7, 2021.

7.2 **28-Day Reading – for New Fine Appeal Procedures – Re-numbering for Appeals Process** (Cheryl Mitchell)

Proposed Resolution: That the Board of Directors approve reading for PC.6.10, PC.6.10a, PC.6.10b

Appeal Process for Fines, and new PC numbering as attached.

**7.3 28-Day Reading – Revise Policy and Rules GR.4.5 Signs in the Community Setback and GR.4.6 No Signs/Flags with Obscene Content or Fighting Words** (President Poland)

Proposed Resolution: That the Board of Directors approve to revise rules GR.4.5 and GR.4.6, as attached.

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

**9. Association Reports**

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

**10. Board Comments**

**11. Architectural Appeals**

None.

**12. Next Meeting Date**

- Tuesday, May 4, 2021 at 2:00 p.m. – Executive Session
- Tuesday, May 4, 2021 at 6:00 p.m. – Regular Session

**13. Adjournment**

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

The Board of Directors of the Canyon Lake Property Owners Association met in Regular Session on Tuesday, March 9, 2021, 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; 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**

- February 9, 2021
- February 17, 2021
- February 18, 2021

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors approve the February 9, 2021, February 17, 2021 and February 18, 2021 Regular Session Meeting Minutes, as attached. Director O'Dell seconded. Five votes in favor. MOTION CARRIED

3. **Public Official Comments**

Mayor Castillo reported on: City Updates, Interim Fire Chief accomplishments, feedback review, virtual City Council meetings, current projects, budget planning, Riverside County Tier changes, and upcoming Coffee and Casual Conversation with the Mayor events.

EVMWD Director Darcy Burke reported on: budget and rate workshops, upcoming virtual meetings, water rate changes, Canyon Lake Water Treatment Plant status, regulation costs, service shut off moratorium status, District programs for rate assistance, Canyon Lake Sewer Rehabilitation Project status, strategic planning, brand assessment surveys, invitation for customer feedback, and reopening on March 15, 2021.

4. **Presentations**

General Manager Eric Kazakoff presented a status update on the Family Park at Sierra Park North project. Recreation Chair Alex Cook provided an update on committee review, committee recommendations, and member feedback in support of the project.

Director of Operations Steve Schneider provided an update on the status of the Large Dog Park project.

Sr. Manager of Member Services Cory Gorham announced the Community Patrol service provider Transition to G4S, effective March 15, 2021.

5. **Announcements**

President Poland announced the Board's upcoming Special Open Session Board Meeting and Workshop for Board Discussion of a possible 28-Day Reading for Revisions to Rules GR.4.5 and GR.4.6 Signs, Flags, Posters, and Banners on March 23, 2021.

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

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

A. APPROVAL: Ratify Monthly Financial Statement Review

MOTION/RESOLUTION: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500 for the period of, January 31, 2021. APPROVED

B. 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

C. Report of Executive Session Actions

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

D. 7.1 APPROVAL: Cash Transfer

MOTION/RESOLUTION: That the Board of Directors, Pursuant to the requirement of Civil Code section 5502, approve making the following transfer from the Association's cash account designated as the PPP account to the cash account used for operations in the amount of \$1,103,000 in order to be used for the purpose of continued operations for the FYE April 30, 2021 as needed. APPROVED

E. 7.7 APPROVAL: Canyon Lake Club Sanctioning Request: Canyon Lake Bible Club

MOTION/RESOLUTION: That the Board of Directors approve/reject the Canyon Lake Bible Club as a sanctioned club, effective March 9, 2021. APPROVED

F. 7.8 APPROVAL: 2021 July Fourth Firework Show

MOTION/RESOLUTION: That the Board of Directors approve the 2021 July 4<sup>th</sup> Firework Show. Funding for the event is to be drawn from the Operating Budget – Department 50. APPROVED

7. **Board Action Items**

7.1 APPROVAL – New Rule LM.9.28 No Wakesurfing in the Slalom Course Area

MOTION/RESOLUTION: Director O'Dell moved that the Board of Directors approve the to add rule LM.9.28, as attached. Further recommended that the staff develop and post user guidelines consistent with the discussion at the August 4, 2020 Board Meeting, including the topics attached. Director Nathan seconded. A roll call vote was held with five votes in favor. MOTION CARRIED

7.2 28-Day Reading: Revise Policy & Rules CG.2.2 & CG.3.10 Campground Requirements, Reservation & Use

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors approve the 28-day reading to revise rules CG.2.2 and CG.3.10, as attached. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

7.3 APPROVAL – Revise Rule GR.5.5a No Recreational Vehicle and Trailer Parking / Storage on Streets for More than Twenty-Four (24) Hours

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to revise rule GR.5.5a, as attached. Director O’Dell seconded. Five votes in favor. MOTION CARRIED

7.4 APPROVAL – Revise Rule GR.5.5c No Trailer Parking After Sunset

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to revise rule GR.5.5c, as attached. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.5 APPROVAL: FY 21-22 Fee Schedule

MOTION/RESOLUTION: Director O’Dell moved that the Board of Directors approve the Schedule of Fees as shown on the attachment for the Fiscal Year beginning May 1, 2021. Director Nathan seconded. Five votes in favor. MOTION CARRIED

7.6 APPROVAL: FY 21-22 Operating Budget

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors approve the attached Operating Budget as part of the Annual Budget for the Fiscal Year beginning May 1, 2021. Director O’Dell seconded. Five votes in favor. MOTION CARRIED

7.7 APPROVAL: FY 21-22 Reserve Fund Contribution

MOTION/RESOLUTION: Director O’Dell moved that For the Fiscal Year beginning May 1, 2021 the Board of Directors approve the funding levels presented as an integral part of the 2021-2022 Canyon Lake Property Owners budget. Further moved that the contributions for the Repair and Replacement Reserve is \$2,000,000, contribution for the Road Reserve is \$1,500,000 and the annual budgeted contributions for the Capital Improvement Fund is \$1,000,000. Director Barringham seconded. Five votes in favor. MOTION CARRIED

7.8 APPROVAL: FY 21-22 Annual Assessments

MOTION/RESOLUTION: Director O’Dell moved that the Board of Directors approve the annual assessment in the amount of \$3,515 to be effective May 1, 2021. (The final approved annual assessment amount will be rounded in order to be evenly divided by 12.) Director Kamashian 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: written department reports, pending event planning, 4<sup>th</sup> of July Fireworks, planning and compliance stats, operation projects, pathway curbing replacement and snack bar upgrades at Holiday Harbor, Campground upgrades and the pump track progress.
- Staff Reports, as written
- Community Patrol, as written

10. **Board Comments**

- Director Kamashian commented on: appreciation to members for attendance and President Poland’s for meeting conduction, Green & Appeals Committee meetings, invitation for member’s attendance at open committee meetings and to TWG, and TWG Golf Course project updates.
- Director Barringham reported on committee meetings and repairs at Fairway Estates, Skylink and Big Tee.
- Director O’Dell reported on Finance Committee meetings, appreciation to staff and committee for their work on the budget, FPC meetings and projects, rule review, and appreciation for member feedback.
- Director Nathan reported on flag rules, upcoming workshop, Recreation Committee meetings, investigation of exclusive use areas for wake surfing, and amenity preservation.
- President Poland reported on successful interactions with the community and committees as Board Liaisons, transparency through workshops, varying views on the Flag rules and proposed changes, continued work to find a middle ground on contentious topics, and appreciation for member participation and feedback.

**11. Architectural Appeals**

- A. Ed Ryder – 30295 White Wake Drive  
Appealing ACC Denial of Over-Height Wall

MOTION/RESOLUTION: Director O’Dell moved that the Board approve the wall as built with a recorded variance for the life of the improvement. Director Barringham seconded. Five votes in favor. MOTION CARRIED

- B. Carlene Jackson – 30112 Red Barn Place  
Appealing ACC Denial of Over-Height Wall Lakeside

MOTION/RESOLUTION: Director O’Dell moved that the Board approve the request with a recorded variance for the life of the improvement. Director Barringham seconded. Five votes in favor. MOTION CARRIED

**12. Next Meeting Date**

- Tuesday March 23, 2021 at 5:00 p.m. – Special Regular Session
- Tuesday, April 6, 2021 at 2:00 p.m. – Executive Session
- Tuesday, April 6, 2021 at 6:00 p.m. – Regular Session

**13. Adjournment**

Director O’Dell moved to adjourn the meeting. Director Nathan seconded. Meeting adjourned at 9:26 p.m.

Minutes approved: \_\_\_\_\_

Approved on: \_\_\_\_\_

The Board of Directors of Canyon Lake Property Owners Association met in a Special Regular Session on Tuesday March 23, 2021. President Poland called the meeting to order at 5:04 p.m. Other 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 and PIO / Clerk of the Board Harmony McNaughton.

**1. Welcome and Call to Order**

Quorum was verified.

Pledge of Allegiance was led by President Poland.

**2. Board Action Items**

**2.1. Workshop for Board Discussion of Upcoming 28-Day Reading: Revised Rules GR.4.5 and GR.4.6 Signs, Flags, Posters, and Banners**

President Poland presented the possible 28-Day Reading revisions for rules GR.4.5 and GR.4.6 Signs, Flags, Posters, and Banners. The Board held discussion and heard member comments.

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

The Board heard member comments.

**4. Next Meeting Date**

- Tuesday, April 6, 2021 at 2:00 p.m. – Executive Session
- Tuesday, April 6, 2021 at 6:00 p.m. – Regular Session

**5. Adjournment**

Director Nathan moved to Adjourn; Director O'Dell seconded. Five votes in favor. The meeting adjourned at 8:43 p.m.

Minutes approved: \_\_\_\_\_

Approved on: \_\_\_\_\_

**TO: Board of Directors**

**FROM: Controller**

**RE: Monthly Financial Statement Review**

**Background**

**5500.**

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

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

**Fiscal Impact**

None

**Recommendation:**

Staff recommends that the Board of Directors review and approve the attached Financial Statement information for February 28, 2021.

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Susan C. Dawood, Controller



**Date: April 6, 2021**

**From: Lynn Jensen**

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

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On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on April 6, 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 one (1) legal item(s).

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

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on one (1) 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 5:00 pm.

*Lynn Jensen*

Lynn Jensen  
Assistant General Manager

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE:** April 6, 2021 **ACTION:** Approval

**TO:** Board of Directors

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

**RE:** Approval - Revise Policy & Rules CG.2.2 & CG.3.10 Campground Requirements, Reservation & Use

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**Background**

Over the past several years, the Campground has become a more popular amenity being utilized by members and their sponsored guests. With this increased use, the CLPOA has received numerous requests to extend the time period in which a member make a reservation prior to their arrival date. Many campgrounds allow their visitors to book their reservations ahead of time so the visitor may have time to plan ahead for their trip. Staff is requesting to extend the booking window to provide this additional service to the members and campers.

In addition, staff would like to modify the Stay Limits portion of this policy in regards to extended stay requests on holidays, during the busy summer months from May to September.

Staff modified the attached rule revisions for CG.2.2 and CG3.10 and had a 28-day reading, as attached.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve to revise rules CG.2.2, CG.3.10, as attached, effective September 7, 2021.

*Lynn Jensen*

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Lynn Jensen, Assistant General Manager

## **Current Rules**

### **CG.2.2 Requirements**

Reservations may be made fourteen (14) days prior to date of arrival to secure availability. Reservations may be made in-person only, no telephone reservations. To secure a site, the member must provide: a deposit, name, tract and lot number and dates of arrival and departure. Deposits and camping fees are non-refundable.

### **CG.3.10 Stay Limits**

No camper will be permitted to stay at the Campground for a period that exceeds sixteen (16) days. A forty-eight (48) hour intermission must precede another stay of any length up to a maximum of sixteen (16) days. All extended stays must be approved by the General Manager and / or Board. EXCEPTION: Prime and Associate Members with homes under construction will be allowed to stay at the Campground without intermission during the construction period up to a maximum of six (6) months. These Members are limited to camping in designated non-waterfront sites.

## **Proposed Revisions (Redlined)**

### **CG.2.2 Requirements**

Reservations may be made up to (6) six months in advance, ~~fourteen (14) days~~ prior to date of arrival to secure availability. Reservations may be made in-person only, no telephone reservations. To secure a site, the member must provide: a deposit, name, tract and lot number and dates of arrival and departure. Deposits and camping fees are non-refundable.

### **CG.3.10 Stay Limits**

No camper will be permitted to stay at the Campground for a period that exceeds sixteen (16) days. A forty-eight (48) hour intermission must precede another stay of any length up to a maximum of sixteen (16) days. All extended stays must be approved by the General Manager and / or ~~Board~~ **Director of Operations Board**. EXCEPTION: Prime and Associate Members with homes under construction will be allowed to stay at the Campground without intermission during the construction period up to a maximum of six (6) months. These Members are limited to camping in designated non-waterfront sites, **and excludes major summer holidays (Memorial Day, 4<sup>th</sup> of July, and Labor Day)**.

## **Revised Rules**

### **CG.2.2 Requirements**

Reservations may be made up to (6) six months in advance, prior to date of arrival to secure availability. Reservations may be made in-person only, no telephone reservations. To secure a site, the member must provide: a deposit, name, tract and lot number and dates of arrival and departure. Deposits and camping fees are non-refundable.

**CG.3.10 Stay Limits**

No camper will be permitted to stay at the Campground for a period that exceeds sixteen (16) days. A forty-eight (48) hour intermission must precede another stay of any length up to a maximum of sixteen (16) days. All extended stays must be approved by the General Manager and / or Director of Operations. EXCEPTION: Prime and Associate Members with homes under construction will be allowed to stay at the Campground without intermission during the construction period up to a maximum of six (6) months. These Members are limited to camping in designated non-waterfront sites, and excludes major summer holidays (Memorial Day, 4<sup>th</sup> of July, and Labor Day).

**Date: 4/6/21**

**Action**

**To: Board of Directors**

**From: Planning and Compliance Department – Cheryl Mitchell**

**Re: 28-day Reading for New Fine Appeal Procedures – Re-numbering for Appeals Process**

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**Background**

Staff is recommending a written appeal process for fines levied on a members account.

Currently **PC.6.8** appeals process published in the rules are for ACC Committee rejected application with no formal process for member to appeal fines on their account.

The new Appeal Process allows for three (3) opportunities for members to appeal fines levied.

As stated in proposed rule **PC.6.10b** If Planning and Compliance denies in whole or in part a member’s appeal for fines levied on their account, the member shall have the right to appeal the decision to the ACC Committee. If the decision of the ACC Committee is not satisfactory to the member, then they may appeal to the Board of Directors by submitting a written appeal.

**Fiscal Impact**

Fine: None - informational only

**Recommendation**

It is recommended that the Board of Directors approve a 28-day reading for **PC.6.10, PC.6.10a, PC.6.10b Appeal Process for Fines** , and new **PC** numbering as attached.

Cheryl Mitchell

Senior Planning and Compliance Manager

## **28 Day Reading for Proposed New Rule PC.1.6 (Informational only)**

**PC.1.6 Fines Imposed for Violations** – The Planning and Compliance Discipline Hearing Committee (P&C DHC) will impose fines following the Schedule of Fines published herein after the Discipline Hearing for non-compliance of the Rules and Regulation. All fines levied can be appealed to the P&C DHC, the ACC, or eventually to the Board as outlined in PC.6.10a-b.

## **28 Day Reading for Renumbering Only**

### **PC.6.8 Viewing of Application and Plans**

Application forms and accompanying plans submitted to the Committee are available for review, at a reasonable time and place, by Association Members for up to thirty (30) days after submittal upon the Association's receipt of a written request for same.

### **PC.6.9 Appeal Process for Permit Applications**

Pursuant to Civil Code Section 4765, if the Committee denies in whole or in part a Member's application for architectural approval, that Member shall have the right to appeal that denial first to the Committee, in writing, using the Committee Appeal Form stating justification for the appeal. If the Member is denied the Committee appeal, they may then appeal to the Board of Directors by submitting a written appeal (on an Association approved form) to the Board of Directors.

**PC.6.9a Appeal Forms** - Appeals must utilize the Association's Architectural Appeal Form, which are available for pick up by the Member at the Planning and Compliance Department. Also, if the Committee denies a Member's application, in whole or in part, the written notice sent to the Member informing them of that decision shall include a copy of the form and a description of the appeal procedure.

**PC.6.9b Submission of Appeal**- To submit a written appeal to the Board, the form must be completed, including the signature of the Member and received by the Association during regular business hours no later than thirty (30) days of the date of the notice of the Committee's denial of the appeal.

**PC.6.9c Board Hearing** - Upon receipt of a timely and completed appeal form, the appeal shall be scheduled to be considered by the Board of Directors at an Open Session meeting of the Board.

**PC.6.9d Scheduling of Appeal Hearing** - The Board of Directors shall have a maximum time of thirty (30) days to respond to an appeal. The time period shall begin running upon receipt of a timely and completed appeal form unless the Association mails or personally delivers to the appealing applicant, within thirty (30) days of receipt of a timely and completed appeal form, written notice that due to the volume of appeals and / or other pressing business being considered by the Board, an additional period of time, which should generally not exceed an additional thirty (30) days, is required for the Board to consider the appeal.

**PC.6.9e Postponement** - A member may request one postponement of a scheduled hearing for good cause. The postponement is not to exceed 30 days from the date of the originally scheduled hearing. Such postponement requests must be made in writing to the Canyon Lake Property Owners Association, 31512 Railroad Canyon Rd. Canyon Lake, CA 92587, by stating in detail the reasons for the request and must be received by the Association not less than (3) **business** days prior to the scheduled hearing.

**PC.6.9f Failure To Appear**- If a member fails to appear at a scheduled hearing without submitting a request for a postponement with good cause, the matter will be heard by the Board in the member's absence and ruled upon.

**PC.6.9g Receipt By CLPOA** - The CLPOA is not responsible for postponement requests or appeals to the Board of Directors, which are not timely received by the CLPOA. It is the member's obligation to confirm the CLPOA's timely receipt of such requests.

## **28 Day Reading for Proposed New Rule PC.6.10a-b**

### **PC.6.10 Appeal Process for Fines**

An appeal must be in writing or placed on an appeal form which is available for pick up at the Planning and Compliance Department or located on the Association website. Members may email, mail, or drop off the written appeal to the Planning and Compliance Department. The appeal must include the member's property information, the reason for appeal, and be signed by the member.

**PC.6.10a Fine Appeal Procedure** - Upon receipt of an appeal, the P&C DHC shall have a maximum of ten (10) business days to respond to an appeal. The time period shall begin upon receipt of the written appeal. P&C DHC appeal meetings are held on an "as needed" basis.

**PC.6.10b P&C DHC Denial** - If P&C DHC denies, in whole, or in part, a member's appeal for fines levied on their account, that member shall have the right to appeal the decision to the ACC Committee. If the decision of the ACC Committee is not satisfactory to the member, then the member may appeal to the Board of Directors by submitting a written appeal on an Association's approved form.

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31512 Railroad Canyon Road, Canyon Lake, CA 92587

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www.canyonlakepoa.com

**DATE:** April 6, 2021

**TO:** Board of Directors

**FROM:** President Chris Poland

**RE:** 28-Day Reading – Revise Policy and Rules GR.4.5 Signs in the Community Setback and GR.4.6 No Signs/Flags with Obscene Content or Fighting Words

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**Background**

February 9, 2021. The Board held a discussion about possible rule changes related to political signs on members property because of a number of emails that were received. The discussion was introduced with a Board discussion item that was included in the Agenda package that asked 8 questions.

February 17, 2021. Based on the member comments received at the February 9th Board meeting, the Board convened a special meeting to consider specific emergency rule changes to stipulate that the rules related to signs included posters, flags, and banners, included a definition of “political signs”, added watercraft to the list of vehicles that could not display political signs, and modified the rule related to dirty words. The Board voted to table the discussions until the March 9<sup>th</sup> meeting and not implement any emergency regulations.

March 2, 2021. The Board received a petition from Christy Williams and Tim Cook, signed by over 600 individuals, urging “the Canyon Lake POA Board to put the proposed amendments to rules GR 4.5-4.6 to a proper vote of the CLPOA members in good standing.” It was transmitted with a letter that included specific requests.

March 9, 2021. At their regular meeting, the Board announced that a special Board Meeting/workshop would be held on March 23, 2021 in recognition of the “spirit” of the petition received. The announcement included a revised set of suggested changes based on the petition, emails received and the discussion on February 9<sup>th</sup> and 17<sup>th</sup>. The Board request that specific changes to the suggested text be submitted before or during the meeting that would be the basis of a word-by-word discussion of the related rules. The included suggested changes were significantly different from the proposed February 17<sup>th</sup> emergency rules.

March 22, 2021. The Board received a petition from Linda Abajo, Kim Copeland, Scott Enochs, Andrea Simonis, and Linda Sproul, signed by over 300 individuals, to “Restore and Protect the Pease and Harmony of Canyon Lake”. Included were specific suggested changes to the Board’s

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# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

suggestions to be discussed on March 23. It was offered as an “advisory message” that was received by the Board in the same spirit as the Williams-Cook petition.

March 23, 2021. The Board held a workshop style session that considered, word-by-word, the suggested changes that had been submitted. The suggestions were clustered into five discussion categories and each received a wide-ranging set of comments from the attendees.

The attached proposed changes to rules GR.4.5 and GR.4.6 have been derived from all of the discussion, emails, and petitions that the board has receive since the first discussion on February 9<sup>th</sup> and seeks to define a middle ground between the widely diverse opinions expressed.

## **Fiscal Impact**

None.

## **Recommendation**

It is recommended that the Board of Directors approve a 28-day reading to revise rules GR .4.5 and GR.4.6, as attached.

*Chris Poland*

Chris Poland, President

## Current Rules related to Signs

### GR.4.5 Signs, in the Community Setback and Common Areas

This is the criteria for ~~these types of signs, flags, posters, and banners (referred to hereafter as signs)~~ in the **community setback and common areas**. Signs and posters may be no more than nine (9) square feet, flags and banners no more than fifteen (15) square feet.

**GR.4.5a Political Election Sign Requirements** - A resident may temporarily place a maximum of two (2) ~~political signs~~ election signs used to support or oppose any candidate or measure for a specific Federal, State, County or local election in that portion of the Community Setback that lies between their front lot line and the adjacent street, subject to compliance with the following provisions: Election Political signs can only be placed in the Community Setback in the ninety (90) day period prior to an election in accordance with the following requirements:

**GR.4.5a.1** - ~~No political sign may be more than nine (9) square feet, and the~~ The top of the election sign may not extend more than three (3) feet above grade.

**GR.4.5a.2** - The ~~election political~~ sign may not extend beyond the back of curb toward the street.

**GR.4.5a.3** - No ~~election political~~ sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**GR.4.5a.4** - The ~~election political~~ sign must have its own stake and shall not be affixed to any improvement.

**GR.4.5a.5** - Balloons, streamers and similar material may not be added to the ~~election political~~ sign.

**GR.4.5a.6** - Non-conforming ~~election political~~ signs may be removed from the Community Setback by the Association.

**GR.4.5a.7** - ~~Election Political~~ signs shall be removed within ten (10) days following the election.

**GR.4.5a.8** - ~~Election Political~~ signs may not be placed in the street, on vehicles, on golf carts, or on trailers. ~~Political signs may not be placed on or on~~ CLPOA common ground areas.

**GR.4.5b CLPOA Election Sign Requirements** - A resident may temporarily place a maximum of three (3) CLPOA signs in that portion of the Community Setback that lies between their front lot line and the adjacent street, subject to compliance with the following provisions: CLPOA signs can only be placed in the Community Setback in the sixty (60) day period prior to an election in accordance with the following requirements:

**GR.4.5b.1** - ~~No CLPOA sign may be more than nine (9) square feet, and the~~ The top of the CLPOA election sign may not extend more than three (3) feet above grade.

**GR.4.5b.2** - The CLPOA sign may not extend beyond the back of curb toward the street.

**GR.4.5b.3** - No CLPOA sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance

**GR.4.5b.4** - The CLPOA sign must have its own stake and shall not be affixed to any improvement.

**GR.4.5b.5** - Balloons, streamers and similar material may not be added to the CLPOA sign.

**GR.4.5b.6** - Non-conforming CLPOA signs may be removed from the Community Setback by the Association.

**GR.4.5b.7** - CLPOA signs shall be removed within seven (7) days following the election.

**GR.4.5b.8** - CLPOA election signs may not be placed in the street, on vehicles, on golf carts, or on trailers. ~~CLPOA election signs may not be placed on in~~ CLPOA common ground areas.

**GR.4.5c Open House Sign Requirements** - A real estate agent/realtor may temporarily place a maximum of six(6) open house signs in that portion of the Community Setback that lies between the front lot line and the adjacent street, subject to compliance with the following provisions:

**GR.4.5c.1** – No Open House sign may be more than three (3) square feet, and the top of the sign may not extend more than three (3) feet above ground. Exception: Open house banner/flag (up to six feet in height) may be placed on subject property during the time of the open house.

**GR.4.5c.2** – The Open House sign may not extend beyond the back of curb towards the street. Only one (1) open house sign may be placed on any specific property and only one (1) sign may be placed at any one intersection.

**GR.4.5c.3** – Open House signs, except for approved Canyon Lake logo Broker Open House signs may not be placed at the following intersections:

- Canyon Lake Drive South & Continental
- Canyon Lake Drive & Vacation Drive
- Vacation Drive & Longhorn Drive

Limit of one sign per Broker on any one of these intersections.

**GR.4.5c.4** - No Open House sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**GR.4.5c.5** - The Open House sign must be placed in such a manner that does not cause damage to property and/or landscape.

**GR.4.5c.6** - Balloons, streamers, and similar material may not be added to any Open House sign. Exception: One standard size rider, not to exceed one (1) square foot, may be placed on top of each A-frame sign.

**GR.4.5c.7** - Unauthorized and/or non-conforming Open House signs may be removed from the Community Setback by the CLPOA

**GR.4.5c.8** - Open House signs may not be placed out prior to one (1) hour before the start of an open house and must be removed immediately following the conclusion of the open house.

**GR.4.5c.9** - Open House signs may not be placed in the street, on vehicles, on golf carts, or on trailers. Open House signs may not be placed on CLPOA common ground.

**GR.4.6 No Signs / Flags / Posters/Banners with Vulgar, or Obscene Content or Fighting Words**

Regardless of size, no sign, poster, flag, or banner viewable from the common area shall contain or imply by the use of symbols, missing letters, or images any “obscene material”, “vulgar words” or “fighting words” as those terms are defined in the law or by common decency.

## 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 April 6, 2021.

### 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](mailto:activities@canyonlakepoa.com).
- Working on updating the Rules & Regulations for Amenities. Gault Field Rules was addressed at the March 16 Recreation Committee meeting, more to follow.
- Updating the Facility Use policy.
- Gault Field reservations are now available online for fields 1-4, pending Activity department approval, we are currently following state/county guidelines for conditioning drills etc. between cohorts.
- Working with Clubs/Activities Group on rescheduling events, meetings, programs.
- Added Club/Activities Banner request online thru Civicplus
- Coordinating with Operations on new Community benches at Indian Beach
- Had our first Fiesta Committee meeting of the year on March 26, 2021

### Pool Dept. 54

- The Pool is hiring, please fill out an application online <https://www.canyonlakepoa.com/Jobs.aspx>
- The Pool will be offering swim lessons this summer June 14-July 30.
- The Pool re-opened on March 15, 2021. No reservations needed at this time. Masks will be required when interacting with staff – at the sign in table and the snack bar until County/State regulations change.
  - Spring Hours start March 15 – May 27:
    - Exercise and Lap Swim – Daily from 7 am to 10 am
    - Open Swim – Daily from 10 am to 8 pm

### 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](http://www.canyonlakepoa.com) for updates.

#### Committees

Fiesta Day – two open positions

Recreation Committee – two open positions

Senior Committee – one open position

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

# COMMUNICATION REPORT

## Campaign Highlights - March 2021

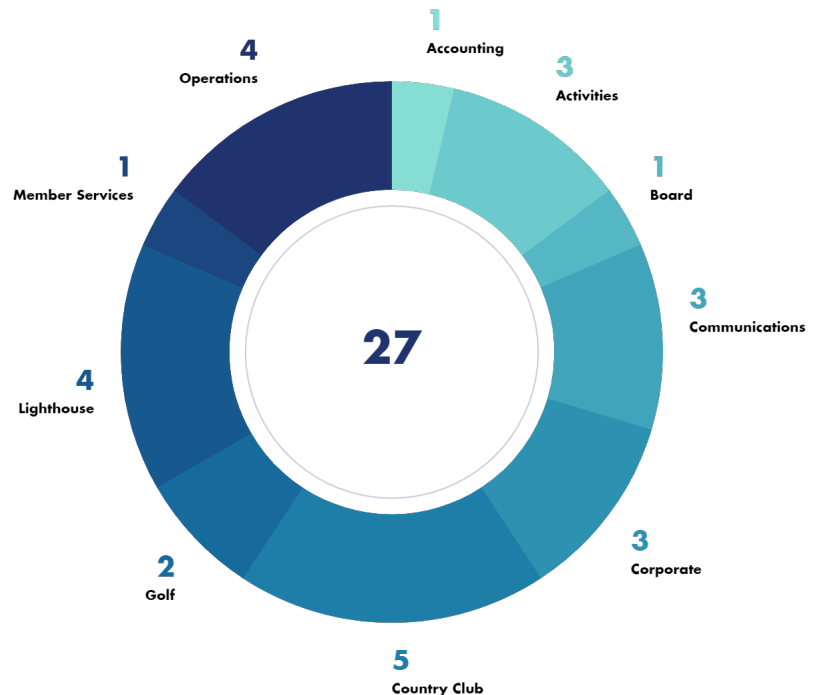
### GOALS & OBJECTIVES

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

March 2021

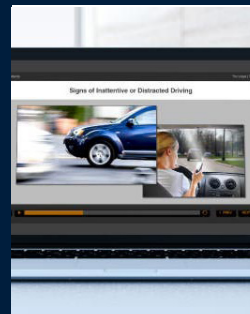


Above are the number of campaigns Communications managed during the month of March, broken down by the departments collaborated with for these campaigns.

## FEATURE CAMPAIGNS - MARCH 2021



**Project Promotions**  
Fact sheets and project pages developed for Sierra Park North Development and Large Dog Park



**Online Traffic School**  
Assisted in developing online traffic school registration process for Hearing Services.



**Golf Membership Packet**  
Printed folders and booklet brochures to use for a golf membership welcome packet.



**St. Patrick's Day Specials**  
Created social media marketing and email blast for St. Patrick's Day specials at the restaurants.

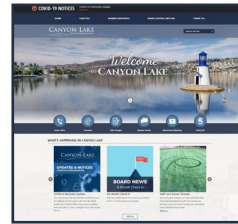
# COMMUNICATION REPORT

## Digital Highlights - March 2021

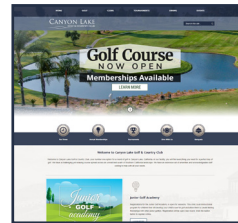
The Communications team manages the Canyon Lake POA's digital presence. This includes maintaining the Canyon Lake POA's websites, social media pages, email messages/notices, digital subscriptions.

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](http://www.clpoa.com/analytics).

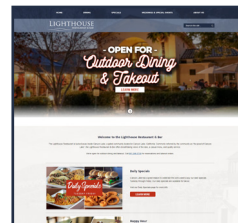
### WEBSITE ANALYTICS HIGHLIGHTS



**44,175**  
Pageviews  
(Canyon Lake POA)



**6,547**  
Pageviews  
(Country Club)



**3,538**  
Pageviews  
(Lighthouse)

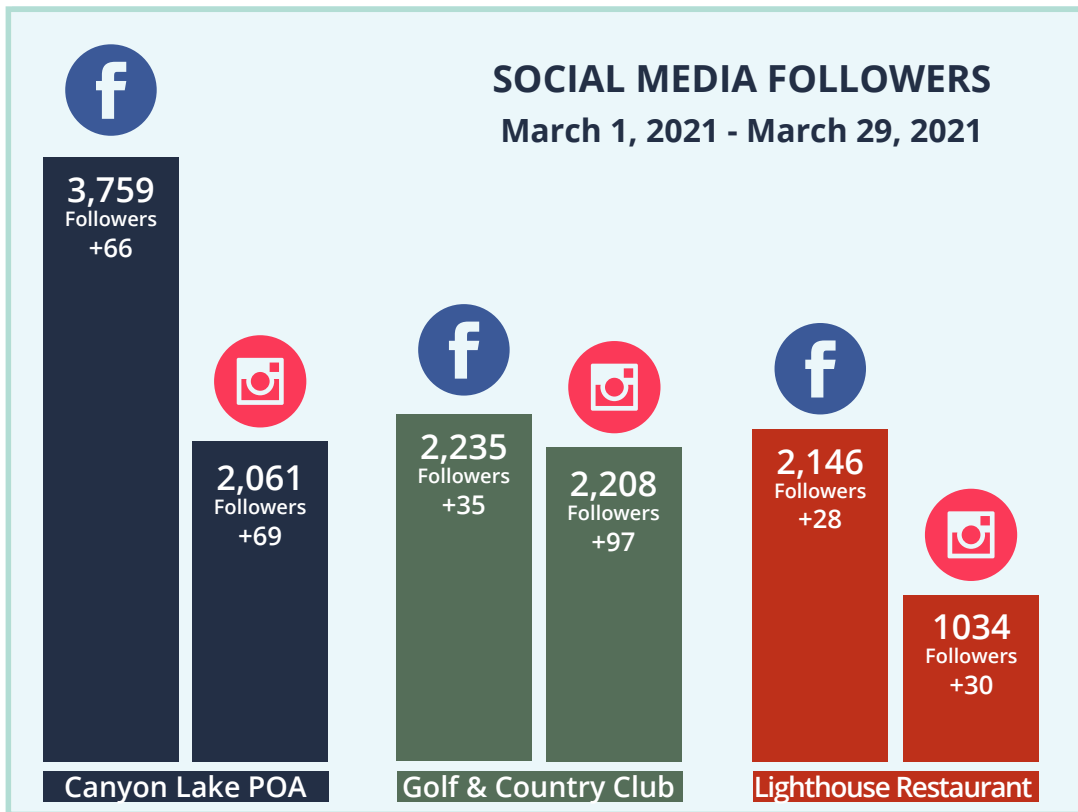
### TOP 5 VISITED WEBSITE PAGES

March 1, 2021 - March 29, 2021

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate
www.canyonlakepoa.com - homepage	5,906	4,500	00:01:02	24.53%
/173/Canyon-Lake-Golf-Country-Club	2,552	1,968	00:00:41	27.32%
/270/Payment-Services	1,493	1,166	00:01:48	67.4%
/462/Happy-Camp	1,865	1,394	00:02:12	61.45%
/198/Lighthouse-Restaurant-Bar	1,367	1,101	00:00:46	23.9%

# COMMUNICATION REPORT

Digital Highlights - March 2021



**1,251**  
Pageviews  
(Canyon Lake POA)

**11,324**  
Post Reach  
(Canyon Lake POA)

**9,408**  
Post Engagement  
(Canyon Lake POA)

## SUBSCRIPTION HIGHLIGHTS

March 1, 2021 - March 30, 2021

Subscription Category	Subscribers	+/- Prev. Month
Canyon Lake POA Email Newsletters	3,264	+2
Agenda Center	116	+5
Alert Center	1,384	+9
Calendar Notifications	510	+7
Newsflash	1,196	+12

VIEW COMPLETE ANALYTICS AT [WWW.CLPOA.COM/ANALYTICS](http://WWW.CLPOA.COM/ANALYTICS)

# COMMUNICATION REPORT

## Digital Advertising Highlights - March 2021

**21,378**  
Impressions  
(Canyon Lake Golf)

**109,122**  
Impressions  
(Country Club Restaurant)

**27,138**  
Impressions  
(Lighthouse Restaurant)

View complete analytics at [www.clpoa.com/analytics](http://www.clpoa.com/analytics)

### GOLF COURSE | DIGITAL ADVERTISING HIGHLIGHTS

March 1, 2021 - March 29, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Golf & Country Club   Facebook Page Like Ad	3,257	4,578	183	\$0.16	\$28.39
Golf & Country Club   Google Display Ad	16,800	16,800	110	\$0.52	\$56.73

### COUNTRY CLUB RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

March 1, 2021 - March 29, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Country Club   Facebook Ad	62,547	109,122	218	\$0.91	\$198.78

### LIGHTHOUSE RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

March 1, 2021 - March 29, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Lighthouse Restaurant   Facebook Page Like Ad	1,404	3,044	102	\$0.28	\$28.46
Lighthouse Restaurant   Facebook Ad	11,800	24,094	224	\$0.64	\$142.26

### DOORDASH/OPENTABLE | RESTAURANT HIGHLIGHTS

March 1, 2021 - March 29, 2021

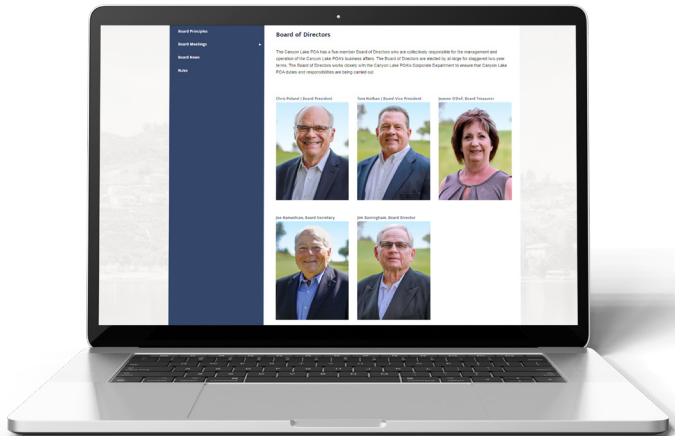
Restaurant	Orders	Average Ticket	Net Sales	OpenTable Reservations
Canyon Lake Country Club Bar & Grill	126	\$26.99	\$2772.72	75
Lighthouse Restaurant	49	\$44.59	\$1,803.43	198



# COMMUNICATION REPORT

## Digital Highlights (Board Communications) - March 2021

### Board Website Pages



Visit [www.clpoa.com](http://www.clpoa.com), then select "Inside Canyon Lake POA" to see Board Pages

### Board Page Statistics Unique Visits & Subscriptions March 1, 2021 - March 29, 2021

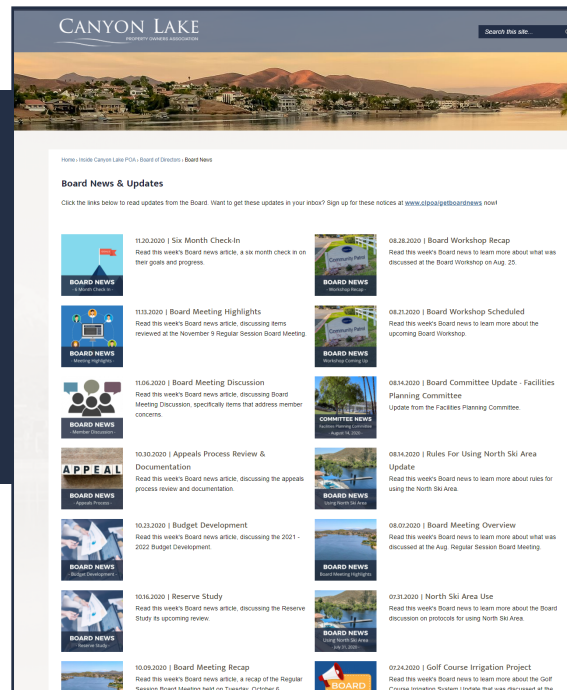
- Meet the Board: 139 (-13 from Feb.)
- Board Principles: 31 (+22 from Feb.)
- Watch Board Meetings: 275 (-103 from Feb.)
- Rules: 565 (+159 from Feb.)
- Board News: 67 (+11 from Feb.)
- Agenda Center Subscribers: 116 (+3 from Feb.)

### Board News & Communications

#### Board News Subscribers & Views:

- Subscribers: 243 (+ 11 from Feb.)
- Board Article, Mar. 5: 129 unique views
- Board Article, Mar. 12: 205 unique views
- Board Article, Mar. 19: 132 unique views
- Board Article, Mar. 26: 119 unique views

Sign up to receive regular Board News updates at  
[www.clpoa.com/getboardnews](http://www.clpoa.com/getboardnews)



### Board Meeting Agendas

Members can sign up to receive Board Meeting Agendas in their inbox at [www.clpoa.com/getboardagendas](http://www.clpoa.com/getboardagendas)

# COMMUNICATION REPORT

Looking Forward - April 2021

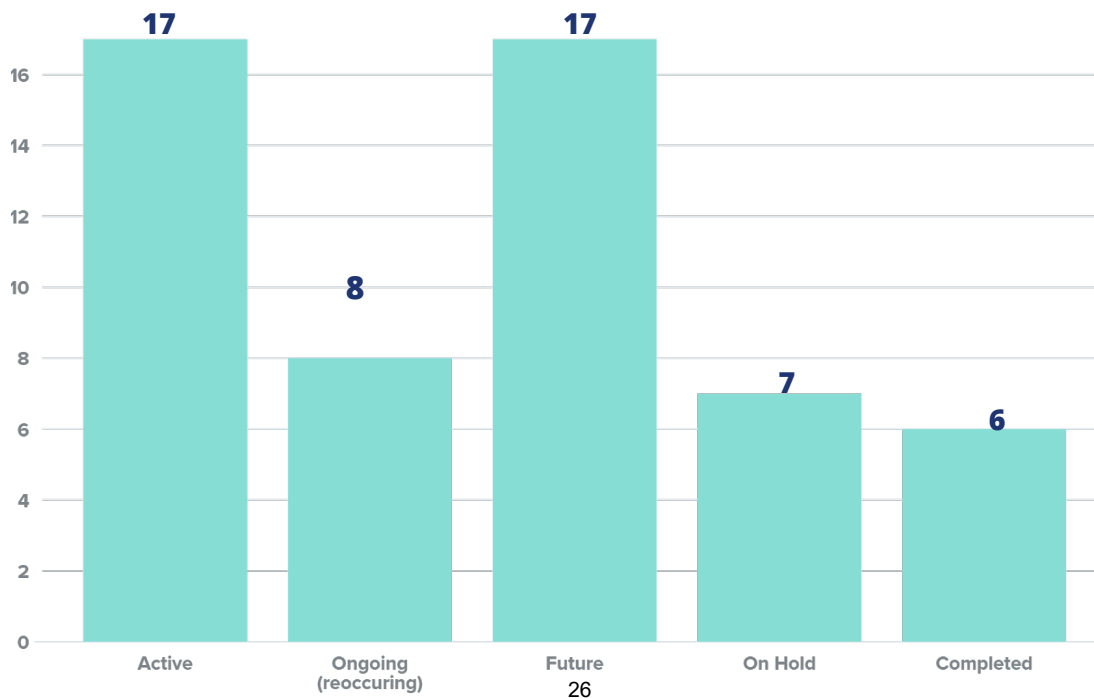
## GOALS & OBJECTIVES

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

- Engagement Campaign
  - Completing New Member Welcome E-Kit
  - Increase reach and engagement for Board communications
  - Improve Social Media Content on CLPOA Page
- Posting and scheduling notices for 2021 Board Election
- Community Project Promotions
  - Happy Camp Playground
  - Roadrunner Park Restroom Building Project
  - Large Dog Park Renovation
  - Sierra Park North Development
- Golf Course Video Hole Tour
- Guest for a Day Promotion at Golf Course
- Daily Play Promotion at Golf Course (Canyon Lake residents only)
- Promoting Dining, Delivery & Takeout services at Restaurants

## Campaign Status

*Below is the status of the campaigns Communications manages. These numbers were updated in March 2021 to remove "Completed" campaigns from years prior to 2021. Completed campaigns in the current calendar year will only be included moving forward.*



31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

## COMMUNITY PATROL

Weekly Activity Report

2/01/21 – 2/07/21

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: *Ebony DeBow (Account Manager)*

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### INCIDENT REPORTS

- Saturday, Feb 6, 2021 Incident Report (patrol) 9:27 AM – Officer was dispatched to Lands End and CLDS for reports of a cement spill at 30131 Channel Way. Robertson ready mix was aware of the spill and had a clean up crew on the way. Operations was on the scene to assist with containment. Officer retrieved two sandbags and placed them in front of the drains to prevent lake contamination. No other issues to report.

---

### PATROL ACTIVITY

- **1** parking violations issued for long term parking (GR.5.3e). **3** service calls received.
- **1** parking violations issued for vehicles extending beyond the curb (GR.5.3f). **1** service call received.
- **95** other parking violations issued. **9** service calls received.
- **2** misc. traffic violations issued. **1** service call received.
- **2** noise violations issued. **8** service calls received.
- **1** golf cart related violations issued. **0** service calls received.
- **1** fishing related violations issued. **0** service calls received.
- **0** animal related violations issued. **9** service calls received.
- **1** gate runner violation issued.

## SPEED ENFORCEMENT ACTIVITY

- **Monday: 2 Citations Issued**
  - Mobile Enforcement Conducted 11:11 AM – 2:40 PM
  
- **Tuesday: 4 Citations Issued**
  - Mobile Enforcement Conducted 10:33 AM – 11:42 AM
  - Stationary Enforcement Conducted 11:43 AM – 12:32 PM at CLDS and Pheasant
  - Mobile Enforcement Conducted 12:57 PM – 2:37 PM
  - Mobile Enforcement Conducted 3:10 PM – 4:21 PM
  - Mobile Enforcement Conducted 4:30 PM – 5:02 PM
  
- **Wednesday: 4 Citations Issued**
  - Mobile Enforcement Conducted 10:45 AM – 12:17 PM
  - Stationary Enforcement Conducted 12:28 PM – 1:50 PM at North Causeway
  - Mobile Enforcement Conducted 1:50 PM – 2:19 PM
  - Mobile Enforcement Conducted 2:54 PM – 4:00 PM
  - Stop Sign Enforcement Conducted 4:00 PM – 4:35 PM at Hoofbeat and Longhorn
  - Mobile Enforcement Conducted 4:48 PM – 4:58 PM
  - Mobile Enforcement Conducted 5:01 PM – 5:31 PM
  
- **Thursday: 1 Citation Issued**
  - Mobile Enforcement Conducted 11:31 AM – 12:17 PM
  
- **Friday: 0 Citations issued**
  - No Speed Enforcement Conducted
  
- **Saturday: 0 Citations Issued**
  - No Speed Enforcement Conducted
  
- **Sunday: 0 Citations Issued**
  - No Speed Enforcement Conducted

\*\*“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 **20** citations were issued.

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## ADDITIONAL INFORMATION

Total Calls for Service	50
Calls for Service – Unable to Locate	15
Motor Vehicle Accidents	0
Vandalism of Amenities	0
<i>(Average Response Time)</i>	3/9
Foot Patrols of Amenities and Parks	1187

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	3,750
- East Gate	2,579
- North Gate	1,741
Total Guest Entries by Gate	
- Main Gate	8,598
- East Gate	5,792
- North Gate	3,437
Total RFID Entries by Gate	
- Main Gate	25,309

- East Gate	13,300
- North Gate	8,202
Confiscated Guest Passes	

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	0
- 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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## COMMUNITY PATROL

Weekly Activity Report

2/08/21 – 2/14/21

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: *Ebony Debow (Account Manager)*

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### INCIDENT REPORTS

- Tuesday, Feb 9, 2021\_ Incident Report (patrol) 10:32 PM- Officer was on patrol of Holiday Harbor and found the restrooms to be vandalized. The paper towel dispenser was broken and the paper towels had been shoved into the disabled stall. The area was patrolled further and no other signs of damage were noticed, no suspects found in the area. The operations department was notified.
- Saturday, Feb 13\_ Incident Report (patrol) 11:35 PM- Officer was on patrol of the tennis courts and found it to be vandalized. The line judge chair had been overturned and there was damage to the chair. The trash cans were thrown on the ground on courts 3,4, and 5. Courts 5 and 6 had shards of glass spread across a large area. The area was patrolled further and no other signs of damage were noticed and no suspects were found in the area. The operations department was notified.

---

### PATROL ACTIVITY

- **1** 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). **10** service calls received.
- **4** parking violations issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.

- **95** other parking violations issued. **9** service calls received.
- **0** noise violations issued. **8** service calls received.
- **1** animal related violations issued. **9** service calls received.
- **1** gate runner violations issued.

## **SPEED ENFORCEMENT ACTIVITY**

- **Monday: 0 Citations Issued**
  - Mobile Enforcement Conducted 11:02 AM – 2:38 PM
  - Mobile Enforcement Conducted 3:15 PM- 3:28 PM
  - Stationary Enforcement Conducted 3:28 PM- 4:19 PM Hoofbeat and Long
- **Tuesday: 2 Citations Issued**
  - Mobile Enforcement Conducted 10:44 AM – 11:32 AM
  - Stationary Enforcement Conducted 11:30 AM – 12:08 PM at CLDS and Pheasant
  - Mobile Enforcement Conducted 12:20 PM – 1:12 PM
  - Mobile Enforcement Conducted 1:25 PM – 2:45 PM
  - Mobile Enforcement Conducted 3:25 PM – 5:00 PM
  - Mobile Enforcement Conducted 5:00 PM – 5:32 PM
- **Wednesday: 0 Citations Issued**
  - Mobile Enforcement Conducted 10:45 AM – 11:40 AM
  - Stationary Enforcement Conducted 11:40 AM – 12:30 PM at CLDS and Pheasant
  - Mobile Enforcement Conducted 12:43 PM – 1:02 PM
  - Mobile Enforcement Conducted 1:37 PM – 3:04 PM
  - Mobile Enforcement Conducted 4:48 PM- 4:58 PM
  - Mobile Enforcement Conducted 3:53 PM- 5:10 PM
  - Mobile Enforcement Conducted 5:21 PM- 5:40 PM
- **Thursday: 1 Citation Issued**
  - Mobile Enforcement Conducted 10:24 AM – 1:29 PM
- **Friday: 0 Citations issued**
  - Mobile Enforcement Conducted 10:23 AM- 1:49 PM
- **Saturday: 1 Citation Issued**
  - Mobile Enforcement Conducted 10:14 PM- 12:10 PM
  - Stationary Enforcement Conducted 3:34 PM- 4:15 PM North ski
- **Sunday: 0 Citations Issued**



- Mobile Enforcement Conducted 10:30 AM- 11:31 AM
- Mobile Enforcement Conducted 3:32 PM-5:13 PM

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

**ADDITIONAL INFORMATION**

Total Calls for Service	44
Calls for Service – Unable to Locate	17
Motor Vehicle Accidents	0
Vandalism of Amenities	2
<i>(Average Response Time)</i>	5/12
Foot Patrols of Amenities and Parks	1187

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	3,479
- East Gate	2,258

- North Gate	1,634
Total Guest Entries by Gate	
- Main Gate	7,838
- East Gate	5,255
- North Gate	3,338
Total RFID Entries by Gate	
- Main Gate	25,345
- East Gate	13,317
- North Gate	8,125
Confiscated Guest Passes	16

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	5
- 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

2/15/21 – 2/21/21

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: *Ebony Debow*

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### INCIDENT REPORTS

- Thursday, Feb 18th\_Incident Report (Patrol) 9:09 PM – Officer was on patrol of the Tennis Court restrooms for lock ups and found it to be vandalized. The officer noticed toilet paper hanging from the stalls, along with spit wads over the floor and ceiling. The area was patrolled further and no other signs of damage were noticed, no suspects found in the area. The operations department was notified.
- Friday, Feb 19th\_Incident Report (Service Call) 7:19 PM – Officer responded to a call of vandalism that took place at the Tennis Courts near the restrooms. Upon their arrival, they found broken glass in the bench area near court 3. The area was patrolled further and no other signs of damage were noticed and no suspects were found in the area. The operations department was notified.
- Saturday, Feb 20th\_Incident Report (Patrol) 10:47 PM – Officer was on patrol of the Tennis Court restrooms for lock ups and found it be inoperable. Upon their arrival, they found blood on the men's toilet, sink, and trash can with bloody tissue in the sink. The area was patrolled further, no other signs of damage were noticed and no suspects were found in the area. The operations department was notified.
- Sunday, Feb 21<sup>st</sup>\_Incident Report (Service Call) 1:32 PM – Officer was dispatched to the Tennis Courts for a report of vandalism. Upon their arrival, they found paper towels stuffed in the toilet and wet wads of tissue thrown on the floor and walls. The area was

patrolled further, no other signs of damage were noticed and no suspects were found. The operations department was notified.

---

#### **PATROL ACTIVITY**

- **1** parking violation issued for unsightly / inoperable vehicles (GR.5.3d). **2** service calls received.
  - **0** parking violations issued for long term parking (GR.5.3e). **7** service calls received.
  - **77** other parking violations issued. **14** service calls received.
  - **4** noise violations issued. **11** service calls received.
  - **0** fishing related violations issued. **3** service calls received.
  - **4** animal related violations issued. **11** service calls received.
  - **0** solicitation violations issued. **1** service call received.
  - **1** gate runner violation issued.
- 

#### **SPEED ENFORCEMENT ACTIVITY**

- **Monday: 1 Citation Issued**
  - Mobile Enforcement Conducted 11:29 PM – 2:30 PM
  - Mobile Enforcement Conducted 4:36 PM – 5:33 PM
- **Tuesday: 3 Citations Issued**
  - Mobile Enforcement Conducted 11:09 AM – 12:16 PM
  - Mobile Enforcement Conducted 12:30 PM – 1:00 PM
  - Stationary Enforcement Conducted 1:00 PM – 1:38 PM CLDS and Pheasant
  - Mobile Enforcement Conducted 3:21 PM – 4:33 PM
  - Mobile Enforcement Conducted 5:22 PM – 5:42 PM
- **Wednesday: 3 Citations Issued**
  - Mobile Enforcement Conducted 10:33 AM – 12:06 PM
  - Mobile Enforcement Conducted 12:18 PM – 2:05 PM
  - Mobile Enforcement Conducted 3:10 PM – 3:45 PM
  - Stationary Enforcement Conducted 3:45 PM – 4:31 PM at CLDS and Pheasant
  - Mobile Enforcement Conducted 4:46 PM – 5:00 PM
- **Thursday: 1 Citation Issued**
  - No Traffic Enforcement Conducted

- **Friday: 1 Citation issued**
  - Mobile Enforcement Conducted 12:30 PM- 2:30 PM
  - Mobile Enforcement Conducted 3:16 PM- 4:30 PM
  
- **Saturday: 1 Citation Issued**
  - Mobile Enforcement Conducted 10:25 PM- 3:37 PM
  
- **Sunday: 0 Citations Issued**
  - No Traffic Enforcement Conducted

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

### **ADDITIONAL INFORMATION**

Total Calls for Service	79
Calls for Service – Unable to Locate	30
Motor Vehicle Accidents	0
Vandalism of Amenities	4
<i>(Average Response Time)</i>	4/6.5
Foot Patrols of Amenities and Parks	1167

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	3,749
- East Gate	2,578
- North Gate	1,699
Total Guest Entries by Gate	
- Main Gate	8,521
- East Gate	5,765
- North Gate	3,462
Total RFID Entries by Gate	
- Main Gate	25,194
- East Gate	13,375
- North Gate	8,306
Confiscated Guest Passes	-

## TWO GUEST LANE ENTRY PROTOCOL\*

Total time in minutes	
- Main Gate	0
- 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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## COMMUNITY PATROL

Weekly Activity Report

2/22/21 – 2/28/21

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: *Ebony Debow*

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### INCIDENT REPORTS

- Friday, Feb 26<sup>th</sup>\_Incident Report (patrol) 11:39 PM - Officer was conducting patrol of the area of Giant Fir and found that it was vandalized. The Officer found the yellow chain at the end of the street was broken. The area was patrolled further, and no other signs of damage were noticed. The operations department was notified.
- Saturday, Feb 27<sup>th</sup>\_Incident Report (patrol) 11:28 PM - Officer was conducting lock-ups of the men's restroom at the Tennis courts when they found the area to be vandalized. The paper towels were removed from the dispenser and placed in the sink, along with trash and other debris that was all over the bathroom floor. The area was patrolled further and no other signs of damage were noticed, no suspects found in the area. The operations department was notified.

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### PATROL ACTIVITY

- **0** parking violations issued for unsightly / inoperable vehicles (GR.5.3d). **3** service calls received.
- **1** parking violation issued for long term parking (GR.5.3e). **9** service calls received.
- **1** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **67** other parking violations issued. **19** service calls received.
- **0** misc. traffic violations issued. **1** service call received.

- 1 noise violation issued. 4 service calls received.
  - 0 golf cart related violations issued. 1 service call received.
  - 1 animal related violation issued. 11 service calls received.
  - 1 gate runner violation issued.
- 

#### **SPEED ENFORCEMENT ACTIVITY**

- **Monday: 0 Citations Issued**
  - Mobile Enforcement Conducted 11:00 AM – 3:00 PM
- **Tuesday: 0 Citations Issued**
  - Enforcement Suspended
- **Wednesday: 0 Citations Issued**
  - Enforcement Suspended
- **Thursday: 0 Citations Issued**
  - Enforcement Suspended
- **Friday: 0 Citations Issued**
  - Enforcement Suspended
- **Saturday: 0 Citations Issued**
  - Enforcement Suspended
- **Sunday: 0 Citations Issued**
  - Enforcement Suspended

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

The dash mounted radar systems were removed for re-certification.

The speed trailers were deployed at various locations throughout the week. **17** Citations issued.

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**ADDITIONAL INFORMATION**

Total Calls for Service	54
Calls for Service – Unable to Locate	28
Motor Vehicle Accidents	1
Vandalism of Amenities	2
<i>(Average Response Time)</i>	6/7.33
Foot Patrols of Amenities and Parks	1238

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	3,839
- East Gate	2,568
- North Gate	1,840
Total Guest Entries by Gate	
- Main Gate	8,723
- East Gate	5,789
- North Gate	3,597
Total RFID Entries by Gate	

- Main Gate	25,872
- East Gate	13,544
- North Gate	8,581
Confiscated Guest Passes	-

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	0
- 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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## Marine Patrol Report

FEBRUARY 2021

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

### Warnings Issued

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

**Additional Information**

	DECEMBER	JANUARY	FEBRUARY
Total Calls for Service	40	31	84
Boat Safety Inspection	17	14	44
Boat Tow (Out of fuel/mechanical)	8	3	8
Boat Tow (Adrift)	1	0	0
Battery Assist	2	1	3
P&C Inspector Escort Hours	3.3	7.1	6.9
Fishing License Checks	22	16	27
Quagga Inspection	12	19	10
White Tag Applied	5	7	18
Quarantine Tag Applied	0	0	0

**Boat Operating Hours**

	DECEMBER	JANUARY	FEBRUARY
Boat 1 START 8331.0 / END 8381.9	137.7	58.1	50.9
Boat 2 START 7850.2 / END 7962.0	57.9	137.9	111.8
Boat 3 START 988.0 / END 992.9	1.7	4.9	4.9
Boat 4 START 1992.2/ END 2053.0	123.0	39.8	60.8

**Boat Operating Hours by Location**

	DECEMBER	JANUARY	FEBRUARY
Main Lake	165.3	124.0	125.5
East Bay	155.0	116.7	98.0
North Ski	1.7	4.9	4.9

## Incident Report Summary

	DECEMBER	JANUARY	FEBRUARY
NO REPORTS	0	0	0

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## Incident Report Detail

Incident Description	Location

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

**Date: 4/6/21**

**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 **1752** which includes permit due dates, violations, and extension and escrow inspections, up from last month **1613**.

### **Important Facts!**

**PC.6.9 Viewing of Application and Plans** Application forms and accompanying plans submitted to the Committee are available for review, at a reasonable time and place, by Association Members for up to thirty **(30)** days after submittal upon the Associations receipt of a written request for same.

### **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 **260** items reviewed
2. Total of **201** permits approved

## **Items reviewed – Open Session**

1. New Home Reviewed/Permit (4)
2. Grading Permit (0)
3. Improvements (74)
4. Lakeside Improvement (14)
5. Recorded Variance (15)
6. Rejected Applications (22)
7. Re-Submittal's (13)
8. Permit issued same day (Over the counter) (85)
9. Preliminary Applications (8)
10. Board Appeals (3)
11. Consent Agenda (0)

## **Member Complaints Logged**

1. 19 member complaints investigated
2. 3 complaints already written

## **Letters – Compliance**

1. 428 Compliance
2. 349 Courtesy notices

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Big Tee & Skylink Entry Gates** – The gates and internal mechanics have been replaced by Decorative Iron Works.

### Developing Projects

- **Country Club Partition Replacement** – The broken partition between the bar and dining area will be replaced this month with a sliding steel security partition, purchased from and installed by Commercial Door Company.
- **Family Park at Sierra Park North** – The City has issued a permit for this project. Funding will be placed on the upcoming POA election ballot for approval / denial by members. An RFP will be released in early April. Construction drawings for this project were done by Cornerstone Studios.
- **Fish Weighing Station at Holiday Harbor** – A concrete slab has been poured by Touw Construction and the remainder of the weighing station will be built by the Bass Club.
- **Holiday Harbor Snack Bar** – This existing space will be updated for community clubs to use for fundraising purposes in the future. This project will be completed by Nootbaar Plumbing and Operations.
- **Large Dog Park** – This project will rehab the current large dog park at East Port. Landscape design for this project was done by Bella Terra Landscape Design. An RFP for this project has been posted on the CLPOA website; all bids must be submitted to [sschneider@canyonlakepoa.com](mailto:sschneider@canyonlakepoa.com) by April 22, 2021 by 2:00pm.
- **Mailbox Slabs and Lighting** – Concrete slabs are continuing to be replaced throughout the community by Touw Construction. The mailbox lighting will be installed by Operations.
- **New Patio Cover & Restrooms at Happy Camp** – Pre-construction drawings have been received from Mitchell J. Architecture for review.
- **New Playground at Happy Camp** – The playground equipment, shade structure, fencing and rubberized safety flooring have been installed. Remaining items include minor detail work in preparation for the April 16<sup>th</sup> ribbon cutting. The playground equipment was purchased from Miracle Playground Equipment, installed by J2 Builders, and the fencing was installed by Valley City Fence.
- **New Playground at Diamond Point Park** – The playground equipment and picnic tables will be replaced.



- **New Restroom at Road Runner Park** – Plans were submitted to the City for permitting. Construction drawings for this project were done by Mitchell J. Architecture. An RFP for this project has been posted on the CLPOA website; all bids must be submitted to [sschneider@canyonlakepoa.com](mailto:sschneider@canyonlakepoa.com) by April 21, 2021 by 2:00pm.
- **Surveillance Equipment at Happy Camp** – Cameras will be installed at the campground by AC Communications.

### Functions with Staff Assistance

- No functions this month needing staff assistance.

### General Maintenance Items

- **Resident Matters** – Respond to residential requests and questions or concerns.
- **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 ensure landscape-related matters and 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 maintenance improvements to the Golf Course Superintendent at Bright View as needed.

- No major issues to report this month.

### Parks and Beaches

- No major issues to report this month.

### Regulatory / Compliance

- **Semi-Annual Kitchen Hood & Ansul System Cleaning / Certification** – California State Fire Protection conducted cleaning and certification of Kitchen Hoods and Ansul Systems at the Country Club and Lodge.
- **Annual Elevator Conveyance Inspections & Smoke Test** – Elevators at the POA and Lodge were inspected and certified by the State and Otis Elevators for the annual conveyance permit renewals.

## Safety / Training

- **HAZWOPER Refresher Class** – Training with certified staff was conducted by ETAC (Environmental Training and Compliance) on March 3<sup>rd</sup> in the Holiday Bay Room at the Lodge. Staff was seated 6' apart and wore face coverings during the training.
- **First Aid CPR Training** – Training was conducted by Safety Compliance Company on March 18<sup>th</sup> in the Holiday Bay Room at the Lodge. Staff was seated 6' apart and wore face coverings during the training.

## **EQUESTRIAN CENTER**

- Operations installed new DG (decomposed granite) in the stalls and Decorative Iron Works repaired deteriorating stall fencing.

## **HAPPY CAMP CAMPGROUND**

- No further updates to report this month.

## **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 met in person on March 11<sup>th</sup> at 1:00 p.m. in the Magnolia Room at the Country Club.

The following agenda items were addressed by the Green Committee:

- Old business was discussed including ground erosion issues near cart paths, areas needing mulch, and installing a French drain to manage ground water collecting near #4.
- New business was discussed including the golf course inspection during the week of March 29<sup>th</sup>.

The Green Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on April 8<sup>th</sup> at 1:00pm.

**Facilities Planning Committee:** The Facilities Planning Committee (FPC) members did not meet in March and will not be meeting in April. The Facilities Planning Committee typically meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next scheduled meeting is on May 13<sup>th</sup> at 3:30pm.

**Recreation Committee:** The Recreation Committee members met in person on March 16<sup>th</sup> at 4:00 pm in the POA Conference Room.

The following agenda items were addressed by the Recreation Committee:

- Old business was discussed including an update on the Happy Camp playground, discussion regarding Family Park at Sierra Park North, and the installation of a fish weighing station.
- New business was discussed including new playground equipment at Diamond Point Park, judge stand replacements at the Equestrian Center, and repairs to the dock and judges towers in the North Ski Area.

The Committee meets on the 2<sup>nd</sup> Tuesday of the month at 4:00pm in the Conference Room at the POA. Their next meeting is on April 13<sup>th</sup>, 2021.

**Tuesday Work Group (TWG):** The TWG members met in person on March 18<sup>th</sup> at 1:00pm in the Magnolia Room at the Country Club. The following agenda items were addressed by the TWG:

- Old business was discussed including the organization of old records.
- New business was discussed including ongoing / future projects and membership.

The next TWG meeting is scheduled for April 20<sup>th</sup> at 1:00pm in the Magnolia Room.

## CHALLENGES

The playground at Happy Camp is nearly complete with a few finishing details that still need to be addressed before the ribbon-cutting ceremony. It boasts a large shade structure and updated equipment that will entertain children of all ages. Additionally, there are 2 open RFPs currently on the Association's website for the Roadrunner Park Restroom Building Project and the Large Dog Park Project at East Port. And we're all very excited about the Family Park Project at Sierra Park North but want to remind members that funding for this project depends on your vote! Be sure to mail-in your ballot by May 7<sup>th</sup>!



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Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT**  
**February 2021**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
320180	N/A	1/21/2021	COMMON AREAS / CONTINENTAL DRIVE	REMOVE CONCRETE FROM CLPOA MAILBOXES	\$25.83	1	\$65.83	CONCRETE DISSOLVER
320238	848656	1/25/2021	TENNIS COURTS	REPAIR / REPLACE DAMAGED TABLE NEAR PAVILION	\$18.31	5.5	\$238.31	LUMBER / PAINT / HARDWARE / LUMBER GLUE
320211	848889	1/25/2021	COMMUNITY PATROL / MAIN GATE	REPAIR / REPLACE DAMAGED GATE ARM	\$0.00	6	\$240.00	ON CALL HOURS FOR GATE REPAIRS
N/A	N/A	2/1/2021	FAIRWAY ESTATES / SKYLINK	REPAIR DAMAGES MADE TO SKYLINK ENTRANCE	\$120.00	0	\$120.00	VENDOR REPAIR - INVOICE #1736
320266	N/A	2/2/2021	COMMON AREAS / NORTH SKI	REPAIR NORTH SKI PAVILION	\$106.03	8	\$426.03	LUMBER / PAINT / HARDWARE / LUMBER GLUE
320274	855689	2/5/2021	COMMON AREAS / SIERRA PARK	RE-SECURE EQUIPMENT AS NEEDED	\$0.00	1	\$40.00	HARDWARE
320310	858558	2/6/2021	COMMON AREAS	REPAIR PERIMETER FENCING NEAR DOMINOS GATE	\$0.00	29	\$1,160.00	HARDWARE
N/A	N/A	2/8/2021	COMMON AREAS / ROADRUNNER PARK	REPAIR DAMAGES MADE TO ROADRUNNER AWNING	\$2,332.00	0	\$2,332.00	VENDOR REPAIR - INVOICE #139991 / INVOICE #139992
320327	N/A	2/10/2021	COMMON AREAS / INDIAN BEACH	REPAIR DAMAGES MADE TO INDIAN BEACH STAGE	\$282.36	8.5	\$622.36	LUMBER / PAINT / HARDWARE / LUMBER GLUE
320367	867404	2/17/2021	GOLF COURSE	REPAIR GOLF COURSE PERIMETER FENCING	\$59.87	1	\$99.87	REPLACEMENT CHAIN & LOCK
320378	867907	2/17/2021	TENNIS COURTS	REMOVE ALL GRAFFITI FROM RESTROOMS	\$10.00	0.5	\$30.00	GRAFFITI REMOVER
320385	868937	2/18/2021	TENNIS COURTS	CLEAN UP TENNIS RESTROOMS AS NEEDED	\$0.50	0.5	\$20.50	GLOVES
320415	870657	2/21/2021	GOLF COURSE	REPAIR DAMAGES TO 11TH TEE GATE / LOCK	\$59.87	2	\$139.87	REPLACEMENT CHAIN & LOCK
320482	876418	2/27/2021	TENNIS COURTS	REPAIR / CLEAN UP TENNIS RESTROOMS	\$10.50	1	\$50.50	CLEANING SUPPLIES & GLOVES
N/A	N/A	2/28/2021	HAPPY CAMP	REPLACE MISSING LOCK TO RESTROOMS	\$37.00	0.5	\$57.00	REPLACEMENT LOCK

\$ 3,062.27 \$ 64.50 \$ 5,642.27  
\$ 2,580.00

**Canyon Lake Property Owners Association**  
**Repair & Replacement Fund Expenditures**

	FYE 2019	February 2021	FYE 2020	2019-2020 TOTAL
<b>HVAC Units</b>				
#0303 HVAC Lodge	16,300	-	16,750	33,050
#1350 HVAC Corporate Office	-	-	17,149	17,149
#1659 HVAC North Gate	2,750	-	-	2,750
<b>Total HVAC Units</b>	<b>19,050</b>	<b>-</b>	<b>33,899</b>	<b>52,949</b>
<b>Lighting</b>				
#1161 LED Lighting Eastport	11,221	-	-	11,221
#1403 CC Bollard Lighting	11,315	-	-	11,315
#1484 Parking Lot Lighting - Lodge	2,011	-	-	2,011
#1956 Lighting Grounds - Lodge	1,674	-	-	1,674
<b>Total Lighting</b>	<b>26,221</b>	<b>-</b>	<b>-</b>	<b>26,221</b>
<b>Park Equipment &amp; Furnishings</b>				
#0404 Park Equipment	2,015	-	-	2,015
#0404 Park Equipment HH	1,838	-	-	1,838
#1025 Emerald Park Tables w/seats	-	-	3,105	3,105
#1071 Moonstone Park - Tables	-	-	3,614	3,614
#1073 Moonstone Park - Waste Containers	-	-	2,123	2,123
#1124 Waste Container - Ski Slalom	-	-	1,983	1,983
#1605 Roadrunner Park	1,793	-	-	1,793
#1681 Refrigerator Holiday Harbor Snack Bar	-	1,806	1,806	1,806
#2012 (6) Shade Structures \$12,969.48	12,969	-	-	12,969
2-1904-01 Small Dog Park \$33,363.75	42,768	-	-	42,768
2-2011-00 Large Dog Park \$100k-\$120k	-	-	2,800	2,800
#1992 Dog Park Drinking Fountains	-	-	4,847	4,847
<b>Total Park Equipment &amp; Furnishings</b>	<b>61,383</b>	<b>1,806</b>	<b>20,276</b>	<b>81,659</b>
<b>Gault Field</b>				
#1309 Gault Field - Netting & Shade Cover	1,724	-	-	1,724
#1310 Gault Field - Snack Bar Door	1,675	-	-	1,675
#1301 Gault Field - Field #1 Lights	9,027	-	-	9,027
#1301 Light Replacement Gault Field	5,100	-	-	5,100
#1305 Gault Field - Field #2 Lights	4,248	-	3,650	7,898
<b>Total Gault Field</b>	<b>21,774</b>	<b>-</b>	<b>3,650</b>	<b>25,424</b>
<b>East Port</b>				
1980 East Port Restrooms	5,700	-	-	5,700
<b>Total East Port</b>	<b>5,700</b>	<b>-</b>	<b>-</b>	<b>5,700</b>
<b>Equestrian</b>				
#1171 Equestrian Lighting, Barn	5,796	-	-	5,796
#1173 Equestrian Lighting, Poles, Wood	-	-	3,142	3,142
#1174 Equestrian - Sand Replacement	-	-	15,003	15,003
#1179 Equestrian Repairs	-	-	4,707	4,707
<b>Total Equestrian</b>	<b>5,796</b>	<b>-</b>	<b>22,851</b>	<b>28,647</b>
<b>Total Metal Railing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Restaurant Equipment</b>				
#0901 CC Bar Equipment	3,591	-	-	3,591
#0901 Lodge Waste Collector	6,476	-	-	6,476
#0901 Misc. Restaurant Equip	1,745	-	-	1,745
#1426 Ice Machine - CC	7,640	-	-	7,640
#1522 Trough Table - Lodge	11,437	-	-	11,437
#2117 Salad/Sandwich Prep Station	-	-	6,000	6,000
2-2011-01 Lodge Dishwasher \$71142.40	-	-	66,745	66,745
<b>Total Restaurant Equipment</b>	<b>30,890</b>	<b>-</b>	<b>72,745</b>	<b>103,635</b>
<b>Furniture</b>				
#0903 Furniture Corporate Office	4,436	-	-	4,436
#1579 Furniture Senior Center	-	-	1,705	1,705
<b>Total Furniture</b>	<b>4,436</b>	<b>-</b>	<b>1,705</b>	<b>6,140</b>
<b>Flooring</b>				
#1377 Bluebird Hall Flooring	-	-	7,851	7,851
<b>Total Flooring</b>	<b>-</b>	<b>-</b>	<b>7,851</b>	<b>7,851</b>
<b>Doors</b>				
#0707 Doors - Lodge	-	-	-	-
#1412 Exterior Storage Doors - CC	6,675	-	-	6,675
#1707 Doors - CC	23,050	-	-	23,050
#0910 Door - Pool	-	-	-	-
#1747 Kitchen Back Door - CC	1,975	-	-	1,975
<b>Total Doors</b>	<b>31,700</b>	<b>-</b>	<b>-</b>	<b>31,700</b>
<b>Lodge</b>				

**Canyon Lake Property Owners Association**  
**Repair & Replacement Fund Expenditures**

	FYE 2019	February 2021	FYE 2020	2019-2020 TOTAL
#1501 Lodge - Kitchen Warmers	3,687	-	-	3,687
#0910 Lodge Remodel	51,405	875	875	52,280
2-2006 Lodge Front Patio/Event Space Design \$28k	-	9,446	33,262	33,262
2-2102 Lodge ADA Ramp Landscape Project	-	29,985	29,985	29,985
#2006 Artificial Turf & Landscape \$89,570.97	-	-	85,217	85,217
<b>Total Lodge</b>	<b>55,092</b>	<b>40,306</b>	<b>149,338</b>	<b>204,430</b>
<b>Country Club</b>				
#0910 CC Acoustical Ceilings-Magnolia Rm	7,250	-	-	7,250
#0910 CC Remodel Men's Restroom	22,334	-	-	22,334
#1390 CC Men's Locker Partitions #11,156	14,034	-	-	14,034
#1397 CC Transformer Pad & Fence	4,322	-	-	4,322
#1410 CC Concrete Entr \$14,641.08	14,641	-	-	14,641
#1410 CC Refurb Stairs \$16,930	15,930	-	-	15,930
#1419 CC Fountain \$65,000 11/1/19	57,861	-	-	57,861
#1730 CC Main Double Doors	-	-	2,750	2,750
#1743 CC - Flag Pole	2,621	-	-	2,621
#1759 CC Replace Folding Grille	-	3,903	3,903	3,903
2-2102-00 Plumbing Repairs	-	4,438	4,438	4,438
<b>Total Country Club</b>	<b>138,993</b>	<b>8,340</b>	<b>11,090</b>	<b>150,083</b>
<b>Senior Center</b>				
#1574 Senior Center - Carpet & Baseboards	-	-	6,978	6,978
<b>Total Senior Center</b>	<b>-</b>	<b>-</b>	<b>6,978</b>	<b>6,978</b>
<b>Signage</b>				
#0910 Signage Eastgate \$48700 11-6-18	47,350	-	-	47,350
#1700 Signage - Estates	11,673	-	-	11,673
#2006 Sign CC \$40,425 11/6 /18	3,546	-	-	3,546
<b>Total Signage</b>	<b>62,569</b>	<b>-</b>	<b>-</b>	<b>62,569</b>
<b>Guard Shacks</b>				
#1110 Guard Shack FRP Installation	1,502	-	-	1,502
#1635 Main Gate - Gate Operator	-	-	15,691	15,691
#1660 North Gate - Gate Operator	-	9,923	9,923	9,923
#1654 East Gate Barrier Arm Operator	15,804	-	-	15,804
#1702 Card Reader - Main Gate	2,149	-	-	2,149
#2175 Skylink/BT Access Panel	8,333	-	-	8,333
<b>Total Guard Shacks</b>	<b>27,788</b>	<b>9,923</b>	<b>25,614</b>	<b>53,401</b>
<b>Corporate Office</b>				
#1327 POA Office - Carpet	-	-	3,782	3,782
#1342 Admin Equipment Ofc	14,996	-	12,127	27,123
#1342 Card Reader Member Services	-	-	3,103	3,103
#1352 Water Heater	-	-	2,125	2,125
#2172 IT Camera North Gate	-	-	10,180	10,180
#2172 IT Camera Lodge	27,460	-	-	27,460
#2183 Camera - Big Tee Gate	3,503	-	-	3,503
#2183 Camera - Skylink Gate	4,294	-	-	4,294
<b>Total Corporate Office</b>	<b>50,252</b>	<b>-</b>	<b>31,317</b>	<b>81,569</b>
<b>Computers</b>				
#0912 Office Equip Corp Admin	7,028	-	5,262	12,290
#1900 Server Licenses	1,804	-	-	1,804
#2011 Network Backup \$50,880.34 8/6/19	50,880	-	-	50,880
#2155 Main Gate Server	-	-	6,232	6,232
#1900 CP Computers	1,613	-	-	1,613
<b>Total Computers</b>	<b>61,325</b>	<b>-</b>	<b>11,494</b>	<b>72,819</b>
<b>Operations</b>				
#1560 Motorola Repeater - Operations	-	-	4,113	4,113
#1546 Storage Containers - Operations	-	-	-	-
<b>Total Operations</b>	<b>-</b>	<b>-</b>	<b>4,113</b>	<b>4,113</b>
<b>Pool</b>				
#1100 Pool Heater	3,400	-	-	3,400
#1101 Pool Filters	3,600	-	-	3,600
#1141 Pool Fencing	-	-	3,185	3,185
#1142 Pool Shower Ceramic Tile	-	-	10,810	10,810
#1143 Pool Water Heater - 50 Gallon	-	-	9,295	9,295
#1158 Pool Pump	-	-	3,537	3,537
2-1912-00 Pool Deck & Plaster Replacement \$278,817	226,770	-	67,144	293,914
<b>Total Pool</b>	<b>233,770</b>	<b>-</b>	<b>93,971</b>	<b>327,741</b>
<b>Lake</b>				
#1620 Dock Gate Extension	1,900	-	-	1,900
#1620 Ramco Dock Repair	3,980	-	-	3,980
#1668 N Area Ski Erosion Remediation	42,211	-	-	42,211

**Canyon Lake Property Owners Association**  
**Repair & Replacement Fund Expenditures**

	FYE 2019	February 2021	FYE 2020	2019-2020 TOTAL
#1678 Buoy Replacements	-	-	3,533	3,533
#1687 Dock - Lucky Cove \$13,550 1/7/2020	9,033	-	9,497	18,530
#2004 Dock - Indian Beach \$36,277.50 4/7/20	5,383	-	-	5,383
#2007 Docks HC \$88,326 4/2/19	79,815	-	1,100	80,915
#1694 N Ski Access & Picnic \$38,651 5/7	46,204	-	1,552	47,756
#1686 Docks	2,365	-	6,822	9,187
<b>Total Lake</b>	<b>190,891</b>	<b>-</b>	<b>22,503</b>	<b>213,394</b>
<b>Campground</b>				
#1257 Campground Building - Carpet & Vinyl Flooring	-	-	6,953	6,953
#1271 Campground Fuel Tank Hose	5,901	-	2,072	7,973
2-2005-00 HC Playground \$159,757.50	-	-	86,016	86,016
2-2009-00 Campground Restroom \$180k-\$200k	-	6,104	13,441	13,441
<b>Total Campground</b>	<b>5,901</b>	<b>6,104</b>	<b>108,483</b>	<b>114,384</b>
<b>Fencing</b>				
#1625 Fencing Golf Course	2,300	-	-	2,300
#1625 Fencing - Other	5,914	-	-	5,914
<b>Total Fencing</b>	<b>8,214</b>	<b>-</b>	<b>-</b>	<b>8,214</b>
<b>Golf Course</b>				
#1228 Hole #13 Lake Refurbish	141,964	-	260,686	402,650
#1231 Golf - Concrete Repairs	13,765	-	12,725	26,490
#1702 Golf Course Equipment	2,337	-	-	2,337
#1702 TWG Equipment	2,944	-	-	2,944
#2087 Golf Maintenance Storage Shed	-	-	4,434	4,434
2-2007-00 GC Irrigation Sys \$95,700 7/7/20	-	-	33,736	33,736
<b>Total Golf Course</b>	<b>161,010</b>	<b>-</b>	<b>311,581</b>	<b>472,591</b>
<b>Fairway Estates</b>				
#2174 Fencing Iron - Skylink Gate	4,500	-	-	4,500
#2176 Fairway Estates - Operators	4,500	-	2,000	6,500
<b>Total Fairway Estates</b>	<b>9,000</b>	<b>-</b>	<b>2,000</b>	<b>11,000</b>
<b>Grounds</b>				
#1726 Perimeter Fencing	-	-	3,500	3,500
#1800 Eastport Landscaping 03/03/20 \$29145	-	-	29,145	29,145
2-1802-01 Mailbox Proj \$418,589 2/6/8	116,971	-	-	116,971
#1852 Irrigation System Repairs	2,444	-	5,085	7,529
#1853 Landscaping	35,578	-	50,007	85,585
#1907 Surveillance System Cameras	13,854	-	-	13,854
#1848 Mailbox Slabs	65,915	26,215	88,435	154,350
2-2010-01 CLDS So Median Landscape \$100k-\$150k	-	-	9,288	9,288
<b>Total Grounds</b>	<b>234,762</b>	<b>26,215</b>	<b>185,460</b>	<b>420,222</b>
<b>Large Equipment</b>				
#1904 Tractor Rotary Harrow	1,996	-	-	1,996
<b>Total Large Equipment</b>	<b>1,996</b>	<b>-</b>	<b>-</b>	<b>1,996</b>
<b>Vehicles</b>				
#1810 Flatbed Equipment Trailer	7,398	-	-	7,398
#1810 Toyota Trk #71849 (\$25,480.59)12/19	25,481	-	-	25,481
#1810 Toyota Trk #72547 (\$25,480.59)12/19	25,481	-	-	25,481
#2090 Tractor - OPS \$92,139.35 (12/03/19)	-	5,000	90,754	90,754
<b>Total Vehicles</b>	<b>58,359</b>	<b>5,000</b>	<b>90,754</b>	<b>149,113</b>
<b>Plumbing, Sewers, Drains &amp; Septics</b>				
#1610 Storm Drain Repair	2,350	-	-	2,350
#1855 Backflow Repairs	3,978	-	2,580	6,558
<b>Total Plumbing, Sewers, Drains &amp; Septics</b>	<b>6,328</b>	<b>-</b>	<b>2,580</b>	<b>8,908</b>
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>	<b>1,513,200</b>	<b>97,693</b>	<b>1,220,253</b>	<b>2,729,340</b>

## Canyon Lake Property Owners Association Capital Improvement Fund Expenditures

	FYE 2019	February 2021	FYE 2020	2019-2020 TOTAL
<b>05 Capital Improvement Fund</b>				
5-1403-06 Roadrunner Park	1,015	-	-	1,015
5-1805-02 Sound Wall Project 03-29-19	252,814	-	-	252,814
5-1806-01 Happy Camp Internet	1,488	-	-	1,488
5-1806-02 LED Lghtg-Vllybll \$6,113 06-04-18	4,570	-	-	4,570
5-1809-03 Amphitheater Wildan \$40,000	6,923	-	-	6,923
5-1811-02 Pump Track Lndscp \$19,600 11-6-18	21,600	-	-	21,600
5-1901-01 LED Electric Sign \$74,360 02-05-19	3,330	-	-	3,330
5-1901-02 RFID Readers	4,592	-	-	4,592
5-1902-01 Doc Scan \$104,500 02-05-19	90,500	-	-	90,500
5-1902-01 Doc Scan \$23,800 09-03-19	23,800	-	-	23,800
5-1903-01 Propane Tnk HC \$4,116.82 03-05-19	9,244	-	-	9,244
5-1907-01 Wave Devices \$19,740 07-08-19	7,920	-	11,820	19,740
5-1908-00 East Gate Clearance \$1,899.30	1,899	-	-	1,899
5-1908-01 Curtains - Lodge \$3,426.44 08-28-19	3,426	-	-	3,426
5-1908-02 19' Boat & Trlr \$15,000 08-15-19	15,000	-	-	15,000
5-1908-03 Monument Sgn \$1,939.50	1,940	-	-	1,940
5-1909-01 Marine Radar \$106,990.38 09-27-19	102,576	2,534	12,082	114,658
5-1912-01 Toyota Trk \$25,480.59 12-03-19	25,481	-	-	25,481
5-1912-02 Speed Radar Signs \$18,992.68 12-03-19	18,529	-	-	18,529
5-2001-01 Audio System HBR \$37,750.00 01-27-20	29,756	-	-	29,756
5-2002-03 Plan Check EMVWD for Lodge Pavement	6,680	-	-	6,680
5-5004-00 Sierra Park North Pump Track \$88,690.00	-	-	73,414	73,414
5-2005-00 Pool Bldg Addition \$92,470.35 05-05-20	15,313	-	92,691	108,005
5-2005-01 Roadrunner ADA Ramp \$57,498.00	-	-	43,703	43,703
5-2006-01 Sierra Park Shade Structure \$3,255.00	-	-	3,255	3,255
5-2007-01 2015 Toyota Forklift \$20,364.75 07-2020	-	-	20,365	20,365
5-2008-00 Lodge Misting System \$7,787.00	-	-	9,928	9,928
5-2008-01 Community Bldg Design - Undrgrnd Utilities \$3210.50	-	-	3,211	3,211
5-2010-02 Camera Project Diamond Pt, Roadrunner & East Port	-	-	6,741	6,741
5-2101-00 Camera Project Campground	-	6,600	6,600	6,600
5-2010-03 Roadrunner Restroom \$31,800	-	8,272	14,272	14,272
5-2010-04 Mailbox Lighting \$100k-\$200k	-	-	2,836	2,836
5-2011-00 North Ski dock Gate \$2800.00	-	-	2,800	2,800
5-2012-01 2016 CASE Skid Steer Loader	-	-	18,318	18,318
5-2012-02 Steps, Walkways, Stairs Moonstone Bch	-	-	18,425	18,425
5-2101-00 Kitchen Breakroom Blue Bird Hall	-	-	6,841	6,841
5-2101-01 ADA Guardrail - Roadrunner Park \$57,498	-	-	13,220	13,220
5-2101-02 Hardware License - Diamond Point	-	-	1,663	1,663
5-2102-00 Mailbox Lighting Project \$145,320	-	60,825	60,825	60,825
<b>Total 05 Capital Improvement Fund</b>	<b>648,396</b>	<b>78,231</b>	<b>423,010</b>	<b>1,071,406</b>



## Canyon Lake Property Owners Association Road Reserve Fund Expenditures

	FYE 2019	February 2021	FYE 2020	2019-2020 TOTAL
3-1712-2 Road Repair	12,646	-	-	12,646
3-1907-01 Willdan CO \$28040.00 7/8/19	27,614	-	-	27,614
3-1908-01 Re-pvng CLD/Pkg Its \$3,698,909	2,378,701	-	1,243,177	3,621,878
3-2001-01 Traffic Studies - Willdan \$8,750	6,563	-	-	6,563
3-2101-00 Parking/Traffic (Rev.) \$2,000	-	1,800	1,800	1,800
3-2001-02 J&J Ent Curb Repl \$2,850	2,850	-	-	2,850
3-2007-01 Striping (Longhorn & Continental) \$12k-\$15k	-	-	8,000	8,000
3-2009-01 Parking/Traffic Issues \$4,000	-	-	3,500	3,500
3-2101-01 Santana Court Pavement Rehabilitation \$75,434.10	-	65,842	65,842	65,842
3-2102-00 GMU Pavement Condition Index	-	5,217	5,217	5,217
3-2102-01 Campground Road & Drainage	-	5,812	5,812	5,812
3-9999-00 Minor Road Repairs	-	-	3,000	3,000
<b>Total Road Reserve Fund Acct 03-0670</b>	<b>2,428,374</b>	<b>78,671</b>	<b>1,336,348</b>	<b>3,764,721</b>