

## Board of Directors

### Regular Session Board Meeting Agenda

Tuesday, May 4, 2021 - 6:00 – 9:30 P.M.

22200 Canyon Club Drive, Canyon Lake, CA 92587

This meeting may also be joined virtually 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**

- April 6, 2021

3. **Public Official Comments**

- EVMWD Presentation – Understanding Potential Water Rate Changes (Bonnie Woodrome)

4. **Presentations**

- 2020/21 Year in Review (Staff)
- Ballot Measures (Staff)
- Board Retiree Awards

5. **Announcements**

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

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, March 31, 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.

C. **Authorization of Liens**

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

D. **APPROVAL: Recreation Committee Member Appointments** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve the appointment of Amanda Yates and Cherie Fitzpatrick as members to the Recreation Committee; contingent upon execution of the Confidentiality Agreement, effective immediately.

- E. **APPROVAL: Senior Work Group Committee Member Appointment** (Carrie Pratt)  
Proposed Resolution: That the Board of Directors appoint Kathy Santangelo to the Senior Work Group; contingent upon execution of the Confidentiality Agreement, effective immediately.
- F. **APPROVAL: ACC Alternate Committee Member Appointment** (Cheryl Mitchell)  
Proposed Resolution: That the Board of Directors appoint Douglas Arquette to fill the alternate position for the ACC Committee; contingent upon execution of the Confidentiality Agreement, effective immediately.

## 7. Board Action Items

- 7.1 **APPROVAL: New Fine Appeal Procedures – Re-numbering for Appeals Process** (Cheryl Mitchell)

Proposed Resolution: That the Board of Directors approve to revise PC.6.10, PC.6.10a, PC.6.10b Appeal Process for Fines, and new PC numbering as attached.

- 7.2 **APPROVAL: 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.

- 7.3 **APPROVAL: Canyon Lake Sanctioning Request – Canyon Lake Veterans & First Responders Group** (Carrie Pratt)

Proposed Resolution: That the Board of Directors approve/reject the Canyon Lake Veterans & First Responders Group as a sanctioned club, effective May 4, 2021.

- 7.4 **APPROVAL: Funding for Vehicle Replacement of Planning and Compliance Department Vehicles 08-1 & 08-2** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve funding for the amount of \$52,402 Plus a 2.5% contingency from the Repair and Replacement funds, 02-670.

- 7.5 **APPROVAL: Funding for Large Dog Park Phase 2** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve the funding of \$100,706.39 from Repair and Replacement Fund, 02-670 and \$16,760.00 from the Capital Improvement Fun, 05-670 plus a 5% contingency to update the Large Dog Park.

- 7.6 **APPROVAL: Funding for Roadrunner Restroom Construction** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve funding for the amount not to exceed \$184,000 from the CIP fund, 05-670 for the Roadrunner Restroom project.

- 7.7 **APPROVAL: Contract with GMU Geotechnical to Develop Plans and Specs for the First Year of Major Road Repairs** (Eric Kazakoff)

Proposed Resolution: That the Board of Directors approve \$197,748.00 plus a 10% contingency to hire GMU for these services, to come from the Road Litigation/Repair Fund.

- 7.8 **APPROVAL: Financial Planning Lessons Learned** (Director O'Dell & President Poland)

Proposed Resolution: That the Board of Directors approve the recommendations for future

Financial Planning, 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

- A. Marvin Webster 29399 Vacation Dr.  
Appealing ACC Denial of RV Parking Pad
- B. Perry Beggs 29385 Vacation Dr.  
Appealing ACC Denial of Pavers for Trailer Storage
- C. Laura Bollman 23201 Continental Dr.  
Appealing ACC Denial of Netting (Golf Course)

## 12. Next Meeting Date

- Thursday, May 13, 2021 at 8:00 a.m. – Annual Meeting of the Members and Election of Directors
- Saturday, May 15, 2021 at 8:00 a.m. – Alt. Annual Meeting of the Members and Election of Directors
- May 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> 9:00 a.m. – 5:00 p.m. – Executive Session (Orientation)
- Tuesday, June 1, 2021 at 2:00 p.m. – Executive Session
- Tuesday, June 1, 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, April 6, 2021, via Zoom. President Chris Poland called the meeting to order at 6:02 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; 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**

- March 9, 2021
- March 23, 2021

MOTION/RESOLUTION: Director O'Dell moved that the Board of Directors approve the March 9, 2021, and March 23, 2021 Regular Session Meeting Minutes, as attached. Director Barringham seconded. Five votes in favor. MOTION CARRIED

**3. Public Official Comments**

EVMWD Director Darcy Burke reported on: Canyon Lake Water Treatment Plan, pilot studies, budget workshops, water efficiency reminders, water rate planning, compliance impacts, RARE Assistance Program, North Ski meeting with residents, Co-hosting the upcoming Coffee with the Mayor event, and Joint City POA EVMWD meetings.

Mayor Pro Tem Jeremy Smith reported on: Highschool scholarship deadlines, Riverside County COVID-19 Tier change to Orange, City Annual Community Clean Up Event, community input on the Fire Department patch design, new Employee Handbook for the City, and invitation to Coffee with the Mayor Events.

**4. Presentations**

Sr. Manager of Member Services Cory Gorham presented a status update on the Community Patrol transition to G4S and introduced the new Account Manager, Matthew Lee. G4S Account Manager Matthew Lee provided an update on the training, transition and new contact information.

**5. Announcements**

None.

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

MOTION/RESOLUTION: Upon motion properly made by Director Kamashian, seconded by Director Barringham, and five votes in favor. Items A and B 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. Report of Executive Session Actions

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

7. **Board Action Items**

7.1 APPROVAL: Revise Policy & Rules CG.2.2 & CG.3.10 Campground Requirements, Reservation & Use

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors approve to revise rules CG.2.2 and CG.3.10, as attached, effective September 7, 2021. Director Kamashian seconded. Five votes in favor. MOTION CARRIED

7.2 28-Day Reading – for New Fine Appeal Procedures – Re-numbering for Appeals Process

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve reading for PC.1.6, PC.6.10, PC.6.10a, PC.6.10b Appeal Process for Fines, and new PC numbering as modified. Director O’Dell seconded. Five votes in favor. MOTION CARRIED

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

MOTION/RESOLUTION: Director O’Dell moved that the Board of Directors approve the 28-day reading to revise rules GR.4.5 and GR.4.6, as modified to add ‘, with the exception of flags, which may be flown at a standard height on an approved flag pole’ on 4.5.A.1 and 4.5.B.1 after “... three (3) feet above grade”. Director Barringham 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: Orange Tier change through Riverside County and following Association changes, pool re-opening, employment opportunities, Senior Center Committee meetings, marketing campaigns, page statistics, communication subscriptions, department reports, Sierra Park North project status, and the budget publication.
- Staff Reports, as written
- Community Patrol, as written

10. **Board Comments**

- President Poland reported on: efforts towards streamlining the ACC Committee Appeal process, new ACC DHC process, work on the CC&R amendments, Dredge Committee on hold for permitting, lake level impacts, and preparation for the new Board of Directors.
- Director Kamashian reported on: Green Committee meeting changes, TWG projects, invitation for volunteers on TWG, Appeals Committee meeting changes, upcoming in-person Board Meetings with limited attendance, and appreciation to the community for the input on the Election Flag/Sign rules.
- Director Nathan reported on: Recreation Committee meetings, Happy Camp Ribbon Cutting Ceremony on April 16<sup>th</sup> from 3-5 p.m., appreciation to staff for facility upkeep, and Election Reminders.

- Director Barringham reported on: Senior Center meetings, upgrades to the Senior Center facility, appreciation to President Poland for his leadership, and appreciation to fellow Directors for their work serving on the Board of Directors.
- Director O’Dell reported on: Finance Committee meetings, term expiration, inquiry to staff on the speed trailer deployment stats and status update on the purchase of the third speed trailer, vandalism reports, request for staff review of ongoing issues of vandalism and behavior at the Tennis Courts, appreciation to President Poland for his leadership, appreciation to fellow Board Directors, staff, and Committee Members, reminder for members to do their own research on Association items, communication sign-up reminders, and appreciation to all for the Board of Director’s for accomplishments in their tenure.

**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
- Thursday, May 13, 2021 at 8:00 a.m. – Annual Meeting of the Members and Election of Directors

**13. Adjournment**

Director Kamashian moved to adjourn the meeting. Director Barringham seconded. Meeting adjourned at 7:30 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 March 31, 2021.

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Susan C. Dawood, Controller

**Date: May 4, 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 May 4, 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 one (1) member related matter during this meeting.

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on four (4) 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

**Date:** May 4<sup>th</sup>, 2021

**To:** Board of Directors

**From:** Accounting Department

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

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## **Background**

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

## **Fiscal Impact**

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

## **Recommendation**

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

Assessor Parcel Number

1. 353-142-003
2. 351-131-021
3. 353-182-023
4. 355-131-005
5. 355-031-014

**Date: May 4th, 2021**

**To: Board of Directors**

**From: Director of Operations - Steve Schneider - CLPOA Staff Liaison**

**RE: Committee Appointments - Recreation Committee**

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**Background**

There are two vacancies on the Recreation Committee. 8 applications were received to fill the vacancies from:

Rick Jacob, Tom Nathan, Linda Sproul Edward Valdez, Amanda Yates, Dan Birch, Cherie Fitzpatrick and Steven Hauger.

All are current POA members and in good standing. A subcommittee meet and discussed all applicants. They brought their recommendations to the entire committee and voted to recommend Amanda Yates and Cherie Fitzpatrick to fill the two vacancies which was passed unanimously.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointment Amanda Yates and Cherie Fitzpatrick members to the Recreation Committee, contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

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Steve Schneider, Director of Operations



**Date: May 4, 2021**

**To: Board of Directors**

**From: Activities Department**

**Board Action/Resolution: Committee Appointment – Senior Work Group**

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**Background**

Kathy Santangelo has been recommended by the Senior Work Group to be appointed as a new member. The Senior Work Group voted their approval April 6, 2021 at their monthly meeting.

It is recommended the Board of Directors appoint this member to the Senior Work Group to fill a vacancy.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve/reject the appointment of Kathy Santangelo as a member to the Senior Work Group, May 4, 2021.

*Carrie Pratt*

Carrie Pratt, Senior Activities Manager

**Date: 5/4/21**

**To: Board of Directors**

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

**Board Action/Resolution: ACC Alternate Committee Appointment**

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### **Background**

The ACC Committee has one (1) Alternate Member position open. The ACC Committee interviewed the applicant to determine a recommendation.

The ACC Committee has recommended the Board of Directors to appoint Douglas Arquette as an Alternate member of the ACC Committee

### **Fiscal Impact**

None

### **Recommendations**

The ACC Committee recommends that the Board of Directors approve the appointment of Douglas Arquette to fill the open alternate position for the ACC Committee, contingent upon execution of a confidentiality agreement effective immediately.

Cheryl Mitchell

Senior Planning and Compliance Manager

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Date: 5/4/21

Action

To: Board of Directors

From: Planning and Compliance Department – Cheryl Mitchell

Re: PC.1.6, PC.6.10, PC.6.10a, PC.6.10b 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 that are levied on their accounts.

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 the new rules **PC.1.6, 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 Associations 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

951.244.6841

www.canyonlakepoa.com

**DATE: May 4, 2021**

**TO: Board of Directors**

**FROM: President Chris Poland**

**RE: APPROVAL: 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.

April 6, 2021. The Board reviewed, held discussion, and heard member comments before approving the rule revisions, with slight modifications, as attached.

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 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, with the exception of flags, which may be flown at a standard height on an approved flag pole.

**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 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, with the exception of flags, which may be flown at a standard height on an approved flag pole. 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.

**Date:** May 4, 2021

**To:** Board of Directors

**From:** Activities Department

**Board Action/Resolution:** Canyon Lake Club Sanctioning Request – Canyon Lake Veterans & First Responders Group

---

### **Background**

The Canyon Lake Property Owners Association has received a request from the Canyon Lake Veterans & First Responders Group seeking approval as a CLPOA Sanctioned Club.

As required per the Sanctioned Club Policy, the Club has submitted the following documents:

1. List of Club Officers (Club Board Members)
2. Signed Club Damages Agreement must be submitted.
3. Clubs must submit a signed Gate Access Agreement.
4. Provide a copy of the Club's new, current or updated by-laws as approved by the membership of the club. A copy of the meeting minutes approving by-laws must be attached. The by-laws shall contain the following as a minimum:
  - a. Name of Club including principal address.
  - b. Objective and purpose of the club.
  - c. Membership qualifications.
  - d. List of officers and duties of same. The name of club secretary and president must be kept current with the CLPOA.
  - e. Procedures, policies and manner of operation for the club.
  - f. Method of disciplinary action against club member for non-compliance with club rules or CLPOA rules.
  - g. Dissolution clause. Minimum membership, lack of attendance, method of closing out organization.
5. A roster of all the current club members and their contact information including address, phone number and e-mail. Club Rosters must have at least 60% residents of Canyon Lake.

### **Fiscal Impact**

The fiscal impact shall include the costs associated with use of the facilities and common areas, any liability costs incurred by the Association for use of the facilities and amenities, and administrative costs for overseeing and managing the clubs for the Association. The total cost is to be determined.

### **Recommendation**

It is recommended that the Board of Directors approve/reject the Canyon Lake Veterans & First Responders Group as a sanctioned club, effective May 4, 2021.

*Carrie Pratt*

Carrie Pratt, Senior Activities Manager

**Date: May 4, 2021**

**To: Board of Directors**

**From: Operations Department**

**Board Action/Resolution: Reserve Funding for Vehicle Replacement of Planning and Compliance Department Vehicles 08-1 & 08-2**

---

**Background**

Two of the Planning and Compliance Department vehicles are in need of replacement. The 2008 Ford Escape hybrids are constantly having issues and have come unreliable. At times the vehicles won't start or shut down while driving. The electric drive batteries need to be replaced at a high cost (\$10,000 per vehicle). If the vehicle sits for 3 days or more, the electric drive batteries go dead, the vehicle needs to be charged and reset. This is a lengthy time-consuming job. The interior is worn out and uncomfortable to drive.

**Fiscal Impact**

\$52,402 to replace Ford Escapes 08-1 & 08-2 from Reserve Funds.

**Recommendation**

Staff requests that the Board of Directors approve funding for the amount of \$52,402 Plus a 2.5% contingency from the Repair and Replacement funds, 02-670.

*Steve Schneider*

Steve Schneider, Director of Operations

**Date: May 4th, 2021**

**To: Board of Directors**

**From: Director of Operations – Steve Schneider**

**Board Action/Resolution: Reserve Funding for Large Dog Park Phase 2**

---

### **Background**

In 2020 the POA updated the Small Dog Park in the Eastport Park. Since then, the park has become very popular and enjoyed by many of our small 4-legged friends. We would like to update the Large Dog Park for our larger 4-legged friends.

Dog parks in other cities have turned to artificial grass because of maintenance and long-term cost. A large DG center fetch area would be incorporated along with a DG walking path lined by concrete mow curbing. 10 new trees ranging from 36" to 48" box would be planted. 2 large new shade structures, dog agility equipment and other features.

We received 7 base bids ranging from \$88,482.85 to \$298,480.00. We are purposing going forward with the lowest bid which is the same contractor that did the small Dog Park.

- Base bid, includes 1613 LF of mow curbs, 5,581 SQ FT of DG pathway, installation of 2 shade structures twice as large as existing but frame and materials will match existing in the park, 10 new trees (4 – 34" box, 6 – 48" box). 9,254 SQ FT of commercial grade pet rated artificial turf, irrigation system to be used for cleaning, modification of drainage system, water fountain to remain: \$88,482.85
- Permits: \$2,500.00
- Two shade structures (20'x20'): \$14,259.04
- Dog agility equipment & Three fire hydrants: \$9,224.50
- 6 new benches: \$3,000

**Fiscal Impact**

\$117,466.39 plus and contingency from 02-670 & 05-670.

**Recommendation**

Staff requests that the Board of Directors approve the funding of \$100,706.39 from Repair and Replacement Fund, 02-670 and \$16,760.00 from the Capital Improvement Fun, 05-670 plus a 5% contingency to update the Large Dog Park.

*Steve Schneider*

Steve Schneider, Director of Operations







**Date: May 4th, 2021**

**To: Board of Directors**

**From: Director of Operations – Steve Schneider**

**Board Action/Resolution: Funding for Roadrunner Restroom Construction**

---

**Background**

The Canyon Lake POA has had a project in the works to place a permanent restroom building at Roadrunner Park. In May of 2020, the Board of Directors approved a ADA ramp down to the park to meet the accessibility requirements of the park which was finished early November. In October of 2020, the Board of Directors approved the original restroom drawings to be updated and brought to current building codes and submit for permit.

The building will consist of 2 single user rooms with split face block, tile roof, lift station, drinking fountain with bottle fill station and retaining walls

We received 4 bids ranging from \$173,942.22 to \$349,567.81.

**Fiscal Impact**

\$184,000 with contingency from 05-670.

**Recommendation**

Staff requests that the Board of Directors approve funding for the amount not to exceed of \$184,000 from the CIP fund, 05-670 for the Roadrunner Restroom project.

*Steve Schneider*

---

Steve Schneider, Director of Operations

**To: Board of Directors**

**From: Eric Kazakoff**

**Board Action/Resolution:** Approve Contract with GMU Geotechnical to develop plans and specs for the first year of Major Road Repairs.

---

## **Background**

Recently we received a Pavement Management Plan (*PMP report attached for reference*) report from GMU Pavment Engineering, indicating that a good portion of our roads are in poor condition. This report identifies each street in Canyon Lake (36+ miles-worth) and its current condition. This was Phase one of our project to begin to make major repairs to our roads. Phase Two and Three are described in the attached proposal. The CLPOA has always owned and maintained its private roads since 1968. This is basically a function of being a private and GATED community, and how the original developers structured the community. The ongoing litigation has delayed our starting on these repairs, however we are now able to proceed, and this is a very high priority for recent and current boards and management. Our roads are our largest asset.

GMU Proposes to prepare plans and specifications and to assist CLPOA in going out to bid on the first of multiple years-worth of road repairs. "Year One" of these repairs (on the roads which are in the worst condition) is estimated at around \$5-6 million dollars-worth of work, encompassing some 2.4 million square feet of asphalt, and over 6 centerline miles of roads. Their services include preparing all bid documents, plans, specs, laboratory testing, on site testing, bid schedule, bid solicitation, and subsurface exploration etc.

## **Fiscal Impact**

GMU's Proposal is for \$197,748.00 to perform these services. By comparison, the CLPOA paid Willdan Engineering aprox \$150,000 to perform very similar services on the parking lot pavement project, which was a \$3.5 million dollar project. We currently have nearly 10 million dollars in our road litigation and road repair funds. In addition, we contribute to the road repair fund each year. These services will guide the CLPOA through responsibly spending those funds on the worst condition streets first.

## **Recommendation**

GMU was retained to perform phase one (the pavement condition index) and has assisted in the ongoing litigation regarding the failed 2012 paving project. They are well versed in the project, and well suited as a pavement engineering specialist firm to perform these services. Staff recommends that the board approve \$197,748.00 plus a ten percent contingency to hire GMU for these services, to come from the Road Litigation Fund.

---

31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

**DATE: May 4, 2021**

**TO: Board of Directors**

**FROM: Jeanne O'Dell, Treasurer & Chris Poland, President**

**RE: APPROVAL: Financial Planning Lessons Learned**

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### **Background**

Attached are the following documents.

1. Recommended 22/23 Fiscal Year Budget Timeline & Process
2. Recommended 22/23 Fiscal Year Budget Model
3. Recommended 22/33 Fiscal Year Reserve Study – Annual Review

These documents incorporate the lessons learned during the 21/22 fiscal year financial planning tasks completed by the Finance Committee, Reserve Study Sub-Committee and Staff.

The documents are recommendations for the 21/22 Board of Directors and Staff when planning for the next fiscal year budget. It is the intent of these documents that they become part of the standard operating procedure for financial planning for future fiscal year budgets.

In summary,

Budget Timeline & Process:

1. It is recommended that the discussions regarding the fee schedule begin in August rather than September. It was determined that the recommended modifications to the fees for the following fiscal year were not available within the time frame needed to incorporate into the draft budgets provided to each Department Manager. Some Department Managers were not aware of the recommended increase / decrease / deletion or additions to the fee schedule.
  2. It is recommended that Staff take the lead in reviewing and recommending modifications to the fee schedule. The Budget Model requires that the fees charged cover the **direct** cost of providing the service. Staff possess the required knowledge for this task, not the Finance Committee.
-

### Budget Model

1. It is recommended that the goals / tasks / activities noted in the Budget Model match those identified by the Board at the beginning of the term. It is further recommended that Staff develop specific goals / tasks / activities which support the Board goals for specific incorporation by the Department Managers when preparing budget recommendations.
2. Clarification regarding the requirement that annual dues increase for the Operating Budget should not exceed the annual increase in the published Consumer Price Index (CPI) for Southwestern Riverside County was added. This might not be achievable if the mandated increases exceed the published CPI. The clarification allows for an increase above the CPI if justified.
3. Language was added regarding the use of Reserve Funds allowing for alignment with the 5-Year Plan(s) and clarifying the philosophy to be used with expending those funds.
4. Clarification regarding information to be included in the Annual Budget report was added.

### Reserve Study – Annual Review

1. Clarification was added to define desired funding philosophy.

### **Fiscal Impact**

N/A

### **Recommendation**

It is recommended that the Board of Directors approve the recommendations for future Financial Planning, as attached.

*Jeanne O'Dell*

Jeanne O'Dell, Treasurer

*Chris Poland*

Chris Poland, President

May 4, 2021

To: Chris Poland, President  
Tom Nathan, Vice-President  
Joe Kamashian, Secretary  
Jim Barringham, Director

From: Jeanne O'Dell, Treasurer

Subject: Financial Planning – Lessons Learned

Attached please find the following documents.

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## Reserve Study – Annual Review

1. Clarification was added to define desired funding philosophy.

Thank you to all who assisted with the accomplishing the identified Board goal to refine the process for developing the Annual Budget and dues assessment that supports efficient department operations, justifies contributions to the reserve accounts, and supports the five-year budget plan.

May 4, 2021

To: Chris Poland, President  
Tom Nathan, Vice-President  
Joe Kamashian, Secretary  
Jim Barringham, Director

From: Jeanne O'Dell, Treasurer

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## Canyon Lake Property Owners Association Recommended 2022-23 Budget Timeline & Process

### **June**

- Board to review Budget Timeline & Process Document for development of following fiscal year budget and modify if needed.

### **July**

- Board to adopt Budget Timeline & Process Document for development of following fiscal year budget.

### **August**

- FPC / Finance Sub-Committee convene to begin review of Repair / Replacement Reserve Study and Road Reserve Study. Review is for the purpose of determining completeness and recommending funding levels for following fiscal year and plan for meeting the obligation over the next 30 years. Refer to attached document “Reserve Study – Annual Review Sub-Committee Tasks and Responsibilities”.
- Staff to begin review of Fee Schedule for following fiscal year. Refer to Budget Model for direction regarding the financial target relating to fees.

### **September**

- FPC / Finance Sub-Committee continues review of Repair / Replacement & Road Reserves, as necessary. Begin preparation of DRAFT funding recommendations for review by full Finance and FPC Committees.
- Staff presents proposed Fee Schedule recommendations for review by Finance Committee. Finance Committee review is to obtain understanding of impact on budget projections, not for approval of fees.

### **October**

- Fee schedule finalized by Staff for incorporation into Department budgets.
- FPC / Finance Sub-Committee presents the Reserve Study (Repair / Replacement & Road) recommendations to full FPC / Finance Committee.

- Finance Committee to review **proposed** 5-Year project plan for based on recommendations from FPC, Staff and Reserve Study. Review is for the purpose of determining recommended funding levels.
- General Manager to develop Operating Budget Model. Operating Budget Model to include:
  - Identification of new programs to be implemented in the following fiscal year.
  - Identification of targets / goals to be achieved the following fiscal year.
  - Identification of additional FTE's and resources required to implement new programs and goals.
  - Define increase / decrease in subsidies desired by GM including a range of the expected change in the assessments.
  - Identification of process for determining funds to be reserved based on needs.

### **November**

- Finance Committee to review **recommended final** 5-year project plan for Reserve Funds (CIP / Repair & Replacement/ Road) and recommend funding levels.
- Operating Budget Model to be approved by Board at November Board Meeting.
- Board Approved Operating Budget Model sent to Department Managers.
- Board Approved Operating Budget Model provided to Finance Committee so that Finance Committee understands direction given to Staff.

### **December**

- Completed Department operating budgets returned to Controller.
- Department operating budgets sent to General Manager for review.

### **January**

- Finance Committee Consolidated Budget Review completed.
- Controller modifies budget document based on Finance Committee recommendations.

### **February**

- Budget reviewed by General Manager for concurrence with recommendations.
- Finance Committee provided revised budget for review prior to Workshop.
- Board of Directors Budget Workshop - Finance Committee and Staff present recommended budget / fee schedule.

- Board / Member comments provided to Finance Committee/ Staff with direction if necessary.

### **March**

- Board of Directors Open Session - Final budget recommendation for Fiscal Year 21/22 presented to Board of Directors for approval. 5-Year Budget Plan including Operating and Reserve Budgets presented to the Board of Directors for concurrence.

### **April**

- Annual Budget for following fiscal year published.

## **Recommended 2022-23 Reserve Study - Annual Review Sub Committee Tasks & Responsibilities**

Background:

In accordance with Civil Code 5550, Reserve Study Requirements, the Canyon Lake Property Owners Association Board of Directors is required to review the reserve study, or cause it to be reviewed, **annually** and shall consider and implement necessary adjustments to the Board's analysis of the reserve account requirements as a result of that review.

To that end, the Board of Director's authorized, during the July 2020 Board Meeting, Budget Process and Timeline document, the formation of a Reserve Fund Sub-Committee consisting of three (3) members from the Finance Committee and three (3) members from the Facilities Planning Committee.

The Sub-Committee is tasked with:

1. Reviewing the requirements of the applicable sections of the Civil Code to ensure compliance by the Canyon Lake Property Owners Association.
2. Reviewing the most current copy of the Repair / Replacement Reserve Study for completeness, including identification of any "major" missing components.
3. Reviewing the most current copy the Road Reserve Study for completeness and understanding of funding needs.
4. Recommending funding philosophy in terms of a target percentage of Annual Assessment, target percentage of Full Funding, and/or percentage of expected expenses over the next 5 years.
5. Recommending for concurrence by Finance Committee, funding levels by fiscal year for the next five years based on agreed upon funding philosophy.
6. The Sub-Committee shall review all items with a replacement value of greater than \$50,000 which were due to be repaired / replaced within the next five (5) years. Upon completion of the review, the Subcommittee shall make a recommendation as to which items should remain as listed, which items could be moved to future years and add items that have been discussed as potential projects to be completed within the next five (5) years.
7. The Sub-Committee shall include in the recommendation of items to be deferred to future years a justification as to why such deferral is recommended.

Notes:

1. There is no specific definition in the applicable sections of the Civil Code for a major component. The general description as noted in Section 5550 is “Identification of the major components that the Association is obligated to repair, replace, restore or maintain that, as of the date of the study, have a remaining useful life of less than 30 years”.
2. According to Section 5570 Reserve Funding Disclosure Form, Item (b) (2) “Major component” has the meaning used in Section 5550. Components with an estimated remaining useful life of more than 30 years may be included in a study as a capital asset or disregarded from the reserve calculation, so long as the decision is revealed in the reserve study report and reported in the Assessment and Reserve Funding Disclosure Summary.
3. In the absence of a clear definition, major components have been defined by the Reserve Sub-Committee, as any component with a useful life of greater than five (5) years and less than or equal to a useful life of thirty (30) years.

## ACTIVITIES DEPARTMENT

The Activities Department staff has been working on the following:

### Senior Center Dept. 19

- The Senior Center reopened on April 15, 2021 for card groups. No Bingo or Potlucks at this time.
- The Senior Committee has begun meeting again at their regular schedule of 1<sup>st</sup> Tuesdays at 9 am.

### Activities Dept. 50

- The CLPOA is following state and county guidelines, we are currently taking reservations that follow the orange tier. Reservation forms 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. 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).
- Gault Field reservations are now available online for fields 1-4, pending Activity department approval.
- 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 throughout community
- Planning Park Hopper Weekend

### Pool Dept. 54

- Here are the pool stats since opening on March 15, 2021
  - March 1,451
  - April 3,278
- Water Aerobics will start May 3 – Monday – Friday at 8:30 am.
- The Pool will be offering swim/water polo lessons this summer June 14-July 30.
  - On opening day, April 19, in four hours \$12,000 was taken in on swim lessons.
  - Over 279 children are signed up as of April 27, 2021 for swim/water polo lessons.
- No reservations needed. 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
  - Summer Hours start May 28 – September 5
    - Exercise and Lap Swim – Daily from 7 am to 10 am
    - Open Swim
      - Sunday – Thursday from 10 am to 9 pm
      - Friday – Saturday from 10 am to 10 pm

### Event & Activities Updates

#### Upcoming Events

Park Hopper Weekend in Canyon Lake: Memorial Weekend stay tuned for more information.

#### Committees

Fiesta Day – two open positions

Recreation Committee – no open positions

Senior Committee – one open position

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

# COMMUNICATION REPORT

## Campaign Highlights - April 2021

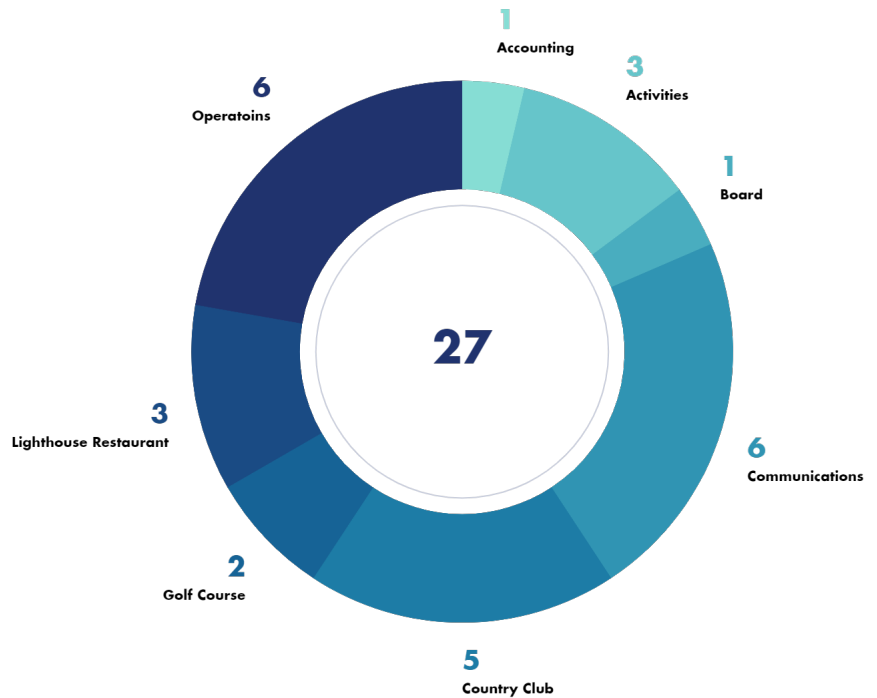
### GOALS & OBJECTIVES

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

April 2021



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

## FEATURE CAMPAIGNS - APRIL 2021



### Welcome Guide

Created new digital platform ([www.welcomecanyonlake.com](http://www.welcomecanyonlake.com)) welcome guide for new Canyon Lake residents.



### Project Coverage

Created project website page and fact sheet for Golf Course Irrigation Project.



### FORE the Animals Golf Tournament

Promoted tournament on social media for the golf course.



### Easter Specials

Created social media marketing and email blast for Easter specials at the restaurants.



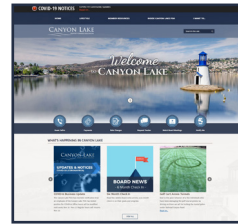
# COMMUNICATION REPORT

## Digital Highlights - April 2021

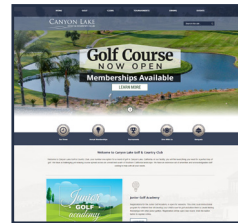
The Communications team manages the Canyon Lake POA's digital presence. This includes maintaining the Canyon Lake POA's websites, social media pages, email messages/notices, digital subscriptions.

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).

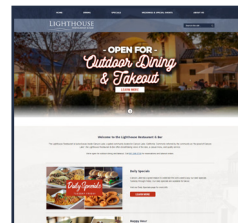
### WEBSITE ANALYTICS HIGHLIGHTS



**43,106**  
Pageviews  
(Canyon Lake POA)



**6,333**  
Pageviews  
(Country Club)



**3,753**  
Pageviews  
(Lighthouse)

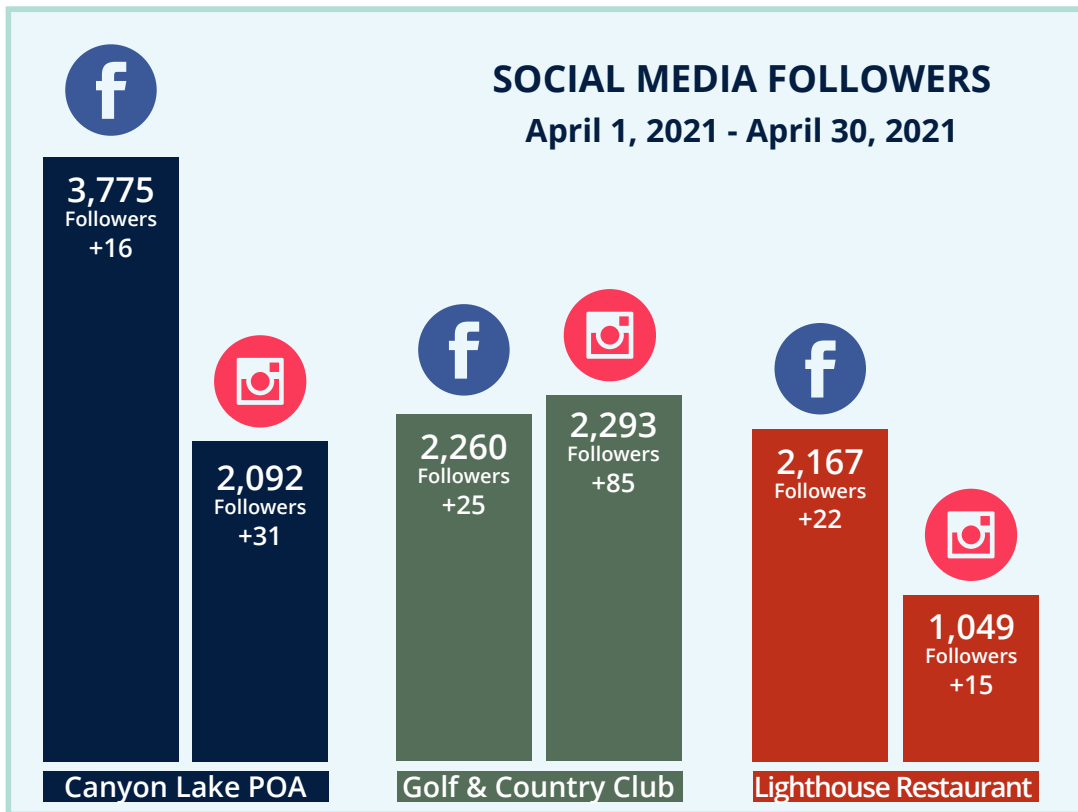
### TOP 5 VISITED WEBSITE PAGES

April 1, 2021 - April 30, 2021

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate
www.canyonlakepoa.com - homepage	6,157	4,693	00:00:53	22.97%
/173/Canyon-Lake-Golf-Country-Club	2,438	1,923	00:00:41	28.15%
/462/Happy-Camp	2,319	1,739	00:02:51	66.61%
/270/Payment-Services	1,772	1,346	00:01:47	60.66%
/765/Restaurant-Bar	1,018	857	00:03:27	86.87%

# COMMUNICATION REPORT

Digital Highlights - April 2021



**781**  
Pageviews  
(Canyon Lake POA)

**5,597**  
Post Reach  
(Canyon Lake POA)

**3,240**  
Post Engagement  
(Canyon Lake POA)

## SUBSCRIPTION HIGHLIGHTS

April 1, 2021 - April 30, 2021

Subscription Category	Subscribers	+/- Prev. Month
Canyon Lake POA Email Newsletters	3,281	+17
Agenda Center	121	+5
Alert Center	1,410	+26
Calendar Notifications	532	+22
Newsflash	1,222	+26

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

# COMMUNICATION REPORT

## Digital Advertising Highlights - April 2021

**40,560**  
Impressions  
(Canyon Lake Golf)

**99,611**  
Impressions  
(Country Club Restaurant)

**24,694**  
Impressions  
(Lighthouse Restaurant)

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

### GOLF COURSE | DIGITAL ADVERTISING HIGHLIGHTS

April 1, 2021 - April 26, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Golf & Country Club   Facebook Page Like Ad	2,610	3,700	160	\$0.16	\$25.40
Golf & Country Club   Google Display Ad	36,860	36,860	137	\$0.37	\$53.53

### COUNTRY CLUB RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

April 1, 2021 - April 26, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Country Club   Facebook Ad	61,101	99,611	203	\$0.20	\$176.63

### LIGHTHOUSE RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

April 1, 2021 - April 26, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Lighthouse Restaurant   Facebook Page Like Ad	1,355	2,824	133	\$0.19	\$25.29
Lighthouse Restaurant   Facebook Ad	11,253	21,870	177	\$0.71	\$126.23

### DOORDASH/OPENTABLE | RESTAURANT HIGHLIGHTS

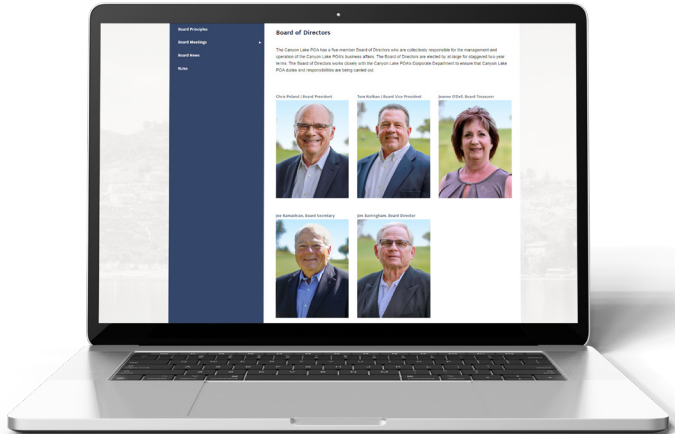
April 1, 2021 - April 26, 2021

Restaurant	Orders	Average Ticket	Net Sales	OpenTable Reservations
Canyon Lake Country Club Bar & Grill	81	\$27.94	\$1,899.12	74
Lighthouse Restaurant	40	\$45.61	\$1,713.00	222

# COMMUNICATION REPORT

## Digital Highlights (Board Communications) - April 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  
April 1, 2021 - April 30, 2021

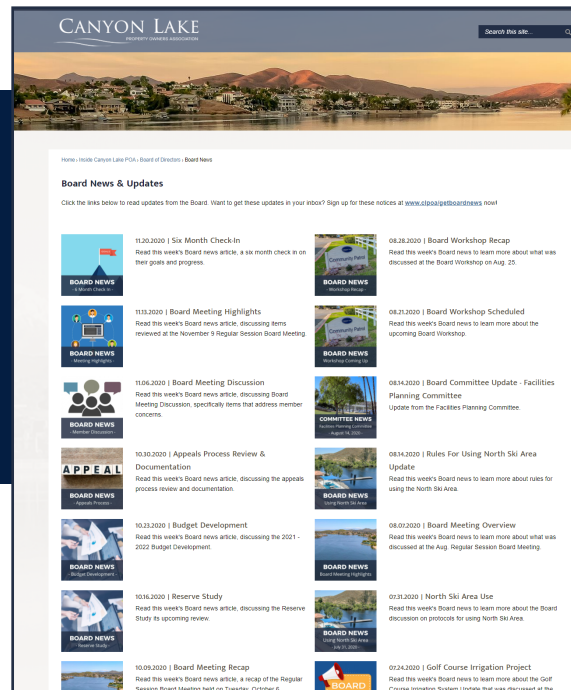
- Meet the Board: 84 (-55 from Mar.)
- Board Principles: 26 (-5 from Mar.)
- Watch Board Meetings: 88 (-187 from Mar.)
- Rules: 565 (-90 from Mar.)
- Board News: 67 (-39 from Mar.)
- Agenda Center Subscribers: 121 (+5 from Mar.)

### Board News & Communications

#### Board News Subscribers & Views:

- Subscribers: 268 (+25 from Mar.)
- Board Article, Apr. 2: 83 unique views
- Board Article, Apr. 9: 90 unique views
- Board Article, Apr. 16: 52 unique views
- Board Article, Apr. 26: 136 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

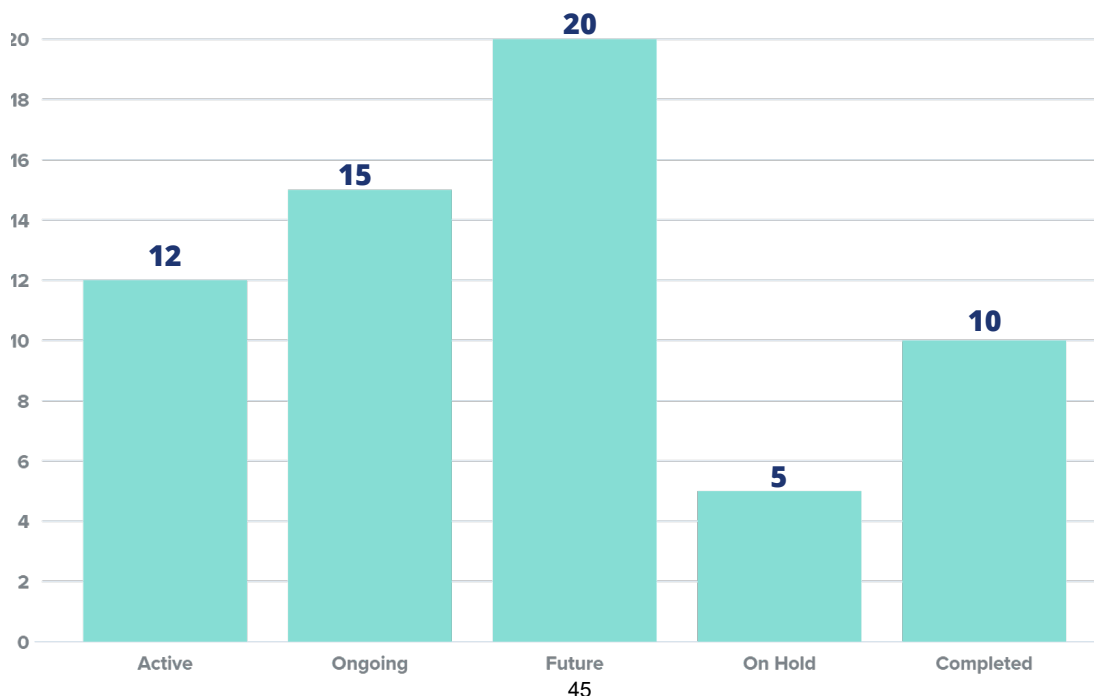
## GOALS & OBJECTIVES

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

- Engagement Campaign
  - Increase reach and engagement for Board communications
  - Improve Social Media Content on Canyon Lake POA Page
- Promoting new digital welcome guide
- Posting and scheduling notices for 2021 Board Election
- Community Project Promotions
  - Roadrunner Park Restroom Building Project
  - Large Dog Park Renovation
  - Sierra Park North Development
  - Golf Course Irrigation Project
- 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.*



**Date: 5/4/21**

**To: Board of Directors**

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

**Department Report - ACC Committee Overview**

Total current items monitored by the department **1721** which includes permit due dates, violations, extension and escrow inspections, last month **1752**.

Permit Breakdown - April

1. 1014 Open permit
  - a. 12 additions
  - b. 37 new home/major additions
  - c. 123 lakeside permits
  - d. 58 solar panel permits
  - e. 33 concrete permits
  - f. 49 driveway permits
  - g. 83 fence permits
  - h. 16 dumpster/pod permits
  - i. 145 Same Day Permits
  - j. 458 Improvements (multiple types)

Violation/Escrow Breakdown - April

1. 774 Open violations
2. 59 Open escrows

**ACC Committee Overview**

1. Total of **288** items reviewed
2. Total of **228** permits approved

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**5**)
2. Grading Permit (**0**)
3. Improvements (**90**)
4. Lakeside Improvement (**19**)
5. Recorded Variance (**12**)
6. Rejected Applications (**17**)
7. Re-Submittal's (**10**)
8. Permit issued same day (Over the counter) (**117**)
9. Preliminary Applications (**9**)

**Member Complaints**

1. 23 Complaints investigated
2. 4 already written

**Letter - Compliance**

1. 318 compliance for April
2. 178 Courtesy Notices

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## COMMUNITY PATROL

Weekly Activity Report

3/01/21 – 3/07/21

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*

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### INCIDENT REPORTS

- No vandalism was reported this week.

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### PATROL ACTIVITY

- **0** parking violation issued for unsightly / inoperable vehicles (GR.5.3d). **5** service calls received.
- **0** parking violation issued for long term parking (GR.5.3e). **5** service calls received.
- **5** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **88** other parking violations issued. **24** service calls received.
- **0** misc. traffic violations issued. **3** service calls received.
- **1** noise violations issued. **5** service calls received.
- **0** golf cart related violations issued. **1** service calls received.
- **4** animal related violations issued. **17** service calls received.
- **1** gate runner violations issued.

---

### SPEED ENFORCEMENT ACTIVITY

- **Monday: 0 Citation Issued**

- Enforcement suspended due to radars being removed.
- **Tuesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Wednesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Thursday: 0 Citations Issued**
  - Enforcement Suspended due to radars being removed.
- **Friday: 0 Citations issued**
  - Enforcement suspended due to radars being removed.
- **Saturday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Sunday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.

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

The dash mounted radars were removed from the vehicles for re-certification.

The speed trailers were deployed at various locations throughout the week. 61 Citations issued

#### **ADDITIONAL INFORMATION**

Total Calls for Service	72
Calls for Service – Unable to Locate	27
Motor Vehicle Accidents	1
Vandalism of Amenities	0
<i>(Average Response Time)</i>	7/6.28
Foot Patrols of Amenities and Parks	1267

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	3,646
- East Gate	2,545
- North Gate	1,661
Total Guest Entries by Gate	
- Main Gate	8,405
- East Gate	5,803
- North Gate	3,393
Total RFID Entries by Gate	
- Main Gate	25,124
- East Gate	13,606
- North Gate	8,686

**TWO GUEST LANE ENTRY PROTOCOL\***

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

\*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

3/08/21 – 3/14/21

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*

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### INCIDENT REPORTS

- Monday, March 8, 2021\_ Incident report (Dispatched) Officer was dispatched to Holiday Harbor for reports of vandalism of the restrooms. Upon arrival the officer saw that the handicap restroom stall was partially hanging off the hinges. The area had already been taped off, and operations was notified. The area was patrolled further and no other signs of damage were noticed.
- Tuesday, March 9, 2021\_ Incident report (patrol) While conducting routine patrol of Sierra Park and found the restrooms to be vandalized. There were wet paper towels thrown in the handicapped toilet section. The area was patrolled further and no other signs of damage were found. Operations was notified.

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### PATROL ACTIVITY

- **1** parking violation issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- **1** parking violation issued for long term parking (GR.5.3e). **11** service calls received.
- **2** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **67** other parking violations issued. **14** service calls received.
- **0** noise violations issued. **5** service calls received.
- **0** fishing related violations issued. **1** service calls received.

- 1 animal related violations issued. 10 service calls received.
- 0 solicitation violations issued. 1 service calls received.
- 2 gate runner violations issued.

**SPEED ENFORCEMENT ACTIVITY**

- **Monday: 0 Citation Issued**
  - Enforcement suspended due to radars being removed.
- **Tuesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Wednesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Thursday: 0 Citations Issued**
  - Enforcement Suspended due to radars being removed.
- **Friday: 0 Citations issued**
  - Enforcement suspended due to radars being removed.
- **Saturday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Sunday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.

\*\*“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. 61 Citations issued

**ADDITIONAL INFORMATION**

Total Calls for Service	72
Calls for Service – Unable to Locate	29
Motor Vehicle Accidents	0
Vandalism of Amenities	2
<i>(Average Response Time)</i>	4/4.5
Foot Patrols of Amenities and Parks	1260

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	3,644
- East Gate	2,418
- North Gate	1,591
Total Guest Entries by Gate	
- Main Gate	8,418
- East Gate	5,603
- North Gate	3,310
Total RFID Entries by Gate	
- Main Gate	24,241
- East Gate	13,343
- North Gate	8,713

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	25
- East Gate	-

\*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

3/15/21 – 3/21/21

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

- Monday, March 15, 2021\_ Incident report (patrol) Officer was on routine patrol and found the men's restrooms at the Tennis Courts to be vandalized. Operations was notified and the facility was locked until further notice.

### PATROL ACTIVITY

- **0** parking violation issued for long term parking (GR.5.3e). **6** service calls received.
- **0** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **2** other parking violations issued. **11** service calls received.
- **0** misc. traffic violations issued. **3** service calls received.
- **0** noise violations issued. **10** service calls received.
- **0** golf cart related violations issued. **1** service calls received.
- **4** fishing related violations issued. **4** service calls received.
- **0** animal related violations issued. **10** service calls received.
- **1** gate runner violations issued.

Citation volume low due to transition to our new patrol contractor.

---

### SPEED ENFORCEMENT ACTIVITY

- **Monday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Tuesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Wednesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Thursday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Friday: 0 Citations issued**
  - Enforcement suspended due to radars being removed.
- **Saturday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Sunday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.

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

The speed trailers were not deployed due to the transition to our new patrol contractor.

#### **ADDITIONAL INFORMATION**

Total Calls for Service	89
Calls for Service – Unable to Locate	30
Motor Vehicle Accidents	0
Vandalism of Amenities	1
<i>(Average Response Time)</i>	4/7.5
Foot Patrols of Amenities and Parks	Not available

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	3,950
- East Gate	2,688
- North Gate	1,796
Total Guest Entries by Gate	
- Main Gate	8,960
- East Gate	5,944
- North Gate	3,626
Total RFID Entries by Gate	
- Main Gate	26,869
- East Gate	13,808
- North Gate	9,149
Confiscated Guest Passes	-

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	32
- 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

3/22/21 – 3/28/21

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

- No major incident reports to report this week

### PATROL ACTIVITY

- **2** parking violation issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- **0** parking violation issued for long term parking (GR.5.3e). **4** service calls received.
- **2** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **63** other parking violations issued. **9** service calls received.
- **0** misc. traffic violations issued. **2** service calls received.
- **0** noise violations issued. **4** service calls received.
- **0** fishing related violations issued. **2** service calls received.
- **0** animal related violations issued. **25** service calls received.
- **1** verbal abuse violations issued.
- **3** gate runner violations issued.

---

### SPEED ENFORCEMENT ACTIVITY

- **Monday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.

- **Tuesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Wednesday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Thursday: 0 Citations Issued**
  - Enforcement Suspended due to radars being removed.
- **Friday: 0 Citations issued**
  - Enforcement suspended due to radars being removed.
- **Saturday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.
- **Sunday: 0 Citations Issued**
  - Enforcement suspended due to radars being removed.

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

The speed trailers were not deployed due to the transition to our new patrol contractor.

#### **ADDITIONAL INFORMATION**

Total Calls for Service	86
Calls for Service – Unable to Locate	30
Motor Vehicle Accidents	0
Vandalism of Amenities	0
<i>(Average Response Time)</i>	8/9
Foot Patrols of Amenities and Parks	Not available

Calls for Service are responded to in the following order:

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

3. Other calls
    - a. POA rule violations (Signs/Flags)
    - b. Parking
- 

**GATE ENTRY STATISTICS**

Total Guest Passes Issued by Gate	
- Main Gate	4,098
- East Gate	2,680
- North Gate	1,800
Total Guest Entries by Gate	
- Main Gate	8,984
- East Gate	5,863
- North Gate	3,781
Total RFID Entries by Gate	
- Main Gate	26,655
- East Gate	14,011
- North Gate	9,186

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	27
- 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

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

### Warnings Issued

Warning	JAN	FEB	MAR
LM.2.5 Expired/ No Registration ( State )	0	0	0
LM.2.6 Expired/ No Registration ( POA )	0	0	0
FLC FISHING LICENSE	0	5	0
LM.6.13 Follow Counter-Clockwise Pattern	1	1	0
LM.8.2 Lifejackets must be worn by all persons	0	1	0
LM.6.3 Non Compliance	2	1	3
LM.6.7 Excessive Wake	2	2	0

**Additional Information**

	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Total Calls for Service	31	84	82
Boat Safety Inspection	14	44	65
Boat Tow (Out of fuel/mechanical)	3	8	9
Boat Tow (Adrift)	0	0	0
Battery Assist	1	3	1
P&C Inspector Escort Hours	7.1	6.9	10.2
Fishing License Checks	16	27	20
Quagga Inspection	19	10	36
White Tag Applied	7	18	18
Quarantine Tag Applied	0	0	1

**Boat Operating Hours**

	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Boat 1 START 8381.9/ END 8477.7	58.1	50.9	95.8
Boat 2 START 7962.0 / END 8075.5	137.9	111.8	113.5
Boat 3 START 992.9 / END 1004.3	4.9	4.9	11.4
Boat 4 START 2053.0/ END 2096.9	39.8	60.8	43.9

**Boat Operating Hours by Location**

	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>
Main Lake	124.0	125.5	140.6
East Bay	116.7	98.0	124
North Ski	4.9	4.9	11.4

**Incident Report Summary**

	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>

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

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

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

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **New Additions at Happy Camp** – The campground now boasts a new playground, shade structure, curbing, artificial turf, picnic tables, cornhole, and horseshoe pits. The playground equipment was purchased from Miracle Playground Equipment, installed by J2 Builders, fencing was installed by Valley City Fence, AFE was responsible for the concrete work, installation of artificial turf and lawn games.
- **Country Club Partition Replacement** – The broken partition between the bar and dining area has been replaced with a sliding steel security partition. This was purchased from and installed by Commercial Door Company.

### Developing Projects

- **Family Park at Sierra Park North** – The City has issued a permit for this project. Funding this project in full has been placed on the upcoming POA election ballot for approval / denial by members. Construction drawings for this project were done by Cornerstone Studios. An RFP for this project has been posted on the CLPOA website; all bids must be submitted to [ekazakoff@canyonlakepoa.com](mailto:ekazakoff@canyonlakepoa.com) or [sschneider@canyonlakepoa.com](mailto:sschneider@canyonlakepoa.com) by May 12, 2021 by 2:00pm.
- **Fish Weighing Station at Holiday Harbor** – A concrete slab and counter has been poured by Touw Construction. The remainder of the weighing station will be built by the Bass Club.
- **Golf Course Irrigation System** – Approved by the Board in February 2021, the Irrigation system is being replaced with a more efficient system including 2 pump stations and soil sensors.
- **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. The deadline for this RFP was on April 22, 2021 and 6 proposals were received.
- **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** – Changes to pre-construction drawings have been re-submitted to the architect. Drawings are being done by Mitchell J. Architecture.
- **New Playground at Diamond Point Park** – The playground equipment and picnic tables are on order to be replaced.

- **New Restroom at Road Runner Park** – 4 contractors have responded to the RFP posted on the CLPOA website: AAA Restoration, Avex Builders, Sudweeks Construction, and Touw Construction. Drawings for this project were done by Mitchell J. Architecture.
- **Surveillance Equipment at Happy Camp** – Cameras will be installed at the campground by AC Communications.
- **Sunset Beach Playground** – Rubber playground surfacing is deteriorating and will be replaced.

### 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 included are for the previous month; the vandalism report for the current month 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 communicated any Golf Course related matters and maintenance improvements to the Golf Course Superintendent at Bright View as needed.

- No major issues to report this month.

### Parks and Beaches

- **New Sand** – Operations assisted with the delivery and installation of new sand at the beach across from the Fire Station, Holiday Harbor, Indian Beach, off Old Wrangler, Sierra Park and Sunset Beach.

### Regulatory / Compliance

- **Semi-Annual Fire Alarm Inspection** – Johnson Controls (Tyco) conducted fire alarm inspections at the East Port Modular Building and the Country Club.
- **Annual Fire Sprinkler Inspection** – California State Fire Protection conducted annual fire sprinkler inspections at the Country Club, Lodge, and POA Building.



## Safety / Training

- **Mold Safety Training** – Training was conducted by Safety Compliance Company on April 21<sup>st</sup> in the Pool View Room at the Lodge. Staff was seated 6' apart and wore face coverings during the training.

## EQUESTRIAN CENTER

- Decorative Iron Works is in the process of repairing deteriorating stall fencing.

## HAPPY CAMP CAMPGROUND

- **New Additions at Happy Camp** – The campground now boasts a new playground, shade structure, curbing, artificial turf, picnic tables, cornhole, and horseshoe pits. The playground equipment was purchased from Miracle Playground Equipment, installed by J2 Builders, fencing was installed by Valley City Fence, AFE was responsible for the concrete work, installation of artificial turf and lawn games.

## COMMITTEES / WORK GROUPS

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

**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 April 15<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 scheduled for early May.

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 May 13<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 April 13<sup>th</sup> at 4:00pm in the POA Conference Room.

The following agenda items were addressed by the Recreation Committee:

- Old business was discussed including the Happy Camp playground, Family Park at Sierra Park North, installation of the fish weighing station at Holiday Harbor, and the Equestrian Center.
- New business was discussed including facility reviews / tours and new member recommendations.

The Committee meets on the 2<sup>nd</sup> Tuesday of the month at 4:00pm in the Conference Room at the POA. However, the Committee will not meet in May; the next scheduled meeting is on June 8<sup>th</sup>.

**Tuesday Work Group (TWG):** The TWG members met in person on April 20<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 searching for a large toolbox for TWG headquarters at the Golf Course Maintenance Yard.
- New business was discussed including ongoing / future projects, installing Arizona rocks around hole markers, safety presentations, and membership.

The Committee meets on the 3<sup>rd</sup> Tuesday of the month in the Magnolia Room at the Country Club. The next TWG meeting is scheduled for May 18<sup>th</sup> at 1:00pm.

## CHALLENGES

Operations was thrilled to officially cut the ribbon for the new playground at Happy Camp on April 16<sup>th</sup>! The campground also has a new picnic area adjacent to the playground with new artificial turf, new cornhole boards, and rehabilitated horseshoe pits just in time for summer. In the weeks since, we can see that these improvements were highly sought-after by the community and we're delighted to have seen them come to fruition. Operations will also be replacing the playground equipment at Diamond Point Park and the rubber surfacing at Sunset Beach. The Family Park at Sierra Park North will be another amenity that children of all ages and adults will be able to enjoy for years to come. We encourage members to review the Request for Proposal which includes details regarding the scope of work and bid drawings for this project. Remember that the funding method for this project relies on our members, so be sure to mail-in your ballot by May 7<sup>th</sup> or submit it at the Lodge on election day, May 13<sup>th</sup>, from 8:00am – 9:00am.



Presented By: *Steve Schneider, Director of Operations*

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

	FYE 2019	March 2021	FYE 2020	2019-2020 TOTAL
<b>Total HVAC Units</b>	19,050	-	33,899	52,949
#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
#1650 Refurbish Tennis Court	-	-	-	-
#1681 Refrigerator Holiday Harbor Snack Bar	-	-	1,806	1,806
#1852 Harrelson Park - Breaker Panel	-	1,547	1,547	1,547
#1901 Performing Stage - Indian Beach	-	-	-	-
#1992 Dog Park Drinking Fountains	-	-	4,847	4,847
#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
<b>Total Park Equipment &amp; Furnishings</b>	<b>61,383</b>	<b>15,748</b>	<b>36,024</b>	<b>97,407</b>
<b>Total Gault Field</b>	21,774	-	3,650	25,424
<b>Total East Port</b>	5,700	-	-	5,700
<b>Total Equestrian</b>	5,796	-	22,851	28,647
<b>Total Metal Railing</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>	4,436	-	1,705	6,140
<b>Total Flooring</b>	-	-	7,851	7,851
<b>Doors</b>				
#1412 Exterior Storage Doors - CC	6,675	-	-	6,675
#1707 Doors - CC	23,050	-	-	23,050
#1747 Kitchen Back Door - CC	1,975	-	-	1,975
<b>Total Doors</b>	31,700	-	-	31,700
<b>Lodge</b>				
#1501 Lodge - Kitchen Warmers	3,687	-	-	3,687
#1502 Lodge - Kitchen Walk-in Refrigerator	-	3,900	3,900	3,900
#0910 Lodge Remodel	51,405	-	2,288	53,693
2-2006 Lodge Front Patio/Event Space Design \$28k	-	1,485	33,334	33,334
2-2102 Lodge ADA Ramp Landscape Project	-	-	29,985	29,985
#2006 Artificial Turf & Landscape \$89,570.97	-	-	85,217	85,217
<b>Total Lodge</b>	55,092	5,385	154,723	209,815
<b>Country Club</b>				
#0910 CC Acoustical Ceilings-Magnolia Rm	7,250	-	-	7,250
#0910 CC Remodel Men's Restroom	22,334	-	-	22,334
#0910 CC Remodel Restaurant	-	-	-	-
#1387 CC Replace (6) Tables	-	1,791	1,791	1,791
#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

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

	FYE 2019	March 2021	FYE 2020	2019-2020 TOTAL
#1759 CC Replace Folding Grille	-	-	3,903	3,903
2-2102-00 CC Plumbing Repairs	-	-	4,438	4,438
<b>Total Country Club</b>	<b>138,993</b>	<b>1,791</b>	<b>12,881</b>	<b>151,874</b>
<b>Total Senior Center</b>	<b>-</b>	<b>-</b>	<b>6,978</b>	<b>6,978</b>
<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
#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>-</b>	<b>25,614</b>	<b>53,401</b>
<b>Total Corporate Office</b>	<b>50,252</b>	<b>39,977</b>	<b>71,294</b>	<b>121,546</b>
<b>Total Computers</b>	<b>61,325</b>	<b>1,652</b>	<b>13,146</b>	<b>74,472</b>
<b>Total Operations</b>	<b>-</b>	<b>-</b>	<b>4,113</b>	<b>4,113</b>
<b>Total Pool</b>	<b>233,770</b>	<b>-</b>	<b>93,971</b>	<b>327,741</b>
<b>Total Lake</b>	<b>190,891</b>	<b>-</b>	<b>22,503</b>	<b>213,394</b>
<b>Total Campground</b>	<b>5,901</b>	<b>74,802</b>	<b>183,285</b>	<b>189,186</b>
<b>Total Fencing</b>	<b>8,214</b>	<b>-</b>	<b>-</b>	<b>8,214</b>
<b>Total Golf Course</b>	<b>161,010</b>	<b>73,608</b>	<b>385,189</b>	<b>546,199</b>
<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
#1852 Irrigation System Repairs	2,444	-	5,085	7,529
#1853 Landscaping	35,578	-	50,007	85,585
#1859 Tree Trimming/Removal	-	-	-	-
#1907 Surveillance System Cameras	13,854	-	-	13,854
#1848 Mailbox Slabs	65,915	-	88,435	154,350
2-1802-01 Mailbox Proj \$418,589 2/6/8	116,971	-	-	116,971
2-2010-01 CLDS So Median Landscape \$100k-\$150k	-	-	9,288	9,288
<b>Total Grounds</b>	<b>234,762</b>	<b>-</b>	<b>185,460</b>	<b>420,222</b>
<b>Total Large Equipment</b>	<b>1,996</b>	<b>-</b>	<b>-</b>	<b>1,996</b>
<b>Vehicles</b>				
#1621 Pontoon Boat	-	-	-	-
#1810 (2) Toyota Pickups(\$59,777) 5-2-17	-	-	-	-
#1810 (7) Toyota Trucks(\$177,935) 7-5-17	-	-	-	-
#1810 Golf Cars	-	-	-	-
#1810 Toyota Truck (\$23,800) 4-2-18	-	-	-	-
#1811 OPS Honda Viberator Plate	-	-	-	-
#1810 Chevy Truck (39,332.04)12-4-18	-	-	-	-
#1810 TChevy Silverado Truck (31,460)	-	-	-	-
#1812 Golf Car Serial #GP0437-436029	-	-	-	-
#2004 Marine Patrol Boat	-	-	-	-
#2004 Marine Patrol Boat (\$8,475)	-	-	-	-
#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)	-	-	90,754	90,754
<b>Total Vehicles</b>	<b>58,359</b>	<b>-</b>	<b>90,754</b>	<b>149,113</b>
<b>Total Plumbing, Sewers, Drains &amp; Septics</b>	<b>6,328</b>	<b>3,795</b>	<b>6,375</b>	<b>12,703</b>
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>	<b>1,513,200</b>	<b>216,758</b>	<b>1,437,011</b>	<b>2,950,211</b>

## Canyon Lake Property Owners Association Capital Improvement Fund Expenditures

	FYE 2019	March 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	-	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	-	24,115	97,529	97,529
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
5-2010-03 Roadrunner Restroom \$31,800	-	8,278	22,551	22,551
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 Camera Project Campground	-	3,587	10,187	10,187
5-2102-01 Mailbox Lighting Project \$145,320	-	-	60,825	60,825
5-2102-02 Park Shade Structures \$131,067	-	15,789	15,789	15,789
5-2103 00 Holiday Harbor Fish Cleaning Slab	-	1,950	1,950	1,950
5-2103-01 Happy Camp Benches, Tables, & Trash Receptacle	-	3,144	3,144	3,144
5-2103-02 Pickelball Courts Drinking Fountain w/Bottle-filling Station	-	2,421	2,421	2,421
<b>Total #05 Capital Improvement Fund</b>	<b>648,396</b>	<b>59,284</b>	<b>482,294</b>	<b>1,130,691</b>

## Canyon Lake Property Owners Association Road Reserve Fund Expenditures

	FYE 2019	March 2020	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
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
3-2102-00 GMU Pavement Condition Index	-	-	5,217	5,217
3-2102-01 Campground Road & Drainage	-	-	5,812	5,812
3-9999-00 Minor Road Repairs	-	1,500	4,550	4,550
<b>Total Road Reserve Fund Acct 03-0670</b>	<b>2,428,374</b>	<b>1,500</b>	<b>1,337,898</b>	<b>3,766,271</b>



**VANDALISM REPORT**  
**March 2021**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
320181	N/A	1/21/2021	COMMON AREAS	REMOVE CARVINGS FROM MAILBOXES / PREP & PAINT	\$44.99	1	\$84.99	MAILBOX TEXTURED SPRAY PAINT
320182	N/A	1/21/2021	COMMON AREAS	REPAIR DAMAGES MADE TO MAILBOX / PREP & PAINT	\$44.99	1	\$84.99	MAILBOX TEXTURED SPRAY PAINT
320240	851368	1/28/2021	COMMUNITY PATROL / MAIN GATE	REPAIR / REPLACE DAMAGED GATE ARM	\$0.00	6	\$240.00	ON CALL LABOR FOR GATE REPAIRS
320357	865011	2/14/2021	TENNIS COURTS	REPAIR DAMAGES TO TENNIS COURT EQUIPMENT	\$40.19	8.5	\$380.19	LUMBER & PAINT
320358	865588	2/15/2021	GAULT FIELD	REPAIR PERIMETER FENCING AS NEEDED	\$20.00	1	\$60.00	CHAIN LINK FENCING
320478	875649	2/26/2021	COMMON AREAS	REPAIR DAMAGES MADE TO COMMON AREA CHAINS	\$0.00	0.5	\$20.00	NO MATERIALS NEEDED
N/A	N/A	2/28/2021	HAPPY CAMP	REPLACE MISSING LOCK AT HAPPY CAMP	\$37.00	0.5	\$57.00	REPLACEMENT AMERICAN LOCK
N/A	885880	3/3/2021	FAIRWAY ESTATES / SKYLINK	VENDOR CALLED TO MAKE REPAIRS TO ENTRANCE GATE	\$120.00	0	\$120.00	VENDOR INVOICE #1744
320519	886569	3/4/2021	GAULT FIELD	REPAIR DAMAGED RESTROOM LOCK AND HANDLE	\$0.00	3	\$120.00	HARDWARE
320520	886578	3/4/2021	COMMON AREAS / DIAMOND POINT PARK	REPAIR DAMAGED ENTRANCE GATE TO PARK	\$0.00	3	\$120.00	HARDWARE
320521	886589	3/4/2021	COMMON AREAS / NORTH SKI	REPAIR DAMAGES MADE TO RESTROOMS	\$8.56	2	\$88.56	REPLACEMENT WINDOW LATCH
320612	N/A	3/16/2021	TENNIS COURTS	ASSESS & REPAIR DAMAGED POA PROPERTY	\$26.92	2.5	\$126.92	REPLACEMENT TOILET SEAT COVER & FAUCET AERATOR
320613	N/A	3/16/2021	TENNIS COURTS	ASSESS & CLEAN UP TENNIS COURT MESS	\$15.00	1	\$55.00	CLEANING SUPPLIES
320622	N/A	3/18/2021	COMMON AREAS / INDIAN BEACH PARK	REPAIR INDIAN BEACH STAGE RAILINGS	\$115.63	3.5	\$255.63	GENERAL SUPPLIES
320639	N/A	3/22/2021	TENNIS COURTS	REPAIR OR RE-SECURE POA PROPERTY	\$10.44	1	\$50.44	REPLACEMENT BOLTS
320667	20210000035	3/25/2021	COMMON AREAS / HOLIDAY HARBOR PARK	REPAIR AND / OR CLEAN RESTROOM AS NEEDED	\$15.00	0.5	\$35.00	CLEANING SUPPLIES & DRAIN SNAKE MACHINE

\$        498.72    \$ 35.00    \$ 1,898.72  
\$        1,400.00

Date: 5/4/21

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Marvin Webster Appealing ACC Committee Denial for RV Parking (rear access from Sierra Park)

T/L: 3720-093

Address: 29399 Vacation Dr

CC&R Section 5 & 6

Staff Recommendation

Member Since November 28, 2016

Staff recommends that the Board of Directors uphold the ACC Committee decision and deny the members request to utilize CLPOA property for ingress/egress purposes.

Exhibits for Review

Exhibit 1 Overview of Properties  
Exhibit 2 Plot Plan  
Exhibit 3-7 Pictures

Background

Mr. Webster submitted an application and plan for a RV parking pad located in the back yard, by way of accessing the parking pad from Sierra Park parking lot which is gated access locked at 10pm by Community Patrol.

The ACC Committee denied the application due to this being common area and they do not have the authority to approve ingress/egress access from CLPOA property.

Per the Civil Code § Section 4600 Grant of Exclusive Use Common Area

(a) Unless the governing documents specify a different percentage, the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member.

(c) Any measure placed before the members requesting that the Board grant exclusive use of any portion of the common area shall specify whether the Association will receive monetary consideration for the grant and whether the Association or the transferee will be responsible for providing any insurance coverage for exclusive use of the common area.

It was noted by Operations that CLPOA cannot guarantee unrestricted access, and that CLPOA reserve the right to change CLPOA property at any time.

## CC&R Description

### **6. Architectural Control Committee**

#### **Para 1**

All plans and specifications for any structure or improvement whatsoever to be erected on or moved upon or to any lot, and the proposed location thereof on any lot or lots, the construction material, the roofs and exterior color schemes, any later changes or additions after initial approval thereof, and any remodeling, reconstruction, alterations, or additions thereto on any lot shall be subject to and shall require the approval in writing before any such work is commenced of the Architectural Control Committee (herein called "Committee"), as the same is from time to time composed.

#### **Para 6**

The Committee shall have the right to disapprove any plans, specifications or details submitted to it in the event the same are not in accordance with all of the provisions of this Declaration; if the design or color scheme of the proposed building or other structure is not in harmony with the general surroundings of such lot or with the adjacent buildings or structures; if the plans and specifications submitted are incomplete; or in the event the Committee deems the plans, specifications or details, or any part thereof, to be contrary to the interests, welfare or rights of all or any part of the real property subject hereto, or the owners thereof.

### **5. Canyon Lake Property Owners Association Para 3-4**

#### **Para 3**

The Association shall be responsible for the maintenance, repair, and upkeep of the private streets and parks, pedestrian easements, within the Subdivision, and the appurtenant drainage improvements and slope easements reserved by Declarant. Said maintenance, repair and upkeep shall be done in a continual and workmen like manner and in no case shall the level of such maintenance, repair and upkeep be below the level of such care which would have been provided by the County of Riverside, had such streets, parks, pedestrian easements, drainage easements and slope easements been owned by said County.

#### **Para 4**

The Association shall also be the means for the promulgation and enforcement of all regulations necessary to the governing of the use and enjoyment of such streets and parks and such other properties within the Subdivision as it may from time to time own.

**PB.2.1 Park and Beach Hours** - Park and Beach Hours are: October 1 - April 30, 8 a.m. to 8 p.m., May 1 - September 30, 8 a.m. to 10 p.m. EXCEPTION: East Port Park hours are 6 a.m. – 10 p.m. PM year around. After hours launch site parking is available, see GR.5.3v. Any personal possessions left at parks or beaches when closed will be removed by the CLPOA. NOTE: Contact the Operations department for lost and found items.

## Committee Results

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Application for RV Parking Pad April 1, 2021:** the Committee cannot approve a parking area that uses CLPOA property for ingress or egress access.

**Committee In-Conclusion:** Operations advised the Committee that CLPOA property cannot be used for ingress and egress access for trailers and RV's.

**Members Appeal** – Please see attached appeal.

**Fiscal Impact**

None

Cheryl Mitchell

Senior Planning and Compliance Manager



# Map My County Map



- Legend**
- Parcel APNs
  - Parcels
  - Blueline Streams
  - ▨ City Areas



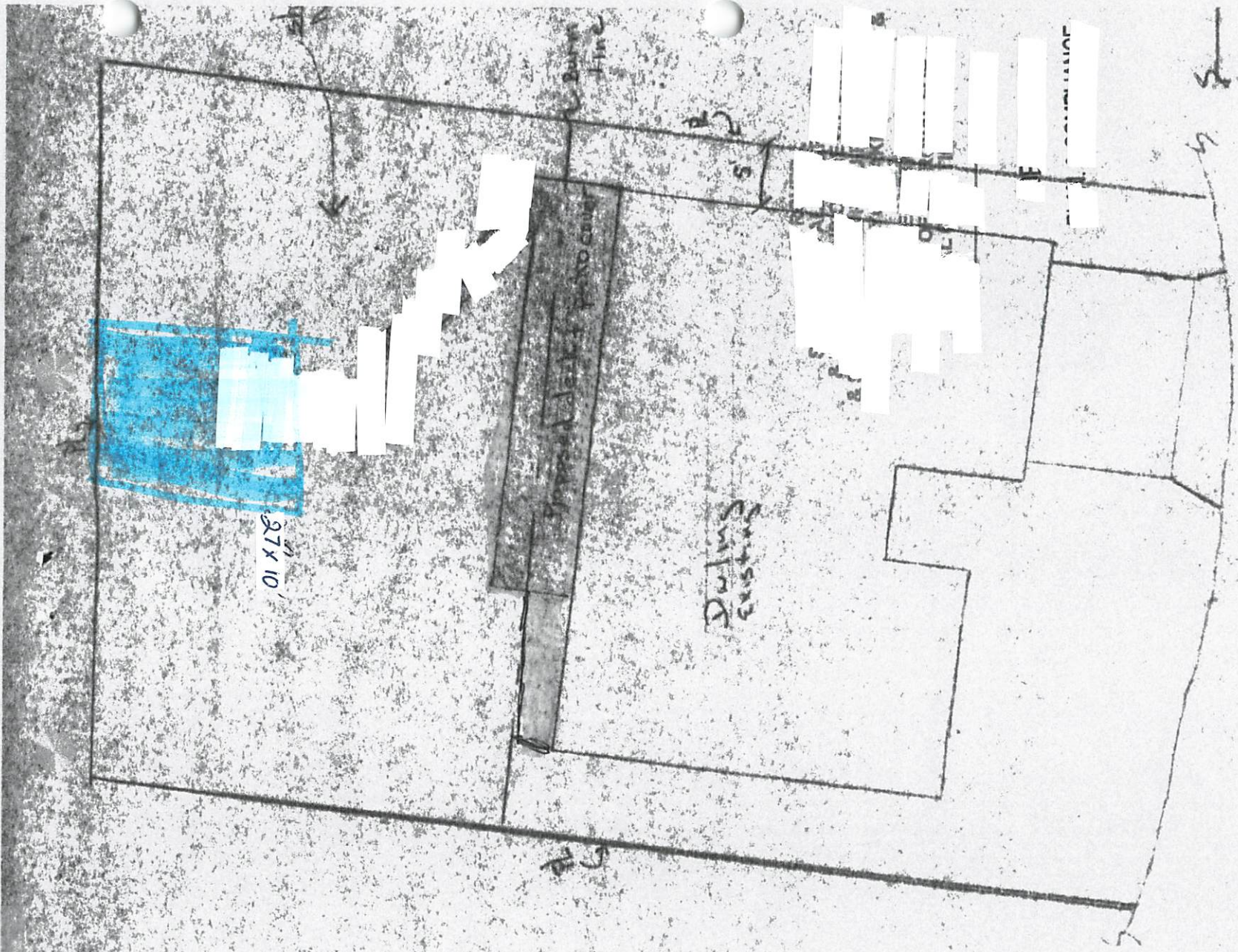
**\*IMPORTANT\*** Maps and data are to be used for reference purposes only. Map features are approximate, and are not necessarily accurate to surveying or engineering standards. The County of Riverside makes no warranty or guarantee as to the content (the source is often third party), accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained on this map. Any use of this product with respect to accuracy and precision shall be the sole responsibility of the user.

**Notes**





2



Vacation Pk

Plot Map  
N.T.S.

Deck 36059  
Lathia Cover 40





ω



H

29385 Vacation

29385 Vacation







29385 Vacation Dr Beggs



Date: 5/4/21

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Perry Beggs Appealing ACC Committee Denial for Parking Pavers (existing) (rear access from Sierra Park)

T/L: 3720-094

Address: 29385 Vacation Dr

CC&R Section 5 & 6

Staff Recommendation

Member Since September 28, 2017

Staff recommends that the Board of Directors uphold the ACC Committee decision and deny the members request to utilize CLPOA property for ingress/egress purposes.

Exhibits for Review

Exhibit 1	Overview of Properties
Exhibit 2	Plot Plan
Exhibit 3-6	Pictures

Background

On April 7, 2021 the inspectors noticed a trailer parked on un-permitted paver in the rear of the property and sent a courtesy notice requesting an application and plans to be submitted to the ACC Committee.

Mr. Beggs submitted an application and plan for parking pavers located in the back yard, by way of accessing the parking pad from Sierra Park parking lot which is gated access locked at 10pm by Community Patrol.

The ACC Committee denied the application due to this being common area and they do not have the authority to approve ingress/egress access from CLPOA property.

Per the Civil Code § Section 4600 Grant of Exclusive Use Common Area

(a) Unless the governing documents specify a different percentage, the affirmative vote of members owning at least 67 percent of the separate interests in the common interest development shall be required before the board may grant exclusive use of any portion of the common area to a member.

(c) Any measure placed before the members requesting that the Board grant exclusive use of any portion of the common area shall specify whether the Association will receive monetary consideration for the grant and whether the Association or the transferee will be responsible for providing any insurance coverage for exclusive use of the common area.

It was noted by Operations that CLPOA cannot guarantee unrestricted access, and that CLPOA reserve the right to change CLPOA property at any time.

## CC&R Description

### **6. Architectural Control Committee**

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## Committee Results

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Application for RV Parking Pad April 8, 2021:** the Committee cannot approve a parking area that uses CLPOA property for ingress or egress access. Trailer and pavers must be removed.

**Committee In-Conclusion:** Operations advised the Committee that CLPOA property cannot be used for ingress and egress access for trailers and RV's.

**Members Appeal** – Please see attached appeal.

**Fiscal Impact**

None

Cheryl Mitchell

Senior Planning and Compliance Manager



# Map My County Map



## Legend

- Parcel APNs
- Parcels
- Blueline Streams
- City Areas

Access gates on all properties confirmed.



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0 94 188 Feet

REPORT PRINTED ON...4/9/2021 4:28:22 PM

© Riverside County GIS



Prnors 18x24 1/2  
 Prnors 18x24 1/2

HOUSE TURNED  
 PARRALLEL TO  
 SOUTH LINE.

Existing Wall Existing

GOING STAIRS  
 TO BELOW.

CHBY

CONC. APPROACH  
 PER RIVERSIDE CO  
 SPECS.

ROOF PLAN  
 1/2" = 1'-0"

CONG. SHAKE ROOF  
 10 LB PER SQ FT OVER  
 2" X 4" BATT OVER  
 1/2" CDX FIBERGLASS  
 INS. 2" RAY. OR BLOCKED  
 FIBERGLASS - NAILED  
 4" X 4" @ 24" SPACED  
 ENDS @ 12" FIELD

OK PICK UP  
 AC HERE  
 AC Walk  
 of driveway  
 space in back

SEALING  
 JOINTS WITH  
 2" BURELL  
 W/ADH  
 (PERIMETER  
 OF ROOF)

RESIDENCE: JIM  
 MILLER & JAMES PETERSEN  
 LOT: 94 TR-1712 CATHOLIC LANE

20' BOUND  
 SETBACK  
 92' REQ'D SETBACK

24' BOUND  
 SETBACK

APR 24 1981

**APPROVED**  
 SUBJECT TO PERMITS FROM  
 RIVERSIDE COUNTY BUILDING AND  
 SAFETY DEPARTMENT  
 SEE LETTER ATTACHED FOR  
 CONDITIONS OF APPROVAL

JOB NO. 8009  
 DATE: APR. 15, 1980  
 DRAWN BY: R. HORTON  
 REVISIONS:

ROOF PLAN  
 1/2" = 1'-0"



2



10



03/26/2021 10:35

W



OIL COLORS

3720-094

13

HOUSE TRIM



12/3/2014 14:36

F

B eggs front





Carrault  
Croach  
Gate

Westerly  
MAYUM  
Gate

Gate  
Perry  
Sofa

Gate  
Cary  
Nanton



Date: 5/4/21

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Laura Bollema Appealing ACC Decision for Netting  
(Rear/Side Yard)

T/L: 3716-533

Address: 23201 Continental Dr

CC&R Section 6 Architectural Control Committee Para 1 & 6

Staff Recommendation

Member Since November 5, 2012

Staff recommends that the Board of Directors uphold the ACC decision and deny the appeal. Staff further recommend that Ms. Bollema submit for the ACC alternative suggestion of a forty (40') foot netting in height, located seventy (70') feet back from the curb on the right side only.

Exhibits for Review

Exhibit 1	Trajectory Design Study for Netting Plan
Exhibit 2	" "
Exhibit 3	Trajectory Legend
Exhibit 4	Picture of Trees
Exhibit 5	Preliminary Plan for Patio Cover in Front (rejected October 15, 2020)

Background

Ms. Bollema is appealing the ACC decision for a 60' in height "U" shaped netting to surround the sides and rear of her property to shield her property from mis-hit golf balls.

Ms. Bollema presented a trajectory plan prepared by Tanner Consulting Group, along with her application to the ACC Committee. Ms. Bollema's property is approximately midway down from the third tee on the greens as shown on the trajectory plan in Exhibit 1.

The purpose of this study is to illustrate the path of a Tietlist PRO V1 Ball hit with a 10.5-degree lofted driver. It also shows the ball height and distance hit by a specific club, ball and swing speed. These are golf shots that are hit straight and correct. Additionally, it assumes the ball was struck in the middle of the club-face that was square to a correct alignment at impact. There is no guarantee that a golfer will be proficient enough to mimic the exact swing conditions to generate this ideal result. There is no guarantee that a golfer will hit at this same speed or angle. If a golf shot is mis-hit it will usually not travel as far or straight. This study reflects what is determined as "a worse -case scenario".

The Committee spent several meeting goings over her application, along with meeting her at the property, and conversing with the Green Committee to help aid them in determining a decision.

The Committee made an alternative suggestion. They suggested that the netting on the right side of the home must be set back a minimum of 70 feet back from the curb based off the design trajectory of the engineered plan. They also stated that the support post must be a minimum of six (6) inches away from the property line and that the maximum height of netting is 40 feet above the grade based on what the Committee has approved on other golf course homes.

#### Additional information regarding mis-hits

**Hook** – a shot that moves sharply to the left for a right hander.

**Shank** - a shot hit sending it to the right at an almost angle of 90 degrees.

**Slice** - a shot that moves severely from left to right (often trouble shot of beginners and high handicapper).

The Committee in its sole purpose in keeping with previously approved netting determined that Ms. Bollema's plan is not aesthetic and should not be approved due to the height and position proposed.

The Committee has been and will continue to work with Ms. Bollema to determine the best course to take. Owning a property adjacent to the golf course is not without challenge and there is a certain degree of understanding of these challenges prior to purchasing a home on the golf course.

#### Rules Description

### **6. Architectural Control Committee**

#### **Para 1**

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## Committee Results

The Committee met and the application was denied:

**1<sup>st</sup> Meeting Preliminary Plans Not Acceptable - October 15, 2020:** Preliminary plans for a driveway cover do not appear acceptable. Committee is unable to approve the aluminum patio cover in the driveway as it violates the CC&R that states no structure in the front or side setbacks.

**2<sup>nd</sup> Meeting Application for Netting Denied - January 7, 2021:** the netting on the right side of the home must be set back a minimum of 70 feet back from the curb based on design trajectory of the engineered plan. Support post must be a minimum of six (6) inches away from the property line. Maximum height of netting is 40 feet above the grade based on what the Committee has approved on other golf course homes. Recommend notarized agreement from neighboring property.

**3<sup>rd</sup> Meeting Application for Netting Denied – March 4, 2021:** the Committee Request a meeting with the Member at the property.

**4<sup>th</sup> Meeting Application for Netting Denied – March 11, 2021:** The Committee will meet with the Greens Committee to discuss.

**Committee In-Conclusion:** Member wants screening for golf balls 60 feet high u-shaped around the home. The Committee has approved up to 40 feet in height for similar properties. Using the engineer's plans of where the golf balls go, we determined that the netting only needs to be 70 feet back from the curb on the right side and all the way across the rear of the property. It is not needed on the left side. There are two 50–60-foot trees between the tee and her home. We asked the Green Committee if some type of screening could be put up near the tee and at their March 11<sup>th</sup> meeting it was stated that they will look into something. A tree, netting or a fence would work.

**Members Appeal – See attached**

## Fiscal Impact

None

Cheryl Mitchell

Senior Planning and Compliance Manager







...HIT BY A SPECIFIC CLUB. OUR ILLUSTRATIONS SHOW THE BALL HEIGHT AND  
 ARE HIT STRAIGHT AND CORRECT. BALL AND SWING SPEED. THESE ARE GOLF SHOTS THAT  
 THIS SAME SPEED OR ANGLE. IF A GOLF SHOT IS MIS-HIT IT WILL USUALLY NOT HIT AT  
 AS FAR OR STRAIGHT. FOR THIS REASON, OUR STUDY REFLECTS WHAT WE DETERMINE TO  
 BE "A WORSE CASE SCENARIO." THE GOLF CLUB WAS SELECTED BY POPULARITY.

23201

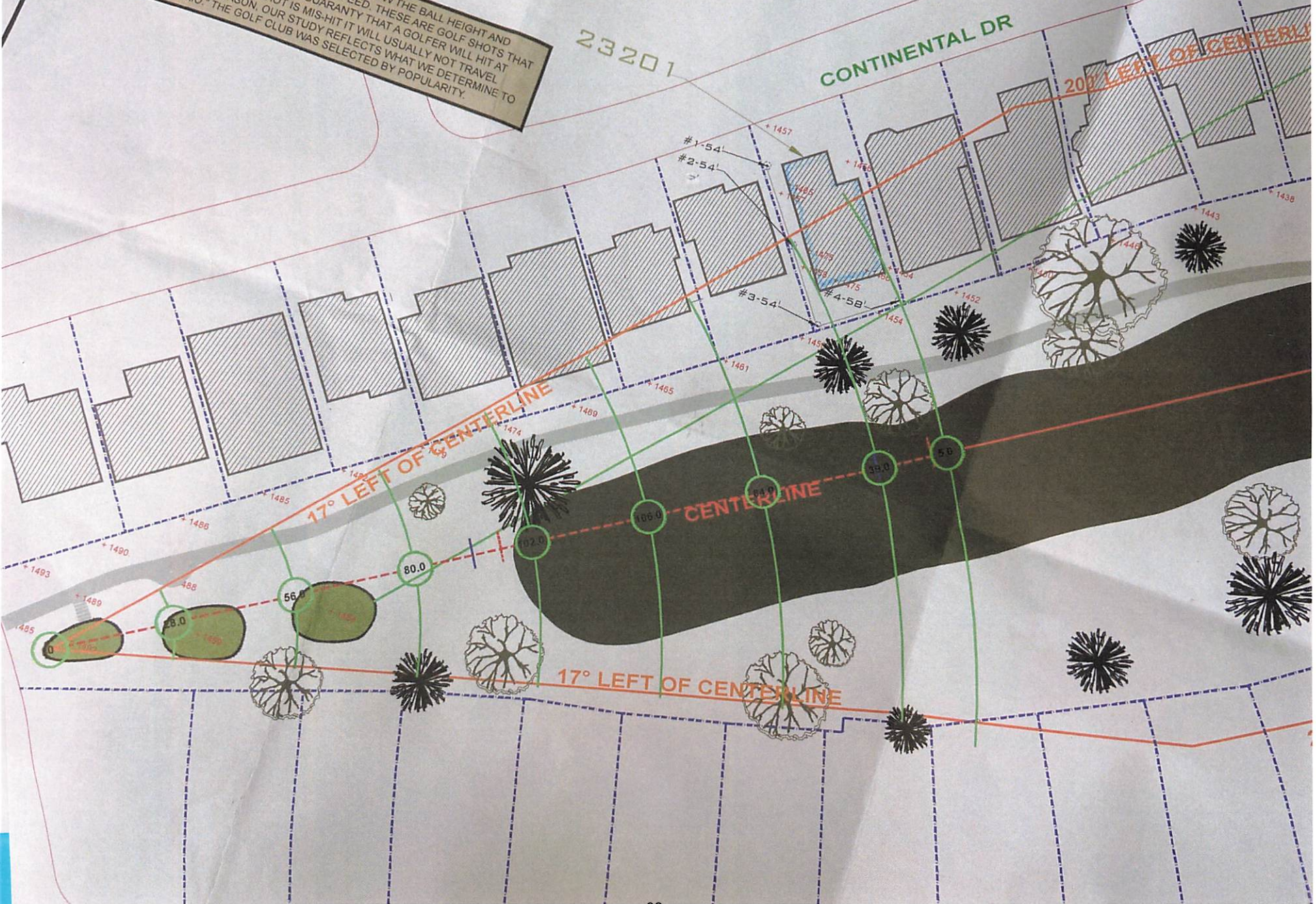
CONTINENTAL DR

200' LEFT OF CENTERLINE

17° LEFT OF CENTERLINE

CENTERLINE

17° LEFT OF CENTERLINE





# NETTING PLAN

## DESIGN TRAJECTORY

The USGA tests golf equipment to determine if it conforms to certain specifications relating to the speed with which golf ball leaves the face of a driver. Their testing equipment uses a clubhead speed of 109 MPH. While it is possible for a person to swing with faster speeds (Tiger Woods driver swing speed has been measured 130 +- MPH). We selected a swing speed for the driver of 112 MPH in an effort to model a swing by a male golfer to achieve a 262.4 carry using a Titleist PRO V1 Ball.

For the purpose of this study, this illustration prepared by Tanner Consulting Group depicts the path of a Titleist PRO V1 Ball hit with a 10.5 degree lofted driver. Additionally, it assumes the ball was struck in the middle of the club-face that was square to a correct alignment at impact. There is no guarantee that a golfer will be proficient enough to mimic the exact swing conditions to generate this ideal result. Furthermore, if a golf ball is struck with any less power and/or accuracy than modeled above, then the flight will not be nearly as straight or as far as shown.

## Legend

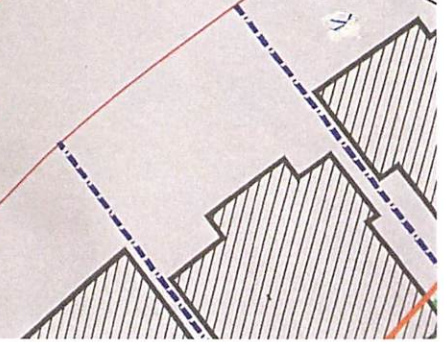
Golf Club Driver: CALLAWAY EPIC FLASH 10.5 DEGREES  
STANDARD LENGTH SHAFTS REGULAR FLEX  
Golf Ball: TITLEIST PRO V1

FOR THE PURPOSE OF THIS STUDY, OUR ILLUSTRATIONS SHOW THE BALL HEIGHT AND DISTANCE HIT BY A SPECIFIC CLUB, BALL AND SWING SPEED. THESE ARE GOLF SHOTS THAT ARE HIT STRAIGHT AND CORRECT. THERE IS NO GUARANTY THAT A GOLFER WILL HIT AT THIS SAME SPEED OR ANGLE. IF A GOLF SHOT IS MIS-HIT IT WILL USUALLY NOT TRAVEL AS FAR OR STRAIGHT. FOR THIS REASON, OUR STUDY REFLECTS WHAT WE DETERMINE TO BE "A WORSE CASE SCENARIO." THE GOLF CLUB WAS SELECTED BY POPULARITY.

23201

#1-54'

#2-54'









This Is In Canyon Lake 29231 Vacation  
Dive Canyon Lake Calif 92587  
I Like This To If I Could Name A one  
Hang off My Roof But With Puller's  
Across My Garage's

