

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Tuesday, June 1, 2021 - 6:00 P.M.**  
**22200 Canyon Club Drive, Canyon Lake, CA 92587**  
**This meeting may also be joined virtually at [vm.clpoa.net](https://vm.clpoa.net)**  
**Dial into the Zoom meeting by phone: 1-669-900-6833**  
**Meeting ID: 864 5113 5385**

1. **Welcome and Call to Order**
  - Pledge of Allegiance
  - Verification of Quorum
2. **Approval of Minutes**
  - May 4, 2021
3. **Public Official Comments**
4. **Presentations**
5. **Announcements**
6. **Consent Agenda (Items A-D)**
  - A. **APPROVAL: Ratify Monthly Financial Statement Review** (Susan Dawood)  
Proposed Resolution: That the Board of Directors ratify the review of the monthly Financial Statements, and all additional required information per Code Sec. 5500 for the period of, April 30, 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** (Susan Dawood)  
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: Alternate Finance Committee Member Appointment** (Susan Dawood)  
Proposed Resolution: That the Board of Directors approve the appointment of Gregg Kludjian as an alternate member, and Greg Doherty as the standing committee member on the Finance Committee; contingent upon execution of the Confidentiality Agreement, effective immediately.
7. **Board Action Items**
  - 7.1 **APPROVAL: Committee Policy** (Harmony McNaughton)

Proposed Resolution: That the Board of Directors approve to revise the Committee Policy, as attached.

**7.2 APPROVAL: Rules & Regulations Review Committee Charter** (Cory Gorham)

Proposed Resolution: That the Board of Directors approve the Rules and Regulations Review Committee Charter, as attached.

**7.3 APPROVAL: CIP Funding for Family Park at Sierra Park North** (Steve Schneider)

Proposed Resolution: That the Board of Directors approve CIP funding in the amount of \$2,000,000, with a 10% contingency, and authorize staff to negotiate and value engineer the project with bidders, for full development of a Family Park at Sierra Park North. We expect to execute a construction contract and start the project in July.

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

**9. Association Reports**

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

**10. Board Comments**

**11. Architectural Appeals**

None.

**12. Next Meeting Date**

- Tuesday, July 6, 2021 at 2:00 p.m. – Executive Session
- Tuesday, July 6, 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, May 4, 2021. President Chris Poland called the meeting to order at 6:10 p.m. Directors present were Jim Barringham, Joe Kamashian and Tom Nathan. Four Board Members were present, Director Jeanne O'Dell was absent; quorum was met. Also present were; General Manager, Eric Kazakoff; Assistant General Manager Lynn Jensen; Sr. Planning and Compliance Manager Cheryl Mitchell; ACC Chairperson John Stelzner; Sr. Manager of Member Services Cory Gorham; 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**

- April 6, 2021

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors approve the April 6, 2021 Regular Session Meeting Minutes, as attached. Four votes in favor, Director O'Dell absent. MOTION CARRIED

3. **Public Official Comments**

President Poland led a moment of silence in honor of the loss of Canyon Lake City Council Member Jordan Ehrenkranz.

Mayor Pro Tem Jeremy Smith led a moment of silence in memory and honor of Jordan Ehrenkranz.

EVMWD Director Darcy Burke reported on: potential water rates presentation.

EVMWD Community Affairs Supervisor Bonnie Woodrome presented a status update on potential water rate changes for EVMWD and upcoming public hearing.

4. **Presentations**

President Poland reported on the 2020 – 2021 Board's accomplishments.

General Manager Eric Kazakoff and staff reported on the 2020 – 2021 Projects, Department Goals, and Association accomplishments.

General Manager Eric Kazakoff reported on the ballot measures.

General Manager Eric Kazakoff presented Retiree Awards to Board Director Tom Nathan and President Chris Poland for their term and service and honored Director Jeanne O'Dell who was not in attendance.

5. **Announcements**

None.

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

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

A. APPROVAL: Ratify Monthly Financial Statement Review

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

C. Authorization of Liens

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

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

MOTION/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. APPROVED

E. APPROVAL: Senior Work Group Committee Member Appointment (Carrie Pratt)

MOTION/RESOLUTION: That the Board of Directors appoint Kathy Santangelo to the Senior Work Group; contingent upon execution of the Confidentiality Agreement, effective immediately. APPROVED

F. APPROVAL: ACC Alternate Committee Member Appointment (Cheryl Mitchell)

MOTION/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. APPROVED

7. **Board Action Items**

7.1 APPROVAL: New Fine Appeal Procedures – Re-numbering for Appeals Process

MOTION/RESOLUTION: Director Kamashian moved 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. Director Barringham seconded. Four votes in favor, Director O’Dell absent. MOTION CARRIED

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

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve to revise rules GR.4.5 and GR.4.6, as attached. Director Nathan seconded. Four votes in favor, Director O’Dell absent. MOTION CARRIED

7.3 APPROVAL: Canyon Lake Sanctioning Request – Canyon Lake Veterans & First Responders Group

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors approve the Canyon Lake Veterans & First Responders Group as a sanctioned club, effective May 4, 2021. Director Nathan seconded. Four votes in favor, Director O’Dell absent. MOTION CARRIED

7.4 APPROVAL: Funding for Vehicle Replacement of Planning and Compliance Department Vehicles 08-1 & 08-2

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve funding in the

amount of \$52,402 Plus a 2.5% contingency from the Repair and Replacement funds, 02-670. Director Nathan seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

7.5 APPROVAL: Funding for Large Dog Park Phase 2

MOTION/RESOLUTION: Director Barringham moved 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 Fund, 05-670 plus a 5% contingency to update the Large Dog Park. Director Kamashian seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

7.6 APPROVAL: Funding for Roadrunner Restroom Construction

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors approve funding in the amount not to exceed \$184,000 from the CIP fund, 05-670 for the Roadrunner Restroom project. Director Barringham seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

7.7 APPROVAL: Contract with GMU Geotechnical to Develop Plans and Specs for the First Year of Major Road Repairs

MOTION/RESOLUTION: Director Barringham moved that the Board of Directors approve \$197,748.00 plus a 10% contingency to hire GMU for these services, to come from the Road Reserve Fund; contingent upon legal review. Director Kamashian seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

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

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors approve the recommendations for future Financial Planning, as attached. Director Barringham seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

## 8. Member Comments on Non-Personnel Items

The Board heard member comments.

## 9. Association Reports

- General Manager, Eric Kazakoff  
Reported on: appreciation to President Chris Poland and Directors Nathan and O'Dell for their service on the Board, appreciation to staff, upcoming Park Hopper event on Memorial weekend, staff reports, pool statistics, communications reporting, Operations projects, golf course irrigation renovation, large dog park upgrades, Roadrunner Park restroom project, playground replacement, Happy Camp upgrades, and reminders to vote.
- Staff Reports, as written
- Community Patrol, as written

## 10. Board Comments

- Director Barringham reported on: appreciation to Directors Nathan and O'Dell for their service, appreciation to President Poland for his leadership and service, and appreciation to staff.
- Director Kamashian reported on: condolences to the Ehrenkranz family for their loss, appreciation to General Manager Eric Kazakoff and staff, appreciation and well wishes to Directors O'Dell and Nathan, appreciation to President Poland for his leadership and service to the community, voting reminders, Green Committee project updates, irrigation project status, community invite to committee meetings, and upcoming Appeals Committee meetings.

- Director Nathan reported on: TWG volunteers, volunteer groups that assist in the care of facilities and amenities, dog park project, bench donation program, Recreation Committee meetings, ongoing maintenance, Family Park project contribution to the community, appreciation to staff and fellow directors for their contributions.
- President Poland reported on: appreciation to Directors Nathan and O'Dell for their contributions and service to the community, appreciation to fellow Directors for their efforts, appreciation to staff, the ACC and Planning and Compliance.

The Board recessed at 8:32 p.m. and resumed the meeting at 8:44 p.m.

## 11. Architectural Appeals

- A. Marvin Webster 29399 Vacation Dr.  
Appealing ACC Denial of RV Parking Pad

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors table this item to allow Legal Counsel to work with staff to draft a revokable license/variance for Board review at the June Board Meeting. Director Barringham seconded. Four votes in favor, Director O'Dell absent.  
MOTION CARRIED

- B. Perry Beggs 29385 Vacation Dr.  
Appealing ACC Denial of Pavers for Trailer Storage

MOTION/RESOLUTION: Director Kamashian moved that the Board of Directors table this item to allow Legal Counsel to work with staff to draft a revokable license/variance for Board review at the June Board Meeting. Director Barringham seconded. Four votes in favor, Director O'Dell absent.  
MOTION CARRIED

- C. Laura Bolleman 23201 Continental Dr.  
Appealing ACC Denial of Netting (Golf Course)

MOTION/RESOLUTION: Director Nathan moved that the Board of Directors Denied the request and recommend that she 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. Director Kamashian seconded. Four votes in favor, Director O'Dell absent. MOTION CARRIED

## 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

Director Nathan moved to adjourn the meeting. Director Kamashian seconded. Meeting adjourned at 10:33 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 preliminary Financial Statement information for April 30, 2021.

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Susan C. Dawood, Controller



**Date: June 1, 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 June 1, 2021. The meeting was called to order at 1pm. Items discussed during this session included:

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

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

3<sup>rd</sup> Party Contract/Agreement - The Board of Directors and management held discussion on two (2) third party contract/agreement pending with the Association during this meeting.

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

The meeting concluded at 4:30 pm.

*Lynn Jensen*

Lynn Jensen  
Assistant General Manager

**Date:** June 1<sup>st</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. 355-131-005
2. 353-182-023
3. 351-131-021
4. 353-142-003

**TO:** Board of Directors

**FROM:** Controller

**RE:** Finance Committee Members

**Background**

The Finance Committee is in need of one (1) Alternate Member. The Committee has recommended the Board of Directors appoint Gregg Kludjian as Alternate.

The Finance Committee is in need of one Committee Member. The Committee has recommended the Board of Directors appoint Greg Doherty (former Alternate Committee Member) to fill the open position as Finance Committee Member.

**Fiscal Impact**

None

**Recommendation:**

The Board accept the applicants to the Finance Committee, effective immediately.

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Susan C. Dawood, Controller.



**DATE:** June 1, 2021

**Action**

**TO:** Board of Directors

**FROM:** Corporate

**RE:** Approval - Revised Committee Policy

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**Background**

The Board of Directors held their annual Board Orientation in May. In review of the current policies and charters for all of the CLPOA committees, it has been requested to modify the Committee Policy to reinstate the Rules and Regulations Review Committee, as attached.

**Fiscal Impact**

None

**Recommendation**

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

Harmony McNaughton

Harmony McNaughton  
PIO / Clerk of the Board

Division: Corporate

Policy No:

Effective Date: ~~08-04-2020~~ June 1, 2021

This policy supersedes all previous Committee Policies.

Committee Policy

## COMMITTEE POLICY

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

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

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

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

### COMMITTEE STRUCTURE:

#### STANDING COMMITTEES

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

The following are Standing Committees:

- Appeals Committee
- Architectural Control Committee
- Estates Committee
- Facilities Planning Committee
- Finance Committee
- Green Committee
- Recreation Committee
- Fiesta Day Committee
- Rules and Regulations Review Committee

#### AD-HOC COMMITTEES

The BOARD may create or dissolve such other special or ad-hoc committees to serve specified purposes and duties, as deemed necessary, by resolution of the BOARD. Ad-hoc committees are created to serve in a

temporary capacity. Those committee's charters and schedules shall outline their specific functions and tasks as designated by the BOARD. Direction shall be provided through the BOARD liaison, in consultation with the General Manager, or ex-officio liaison assigned to the Committee.

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

- Dredge Committee

### **WORK GROUPS**

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

The following are Work Groups:

- Senior Work Group
- Tuesday Work Group

### **COMMITTEE MEMBER APPOINTMENTS:**

#### **MEMBERS**

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

#### **LIAISON**

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

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

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

#### **EMPLOYEES OF CLPOA**

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

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

## **DESIGNATED COMMITTEE POSITIONS:**

### **CHAIRPERSON**

The chairperson of each committee shall be a member of the committee and shall be appointed by the BOARD. The chairperson of each committee shall supervise the activity of the committee and its sub-committees, giving assistance whenever necessary, ensure proper documentation of Agendas and Minutes, and that the activities of the committee and its sub-committees are coordinated (acting within the boundaries of the resolution parameters). The chairperson should draw upon the full output of the committee members to arrive at alternatives and options to present to the BOARD. The Chairperson of any one committee shall be limited to two years of service in that capacity. Upon completion of term as chairperson, the committee may recommend the appointment of the new Chairperson to the BOARD. The BOARD shall appoint the committee chairperson as each position becomes available. The current chairperson may be reappointed for an additional term of two (2) years, serving a maximum term of four (4) years consecutively as chairman. The BOARD may appoint the current chairperson for an extended term on a case by case basis.

### **SECRETARY**

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

### **SUB-COMMITTEES**

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

### **ALTERNATE COMMITTEE MEMBERS**

The CLPOA and BOARD may determine that a committee have an alternate member(s) as part of the membership of the Committee. Alternate members shall be temporarily appointed for a probationary period of (90) days or three meetings to allow time for committees to recommend to remove or keep as a permanent alternate member to fill any future vacancies. Alternate members shall be automatically appointed to a committee when a vacancy becomes available and once the probationary period has passed. The alternate member shall be a voting member that will be allowed to deliberate and participate with full voting power, when any committee member is absent.

## **COMMITTEE QUALIFICATIONS:**

### **ELIGIBILITY**



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

### **COMMITTEE MEMBER TERM LIMITS**

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

### **TERMINATION OF SERVICE**

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

### **RESIGNATIONS**

Any committee member may resign at any time by giving written notice to the BOARD. Such resignation shall take effect on the day of the receipt of such notice or any later time specified therein. The acceptance by the BOARD of such resignation shall not be necessary to make it effective.

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

#### **COMMITTEE CHARTER RESPONSIBILITIES**

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

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

#### **MANNER OF OPERATION**

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

#### **MEETINGS**

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

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

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

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

### **QUORUM**

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

### **REPORTING**

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

### **BOARD REQUESTS**

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

### **CONFLICT OF INTEREST**

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

### **DISSOLUTION OF A COMMITTEE**

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

## **Social Media Policy**

### **Purpose**

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

### **Goal**

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

### **Responsibility**

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

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

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

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

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

### *Approved Content:*

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

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

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

*Unapproved Content:*

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

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

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

**Employee, Committee & Board Guidelines**

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

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

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

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

## CANYON LAKE PROPERTY OWNERS ASSOCIATION

### CONFIDENTIALITY AGREEMENT

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

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

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

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

📍 31512 Railroad Canyon Road, Canyon Lake, CA 92587

☎ 951.244.6841

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

**DATE:** June 1, 2021 **ACTION:**

**TO:** Board of Directors

**FROM:** Sr. Member Services Manager

**RE:** APPROVAL – Rules and Regulations Committee Charter

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**Background**

The Rules and Regulations Committee is being established as a standing committee that will review and recommend the addition, amendment, or removal of community rules and associated fines.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the Rules and Regulations Committee Charter as attached.



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Cory Gorham, Sr. Member Services Manager

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## Rules and Regulations Review Committee

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

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

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

NOW, THEREFORE, BE IT RESOLVED THAT a Rules and Regulations Review Committee be established, having the following terms of reference.

### RESPONSIBILITY

The primary responsibility of the Rules and Regulations Review Committee is to provide advice and assistance to the Board of Directors (hereinafter referred to as “the BOARD”) in reviewing and revising rules and regulations of the Canyon Lake Property Owners Association (hereinafter referred to as “the CLPOA”).

In fulfilling its responsibility, the Rules and Regulations Review Committee shall perform functions which include the following:

- Based on direction of the BOARD and through oversight by the Board Liaison and/or Staff Liaison, review and recommend the addition, amendment, or removal of CLPOA rules and regulations and associated fine amounts that are contemplated/designated for amendment by the BOARD;
- Assist the BOARD, Board Liaison, and Staff Liaison with research and analysis of significant issues which may have a potential impact on the CLPOA rules and regulations contemplated/designated for amendment; and
- Perform such other functions as directed by the BOARD, Board Liaison and/or General Manager.

### MEMBERSHIP

The Rules and Regulations Committee shall be composed of seven (7) members plus one (1) alternate member (in good standing) of the CLPOA. The chairperson shall be appointed by the BOARD to serve a two (2) year term. The additional committee members shall be appointed by



the BOARD annually. Each appointment and term shall always be subject to change by the BOARD.

#### EX-OFFICIO MEMBERS

The President of the CLPOA and the General Manager or designee(s) shall be non-voting ex-officio members of the committee. One Director shall be designated by the BOARD to act as the Board Liaison to the committee.

**Date: 6/1/21**

**To: Board of Directors**

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

**Department Report - ACC Committee Overview**

Total current items monitored by the department **1429** which includes permit due dates, violations, extension and escrow inspections, last month **1721**. (Last month was the height of weed abatement, and out of 200 plus vacant lots and weed abatement process we only have 15 lots left that require abatement and we will be sending out letters with a final date to clear or the CLPOA will clear)

Permit Breakdown - May

1. 972 (down) Open permit
  - a. 11 (down) additions
  - b. 41 (up) new home/major additions
  - c. 123 (no change) lakeside permits
  - d. 60 (up) solar panel permits
  - e. 28 (down) concrete permits
  - f. 52 (up) driveway permits
  - g. 78 (down) fence permits
  - h. 9 (down) dumpster/pod permits
  - i. 179 (up) Same Day Permits
  - j. 622 (up) Improvements (multiple types)

Violation/Escrow Breakdown - May

1. 546 (down) Open violations
2. 46 (down) Open escrows

**ACC Committee Overview**

1. Total of **258 (down)** items reviewed
2. Total of **152 (down)** permits approved

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (up) **(7)**
2. Grading Permit **(0)**
3. Improvements (down) **(64)**
4. Lakeside Improvement (down) **(10)**
5. Recorded Variance (up) **(15)**
6. Rejected Applications (up) **(24)**
7. Re-Submittal's **(10)**
8. Permit issued same day (Over the counter) (up) **(94)**
9. Preliminary Applications (down) **(7)**

**Member Complaints**

1. 23 Complaints investigated
2. 4 already written

**Letter - Compliance**

1. 482 (up) compliance for May
2. 92 (down) Courtesy Notices

## Department Focus

The department focus has been weed abatement and ensuring that the lots are cleared prior to the end of June. At present we have 16 lots left and will start the abatement process if the remaining lots are not cleared by the end of May.

Over all the numbers are down due to the time of year and our focus on the vacant lots, compliance has increased up from last month. In the ensuing months the focus will be the yard maintenance, monitoring and ensuring that dead foliage, leaves and debris, as well as compliance with new projects.

# COMMUNICATION REPORT

## Goals & Campaigns - May 2021

### GOALS & OBJECTIVES

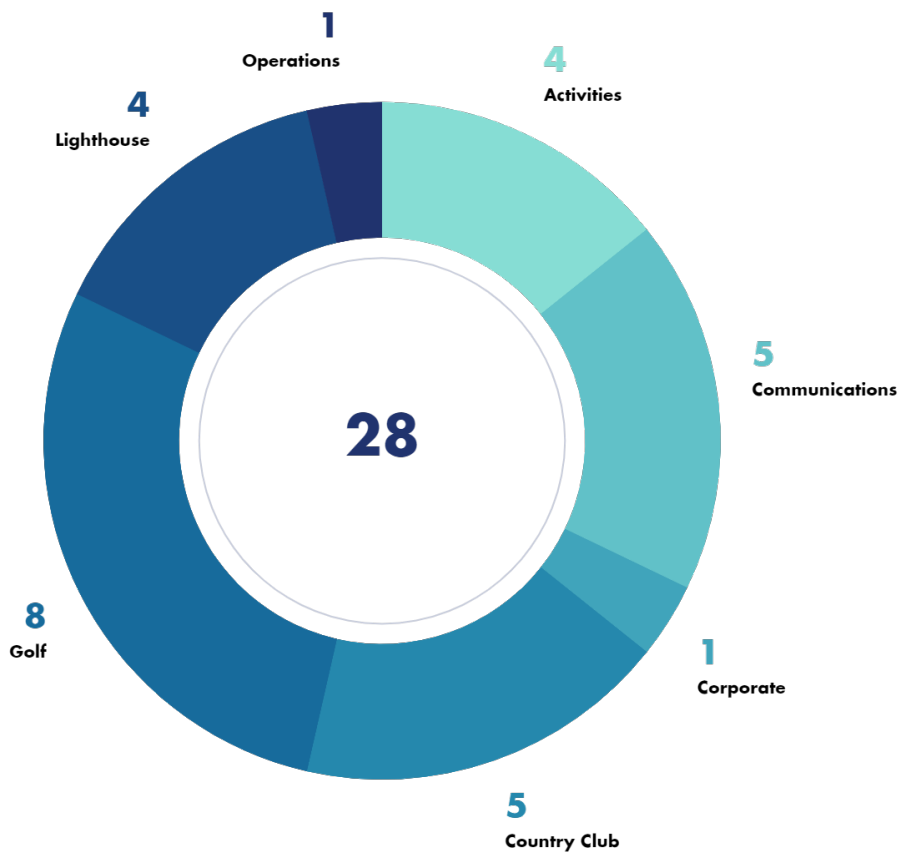
The primary goals of the Communication's team this fiscal year are:

- Expand the Canyon Lake POA's communication efforts, with a focus on increasing social media reach and engagement.
- Promote and market the Canyon Lake POA's revenue generating amenities:
  - Golf Course
  - Restaurants
  - Happy Camp & Propane Sales
- Promote Recreation & Events
- Promote Weddings & Banquets

### ACTIVE CAMPAIGNS

May 2021

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



# FEATURE CAMPAIGNS - CANYON LAKE POA

May 2021

## Canyon Lake Park Hopper



**FRIDAY, MAY 28 - SUNDAY, MAY 30**

*Spots*  
**HOLIDAY HARBOR, INDIAN BEACH, SIERRA PARK  
 CANYON LAKE LODGE, & EASTPORT PARK**

*Activities*  
**LIVE MUSIC, FOOD TRUCKS, ENTERTAINMENT,  
 MOVIE NIGHTS AND MORE!**

VISIT PARK HOPPER PAGE  
[www.clpoa.com/parkhopper](http://www.clpoa.com/parkhopper)

VIEW SCHEDULE  
 scan with your phone

<p><b>Holiday Harbor</b></p> <p><b>Saturday, May 29</b></p> <ul style="list-style-type: none"> <li>Food Truck All Day Starting at 10 a.m.</li> <li>Vendor Fair All Day Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul> <p><b>Sunday, May 30</b></p> <ul style="list-style-type: none"> <li>Food Truck All Day Starting at 10 a.m.</li> <li>Vendor Fair All Day Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul>	<p><b>Indian Beach</b></p> <p><b>Saturday, May 29</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul> <p><b>Sunday, May 30</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul>
<p><b>Canyon Lake Lodge</b></p> <p><b>Saturday, May 29</b></p> <ul style="list-style-type: none"> <li>Food Truck All Day Starting at 10 a.m.</li> <li>Vendor Fair All Day Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul> <p><b>Sunday, May 30</b></p> <ul style="list-style-type: none"> <li>Food Truck All Day Starting at 10 a.m.</li> <li>Vendor Fair All Day Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul>	<p><b>Sierra Park</b></p> <p><b>Saturday, May 29</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul> <p><b>Sunday, May 30</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul>
<p><b>Eastport Park</b></p> <p><b>Saturday, May 29</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul> <p><b>Sunday, May 30</b></p> <ul style="list-style-type: none"> <li>Food Truck Starting at 10 a.m.</li> <li>Vendor Fair Starting at 10 a.m.</li> <li>Rock the Boat Concert Series Starting at 12 p.m.</li> <li>Reserving Park for Pets</li> </ul>	



**MINI PADDLE BOATS @ POOL**  
**SUNDAY, MAY 30 | 10 A.M. - 2 P.M.**  
 125lb weight limit | Pool Closed  
[WWW.CLPOA.COM/PARKHOPPER](http://www.clpoa.com/parkhopper)



**Black Rock Canyon**  
**SATURDAY, MAY 29**  
 12 P.M. - 3 P.M.

**Southern Reign**  
**SUNDAY, MAY 30**  
 11 A.M. - 3 P.M.

Promotions for community-wide multi-day event over Memorial Day weekend.

## Feature Project: Golf Course Irrigation Project

**PROJECT FACT SHEET**  
**Golf Course Irrigation Project**

**Project Description**  
 The Irrigation system at the Canyon Lake Golf Course was installed in 1996 with a typical useful life expectancy of 15 to 25 years. Each year, the amount of time and money used to repair this aging irrigation system increases. Furthermore, newer irrigation systems are designed to be much more efficient.

The new design identifies a 14.6% savings in water, additional savings in power, along with a reduced annual maintenance cost for a total of an estimated \$105,000 savings per year. The project will pay for itself within 17 years, assuming water prices stay at the current rates. However, projecting water rate increases, the payoff could be in as little as 12 years.

**Project Scope**  
 The project has a four-month timeline with a plan to close only one hole at a time for minimum disruption to play. The scope of work includes replacing the following items:

- Controllers
- Irrigation Heads
- Lateral Piping
- Main Pump Station
- Portable Pump Station & Pump Enclosure
- Soil Sensors
- Weather Station
- Communication Wiring

In identifying the Golf Course's irrigation failures, the main lines were found to be in good condition, with 15 to 20 years of life remaining.

**Golf Course Aerial Depicts Multiple Yellow/Browning Spots Caused From Failing Irrigation System**




View all project pages at [www.clpoa.com/projects](http://www.clpoa.com/projects)



# FEATURE CAMPAIGNS - CANYON LAKE POA

May 2021

## Canyon Lake Marketing

### Community Patrol Video Series



### Best of IE Promotion

**VOTE FOR CANYON LAKE**

THE PRESS-ENTERPRISE  
**BEST OF INLAND EMPIRE**  
2021  
58TH ANNUAL READERS' CHOICE

- ✓ **Best City to Live:** Canyon Lake
- ✓ **Best Golf Course:** Canyon Lake Golf & Country Club
- ✓ **Best Local Restaurant:** Canyon Lake Country Club Bar & Grill

## Restaurant Marketing

### Mother's Day

LIGHTHOUSE RESTAURANT & BAR

# Mother's Day SPECIALS

Sunday, May 9, 2021 | 12 p.m. to 8 p.m.

**SEARED SEA SCALLOPS**  
Served with a citrus beurre blanc with mushroom risotto and brown sugar glaze butternut squash.

**HERB CRUSTED LAMB CHOPS**  
Served with a mint demi-glaze with mushroom risotto and brown sugar glaze butternut squash.

**FILET MIGNON MEDALLIONS**  
Two grilled 3oz filet medallions. Served with a mushroom demi glaze, au gratin potatoes, and brown sugar glaze butternut squash.

Wine specials by the glass

Reservations Recommended. Call 951.246.2720

### Cinco De Mayo

CANYON LAKE COUNTRY CLUB BAR & GRILL

# CINCO DE MAYO

WEDNESDAY, MAY 5, 2021

POZOLE, FAJITAS (BEEF, CHICKEN & SHRIMP) CHILE VERDE PLATE, GUACAMOLE BACON HAMBURGER, MARGARITAS, MICHELADAS

Call 951.246.1773 for reservations and takeout  
WWW.CANYONLAKECC.COM  
32001 Railroad Canyon Road, Canyon Lake, CA 92587

### Taco Tuesday

CANYON LAKE COUNTRY CLUB BAR & GRILL

# TACO Tuesday

ALL YOU CAN EAT! ALL YOU CAN EAT BUFFET

ONLY \$12.00

**\$12 ALL YOU CAN EAT TACO BUFFET**  
FEATURING ASADA, PASTOR, CHICKEN, & SALSA BAR  
**\$5 MARGARITAS**  
**CORONITAS & DRINK SPECIALS**

Call 951.246.1773 for reservations  
32001 Railroad Canyon Road, Canyon Lake, CA 92587 | www.canyonlakecc.com

### Photo Contest

CANYON LAKE COUNTRY CLUB BAR & GRILL

# CONTEST Giveaway!

ENTER TO WIN A \$30 GIFT CARD!

1. TAKE A PHOTO OF YOUR FOOD OR DRINK AT THE COUNTRY CLUB RESTAURANT
2. SHARE THE PHOTO ON SOCIAL MEDIA OR YOUR STORY
3. TAG US OR MENTION US IN YOUR POST
4. TAG 2 FRIENDS ON THIS POST

## Golf Course Marketing



### Golf Tip Video

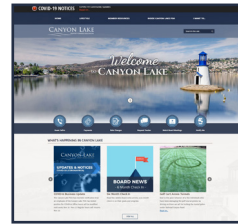
# COMMUNICATION REPORT

## Digital Highlights - May 2021

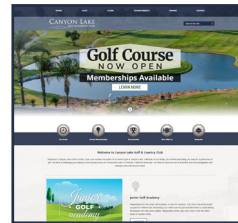
The Communications team manages the Canyon Lake POA's digital presence. This includes maintaining the Canyon Lake POA's websites, social media pages, email messages/notices, digital subscriptions.

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

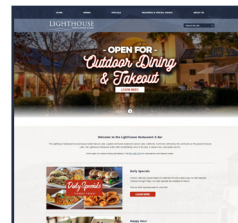
### WEBSITE ANALYTICS HIGHLIGHTS



**44,625**  
Pageviews  
(Canyon Lake POA)



**5,863**  
Pageviews  
(Country Club)



**3,500**  
Pageviews  
(Lighthouse)

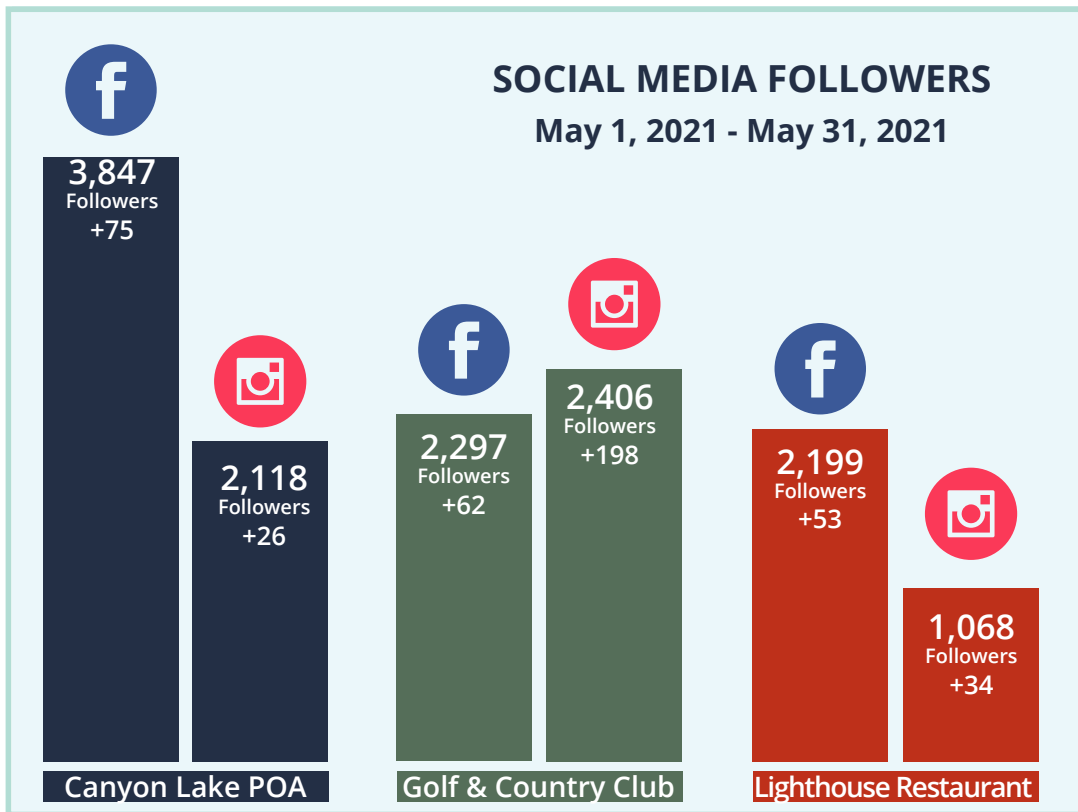
### TOP 5 VISITED WEBSITE PAGES

May 1, 2021 - May 31, 2021

Page	Pageviews	Unique Pageviews	Avg. Time on Page	Bounce Rate
<a href="http://www.canyonlakepoa.com">www.canyonlakepoa.com</a> - homepage	6,451	4,967	00:00:51	24.01%
<a href="http://www.canyonlakepoa.com/173/Canyon-Lake-Golf-Country-Club">/173/Canyon-Lake-Golf-Country-Club</a>	2,317	1,820	00:00:39	26.11%
<a href="http://www.canyonlakepoa.com/462/Happy-Camp">/462/Happy-Camp</a>	1,992	1,568	00:02:23	69.74%
<a href="http://www.canyonlakepoa.com/270/Payment-Services">/270/Payment-Services</a>	1,583	1,3030	00:03:06	75%
<a href="http://www.canyonlakepoa.com/198/Lighthouse-Restaurant-Bar">/198/Lighthouse-Restaurant-Bar</a>	1,450	1,164	00:00:40	75.91%

# COMMUNICATION REPORT

Digital Highlights - May 2021



### FACEBOOK HIGHLIGHTS

**69,254**  
Impressions  
(Canyon Lake POA)

**15,301**  
Engagements  
(Canyon Lake POA)

**677**  
Post Clicks  
(Canyon Lake POA)

### SUBSCRIPTION HIGHLIGHTS

May 1, 2021 - May 31, 2021

Subscription Category	Subscribers	+/- Prev. Month
Canyon Lake POA Email Newsletters	3,311	+30
Agenda Center	134	+4
Alert Center	1,439	+29
Newsflash	1,255	+33

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



# COMMUNICATION REPORT

## Digital Advertising Highlights - May 2021

**19,197**  
Impressions  
(Canyon Lake Golf)

**92,808**  
Impressions  
(Country Club Restaurant)

**26,603**  
Impressions  
(Lighthouse Restaurant)

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

### GOLF COURSE | DIGITAL ADVERTISING HIGHLIGHTS

May 1, 2021 - May 25, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Golf & Country Club   Facebook Page Like Ad	2,225	2,997	145	\$0.17	\$24.51
Golf & Country Club   Google Display Ad	16,200	16,200	92	\$0.53	\$48.78

### COUNTRY CLUB RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

May 1, 2021 - May 25, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Country Club   Facebook Ad	62,727	92,808	198	\$0.87	\$171.53

### LIGHTHOUSE RESTAURANT | DIGITAL ADVERTISING HIGHLIGHTS

May 1, 2021 - May 25, 2021

Campaign	Reach	Impressions	Clicks	Cost Per Click	Amount Spent
Lighthouse Restaurant   Facebook Page Like Ad	1,332	2,536	114	\$0.22	\$24.54
Lighthouse Restaurant   Facebook Ad	14,539	24,067	170	\$0.72	\$122.33

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### DOORDASH/OPENTABLE | RESTAURANT HIGHLIGHTS

May 1, 2021 - May 25, 2021

Restaurant	Orders	Average Ticket	Net Sales	OpenTable Reservations
Canyon Lake Country Club Bar & Grill	64	\$27.27	\$1,393.13	200
Lighthouse Restaurant	27	\$36.12	\$894.00	222

# COMMUNICATION REPORT

Looking Forward - June 2021

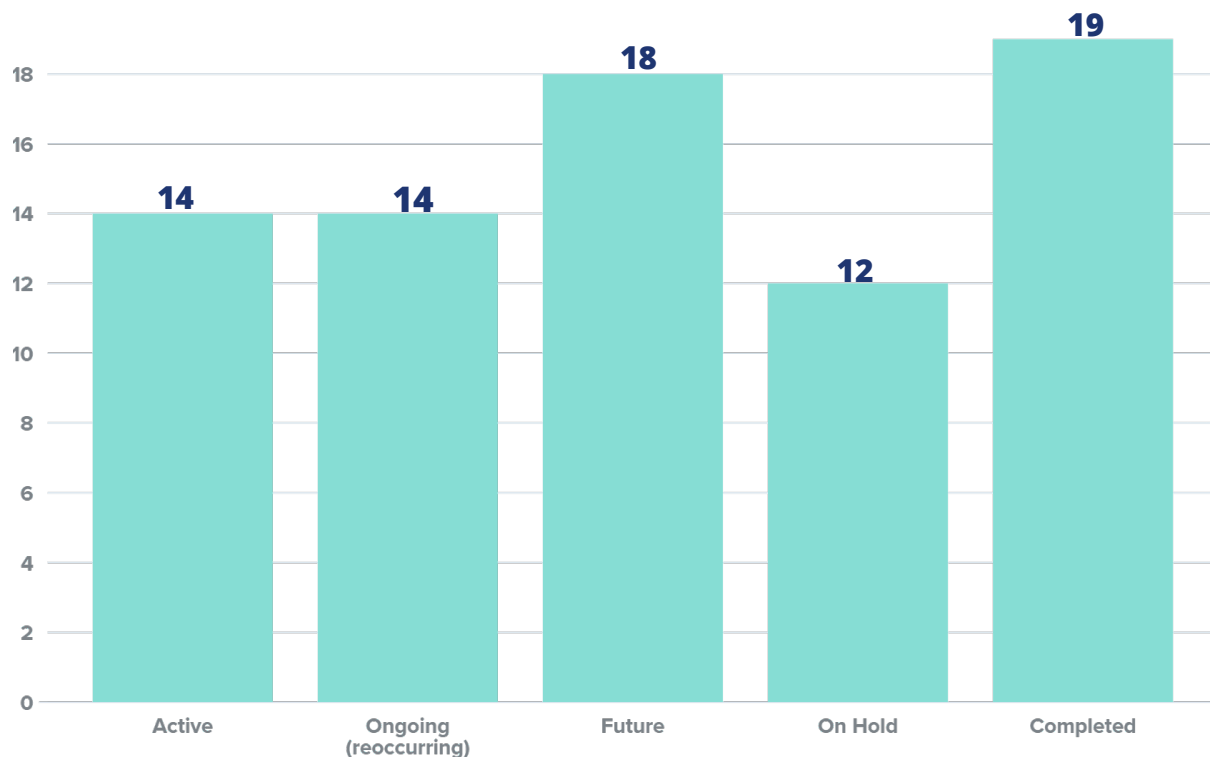
## GOALS & OBJECTIVES

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

- Community Project Promotions
  - Golf Course Irrigation Project
- Happy Camp July 4<sup>th</sup> Lottery
- Canyon Lake Living - Summer Issue
- Summer Movie Nights
- 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
- Father's Day Specials at Restaurants

## Campaign Status - May 2021

*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.*



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📍 31512 Railroad Canyon Road, Canyon Lake, CA 92587

☎ 951.244.6841

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

## COMMUNITY PATROL

Weekly Activity Report

3/29/21 – 4/4/21

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 (Assistant Account Manager)*

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### INCIDENT REPORTS

- Tuesday, March 30, 2021\_ Incident Report: Officer was dispatched to the Fairway Estates Skylink call box for reports of vandalism. Upon arrival the officer found what looked like spit to be on the call box. Operations was notified for the clean up and cameras were reviewed.

### 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). **4** service calls received.
  - **3** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
  - **25** other parking violations issued. **9** service calls received.
  - **5** misc. traffic violations issued. **2** service calls received.
  - **0** noise violations issued. **12** service calls received.
  - **1** fishing related violations issued. **1** service calls received.
  - **0** animal related violations issued. **16** service calls received.
  - **2** gate runner violations issued.
-

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**SPEED ENFORCEMENT ACTIVITY**

**No Speed Enforcement conducted as radars were being installed in units.**

**Speed Trailers were not deployed due to the transition to the new patrol contractor.**

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**ADDITIONAL INFORMATION**

Total Calls for Service	74
Calls for Service – Unable to Locate	27
Motor Vehicle Accidents	2
Vandalism of Amenities	1-Sky Link Call Box
<i>(Average Response Time)</i>	4/8.75

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	4,438
- East Gate	2,997
- North Gate	1,990
Total Guest Entries by Gate	
- Main Gate	9,549
- East Gate	6,458
- North Gate	3,871
Total RFID Entries by Gate	
- Main Gate	25,950
- East Gate	13,913
- North Gate	9,318
Confiscated Guest Passes	18

## TWO GUEST LANE ENTRY PROTOCOL\*

Total time in minutes	
- Main Gate	56
- 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

4/05/21 – 4/11/21

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 (Assistant Account Manager)*

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### INCIDENT REPORTS

- Tuesday, April 6<sup>th</sup>, 2021\_ Incident Report (Dispatched) Officer responded to the lodge parking lot for a loud noise call from Operations, and upon arrival the Officer found that the retaining wall along the side of Tennis Court 3 was damaged. Operations stated an unknown black Sedan was displaying an exhibition of speed when they made contact with the wall and then sped off at a high rate of speed. The area was patrolled and was unable to locate. Operations was already on site.
- Thursday, April 8<sup>th</sup>, 2021\_ Incident Report (Patrol) While locking up the Tennis Courts restrooms the Officer found the restrooms to be Vandalized. The Officer reported that the mirror in the men's restroom was damaged, it had been hit multiple times with an object that caused dents in it. The area was patrolled further and no suspects were found. Operations was notified.
- Saturday, April 10<sup>th</sup> 2021\_ Incident Report (Patrol) While locking up the Tennis Court men's restrooms the Officer found the restrooms to be vandalized. The Officer reported that the toilet seat was smashed on the ground and broken. The area was patrolled further and suspect were found. Operations was notified.

### PATROL ACTIVITY

- **0** parking violation issued for long term parking (GR.5.3e). **10** service calls received.
- **1** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.

- **28** other parking violations issued. **11** service calls received.
- **0** misc. traffic violations issued. **2** service calls received.
- **1** noise violation issued. **10** service calls received.
- **0** bus stop violations issued. **0** service calls received.
- **0** golf cart related violations issued. **0** service calls received.
- **2** fishing related violation issued. **10** service calls received.
- **2** animal related violations issued. **17** service calls received.
- **0** solicitation violations issued. **0** service calls received.
- **1** verbal abuse violations issued.
- **4** gate runner violations issued.

### **SPEED ENFORCEMENT ACTIVITY**

No Speed Enforcement conducted as radars were being installed in units.

Operations assisted with the deployment of the speed trailer on Lighthouse Dr. 2 Citations issued.

### **ADDITIONAL INFORMATION**

Total Calls for Service	101
Calls for Service – Unable to Locate	41
Motor Vehicle Accidents	1
Vandalism of Amenities	1-Retaining wall at lodge 2-Tennis Courts men’s restroom mirror 3-Tennis Courts men’s Restroom toilet.
<i>(Average Response Time)</i>	9/9

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	4,368
- East Gate	2,748
- North Gate	1,868
Total Guest Entries by Gate	
- Main Gate	9,572
- East Gate	6,164
- North Gate	3,859
Total RFID Entries by Gate	
- Main Gate	26,858
- East Gate	14,398
- North Gate	10,142
Confiscated Guest Passes	19

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	12
- 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

4/12/21 – 4/18/21

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 (Assistant Account Manager)*

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### INCIDENT REPORTS

- Monday, April 12<sup>th</sup>, 2021\_ Incident Report (Patrol) While Officer was on patrol, he found the men's restroom at Holiday Harbor vandalized. The Officer reported that there was dirt and mud in the urinals and sinks. Dirt had been thrown on the walls as well. The area was patrolled further and no suspects were found. Operations was notified.
- Wednesday, April 14<sup>th</sup>, 2021\_ Incident Report (Patrol) While Officer was on patrol, he found the men's restroom at the tennis courts to be vandalized. The Officer reported that a racially derogatory term was scratched/etched into the paint of the men's restroom door. The area was patrolled further and no suspect were found. Operations was notified.
- Sunday, April 17<sup>th</sup> 2021\_ Incident Report (Dispatched) Officer was sent to East port park for reports of vandalism. Upon arrival the found both men's and women's restrooms to be vandalized the paper tower dispenser had been removed from the wall and was on the floor, in both the men and the woman's room. Trash has also been thrown on the floor of both restrooms. The area was patrolled but no suspected were found. Suspects were found via CCTV and information given to the POA. Operations was notified.

### PATROL ACTIVITY

- 4** parking violations issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- 0** parking violation issued for long term parking (GR.5.3e). **6** service calls received.

- 1 parking violation issued for vehicles extending beyond the curb (GR.5.3f). 0 service calls received.
- 33 other parking violations issued. 17 service calls received.
- 0 misc. traffic violations issued. 3 service calls received.
- 3 noise violation issued. 13 service calls received.
- 0 golf cart related violations issued. 3 service calls received.
- 1 fishing related violation issued. 5 service calls received.1
- 2 animal related violations issued. 9 service calls received.
- 1 gate runner violations issued.1

**SPEED ENFORCEMENT ACTIVITY**

No Speed Enforcement conducted due to radars being installed in units.

No Speed Trailers were deployed this week.

**ADDITIONAL INFORMATION**

Total Calls for Service	108
Calls for Service – Unable to Locate	25
Motor Vehicle Accidents	2
Vandalism of Amenities	1-Holiday Harbor Restrooms 2-Tennis Courts men’s restroom/Door 3-Eastport Men’s and Women’s Restroom
<i>(Average Response Time)</i>	6/5.1

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	4,231
- East Gate	2,738
- North Gate	1,789
Total Guest Entries by Gate	
- Main Gate	9,277
- East Gate	6,083
- North Gate	3,776
Total RFID Entries by Gate	
- Main Gate	28,396
- East Gate	14,461
- North Gate	10,024
Confiscated Guest Passes	20

**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	16
- 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

4/19/21 – 4/25/21

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 (Assistant Account Manager)*

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### INCIDENT REPORTS

- Saturday, April 24<sup>th</sup>, 2021\_ Incident Report (Patrol) While on patrol of the tennis courts, the officer found the restrooms to be vandalized. The Officer reported that the lids to the back of the toilets for both men's and women's restrooms were smashed. The area was patrolled further and no suspected were found. Operations was notified.
- Saturday, April 24<sup>th</sup>, 2021\_ Incident report (Patrol) While on patrol of East Port Park, the officer found the men's restrooms to be vandalized. The Officer reported Graffiti on the walls and the bathroom stalls. The area was patrolled further and no suspected were found. Operations was notified.

### PATROL ACTIVITY

- **13** parking violations issued for unsightly / inoperable vehicles (GR.5.3d). **0** service calls received.
- **6** parking violations issued for long term parking (GR.5.3e). **11** service calls received.
- **0** parking violation issued for vehicles extending beyond the curb (GR.5.3f). **0** service calls received.
- **20** other parking violations issued. **14** service calls received.
- **1** misc. traffic violations issued. **4** service calls received.
- **1** noise violation issued. **11** service calls received.
- **0** bus stop violations issued. **0** service calls received.
- **0** golf cart related violations issued. **0** service calls received.
- **1** fishing related violation issued. **3** service calls received.

- 1 animal related violations issued. 5 service calls received.
  - 0 solicitation violations issued. 0 service calls received.
  - 0 verbal abuse violations issued.
  - 2 gate runner violations issued.
- 

### **SPEED ENFORCEMENT ACTIVITY**

- Monday April 19<sup>th</sup>- 1:50 PM- (Mobile Enforcement) Citation issued for Traffic Violation (GR.5.1D) Dagraca
- Tuesday April 20<sup>th</sup> – 10:06 AM- (Mobile Enforcement) Citation Issued for Speeding (GR.5.1C) Tobin
- Tuesday April 20<sup>th</sup>- 11:29 AM- (Mobile Enforcement) Citation issued for Traffic Violation (GR.5.10) Tobin
- Tuesday April 20<sup>th</sup>- 3:16 PM-(Mobile Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Tuesday April 20<sup>th</sup>- 3:27 PM-(Mobile Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Tuesday April 20<sup>th</sup>- 4:52 PM- (Mobile Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Wednesday April 21<sup>st</sup>- 11:55 AM- (Stationary Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Wednesday April 21<sup>st</sup>- 3:45 PM- (Mobile Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Wednesday April 21<sup>st</sup>- 5:45 PM- (Mobile Enforcement) Citation Issued for Speeding (Gr.5.1C) Tobin
- Thursday April 22<sup>nd</sup> -1:32 PM- (Stationary Enforcement) Citation issued for Speeding (Gr.5.1c) Dagraca
- Saturday April 24<sup>th</sup>- 12:33PM- Mobile Enforcement) Citation issued for Speeding (Gr.5.1c) Dagraca.
- Saturday April 24<sup>th</sup> -1:31 PM- (Stationary Enforcement) Citation Issued for speeding (Gr.5.1c) Dagraca
- Saturday April 24<sup>th</sup> -5:49 PM- (Mobile Enforcement) Citation Issued for speeding (Gr.5.1c) Dagraca

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

No Speed Trailers were deployed this week.

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### **ADDITIONAL INFORMATION**

Total Calls for Service	96
Calls for Service – Unable to Locate	28
Motor Vehicle Accidents	0
Vandalism of Amenities	1-Tennis Court restrooms 2-EastPort Men’s restroom
<i>(Average Response Time)</i>	10/6.1

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	4,126
- East Gate	2,695
- North Gate	1,902
Total Guest Entries by Gate	
- Main Gate	9,324
- East Gate	6,003
- North Gate	3,950
Total RFID Entries by Gate	
- Main Gate	28,188
- East Gate	14,499
- North Gate	9,758

Confiscated Guest Passes	25
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**TWO GUEST LANE ENTRY PROTOCOL\***

Total time in minutes	
- Main Gate	18
- 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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📞 951.244.6841

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## Marine Patrol Report

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

### Warnings Issued

Warning	FEB	MAR	APRIL
LM.2.5 Expired/ No Registration ( State )	0	0	0
LM.2.6 Expired/ No Registration ( POA )	0	0	0
FLC FISHING LICENSE	5	0	0
LM.6.13 Follow Counter-Clockwise Pattern	1	0	2
LM.8.2 Lifejackets must be worn by all persons	1	0	15
LM.6.3 Non Compliance	1	3	30
LM.6.7 Excessive Wake	2	0	6



**Additional Information**

	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
Total Calls for Service	84	82	350
Boat Safety Inspection	44	65	130
Boat Tow (Out of fuel/mechanical)	8	9	8
Boat Tow (Adrift)	0	0	0
Battery Assist	3	1	6
P&C Inspector Escort Hours	6.9	10.2	12.0
Fishing License Checks	27	20	68
Quagga Inspection	10	36	50
White Tag Applied	18	18	25
Quarantine Tag Applied	0	1	2

**Boat Operating Hours**

	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
Boat 1 START 8477.7/ END 8588.9	50.9	95.8	111.2
Boat 2 START 8075.5 / END 8167.3	111.8	113.5	91.8
Boat 3 START 1004.3 / END 1017.0	4.9	11.4	12.6
Boat 4 START 2053.0/ END 2096.9	60.8	43.9	68.7

**Boat Operating Hours by Location**

	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
Main Lake	125.5	140.6	141.7
East Bay	98.0	124.0	130.0
North Ski	4.9	11.4	12.6

**Incident Report Summary**

	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>
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NO REPORTS	0	0	1
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**Incident Report Detail**

<b>Incident Description</b>	<b>Location</b>
Deceased Person	NORTH SKI AREA

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 May. Refer to attached reports for additional information.

## OPERATIONS DEPARTMENT

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

### Completed Projects

- **Barn Panel Repairs at Equestrian Center** – Decorative Iron Works has completed repairing /replacing deteriorating stall fencing.
- **Fish Weighing Station at Holiday Harbor** – This project has been completed by the Bass Masters Club, Touw Construction and Operations.
- **DG Installed at North Causeway** – Operations staff installed DG over the rocks along the North Causeway.

### Developing Projects

- **Family Park at Sierra Park North** – The Ballot Measure for this project was approved. This will enable the project to be completed under a single contract within one year.
- **Golf Course Irrigation System** – Work on replacing the outdated irrigation system at the golf course has started. The new irrigation system design is anticipated to save 14.6% savings in water, additional savings in power, along with reduced annual maintenance costs. The installation has a 4-month timeline and will replace controllers, irrigation heads, lateral piping, pump stations, soil sensors, weather station, and communication wiring.
- **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. Shade structures have been ordered but are approximately 14 weeks from delivery.
- **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.
- **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** – Plans for this project are currently in Plan Check with the City. Drawings for this project were done by Mitchell J. Architecture.
- **Surveillance Equipment at Happy Camp** – Cameras are being installed at the campground by AC Communications.

- **Sunset Beach Playground** – Rubber playground surfacing is deteriorating and will be replaced by J2 Builders.
- **Resurfacing Tennis Courts** – Staff has received 3 quotes to resurface the tennis courts at the Lodge.
- **Gault Field Improvements** – Field #1 will be leveled, and the netting will be replaced. Staff is meeting with vendors and collecting quotes.

### Functions with Staff Assistance

- Operations staff will provide event assistance for the Park Hopper scheduled for Memorial Day weekend.
- As county guidelines for COVID-19 have relaxed, members have been able to begin hosting events with a limited capacity. Operations staff assisted with the set-up and break-down for these events.

### 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

- No major issues to report this month.

### Regulatory / Compliance

- None to report this month.

### Safety / Training

- **Excavator & Tractor Safety Training** – Training was conducted by All Access Rentals on May 19<sup>th</sup> outside in the Operations maintenance yard. Staff was standing 6' apart during the training.

## EQUESTRIAN CENTER

- **Barn Panel Repairs at Equestrian Center** – Decorative Iron Works has completed repairing /replacing deteriorating stall fencing.

## HAPPY CAMP CAMPGROUND

- No major issues to report this month.

## COMMITTEES / WORK GROUPS

Refer to the recap below for Committee updates for the month of 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 May 13<sup>th</sup> at 1:00pm in the Magnolia Room at the Country Club.

The following agenda items were addressed by the Green Committee:

- Old business was discussed including committee suggestions, ground erosion issues adjacent to cart paths, and discussing installing a French drain to manage ground water collecting near tee #4 during the irrigation project.
- New business was discussed including the golf course inspection scheduled for end of 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 June 10<sup>th</sup> at 1:00pm.

**Facilities Planning Committee:** The Facilities Planning Committee members met in person on May 13<sup>th</sup> at 3:30pm in the Magnolia Room at the Country Club.

The following agenda items were addressed by the Facilities Planning Committee:

- Old business was discussed including board updates from the Director of Operations, mailbox lighting progress, road design, large dog park, the lighthouse foundation near the Lodge, Campground restroom design, motorcycle parking design, Lodge patio design, architectural standards, and shade structures at Indian Beach and Sierra Park.
- New business was discussed including the Reserve Study and the Board Orientation Presentation.

The Facilities Planning Committee (FPC) 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 June 10<sup>th</sup> at 3:30pm.

**Recreation Committee:** The Recreation Committee members did not meet in May. The Committee typically meets on the 2<sup>nd</sup> Tuesday of the month in the Conference Room at the POA. The next scheduled meeting is on June 8<sup>th</sup> at 4:00pm.

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

- Old business was discussed including 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 June 15<sup>th</sup> at 1:00pm.

## CHALLENGES

May was an eventful month for Operations with the news that the Sierra Park ballot measure was approved! This means that the project will be executed under a single contract within one year as opposed to spanning its development over a 5-year period. The golf course irrigation project has started and is anticipated to be completed by the beginning of August. The new irrigation system design is anticipated to save 14.6% savings in water, additional savings in power, along with reduced annual maintenance costs. We're estimating a total savings of approximately \$105,000 per year meaning that the system will pay for itself within 12-17 years. And as the tiered restrictions for California begin to ease, Operations staff will be assisting with community events such as the Park Hopper for Memorial Day weekend and member events at the amenities and/or facilities. We're excited to see the community begin to return to normal amidst these changes and look forward to a bright future!



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Presented By: *Steve Schneider, Director of Operations*

## Canyon Lake Property Owners Association

### Repair & Replacement Fund Expenditures

	FYE 2020	April 2021	FYE 2021	2020-2021 TOTAL
<b>HVAC Units</b>				
#0303 HVAC Lodge	16,300	-	16,750	33,050
#1350 HVAC Corporate Office	-	-	17,149	17,149
#1659 HVAC North Gate	2,750	-	-	2,750
<b>Total HVAC Units</b>	<b>19,050</b>	<b>-</b>	<b>33,899</b>	<b>52,949</b>
<b>Lighting</b>				
#1161 LED Lighting Eastport	11,221	-	-	11,221
#1403 CC Bollard Lighting	11,315	-	-	11,315
#1484 Parking Lot Lighting - Lodge	2,011	-	-	2,011
#1956 Lighting Grounds - Lodge	1,674	-	-	1,674
<b>Total Lighting</b>	<b>26,221</b>	<b>-</b>	<b>-</b>	<b>26,221</b>
<b>Park Equipment &amp; Furnishings</b>				
#0404 Park Equipment	2,015	-	-	2,015
#0404 Park Equipment HH	1,838	-	-	1,838
#1005 Diamond Point Park - Playgroud Equipment	-	-	14,201	14,201
#1071 Moonstone Park - Tables	-	-	3,614	3,614
#1073 Moonstone Park - Waste Containers	-	-	2,123	2,123
#1124 Waste Container - Ski Slalom	-	-	1,983	1,983
#1605 Roadrunner Park	1,793	-	-	1,793
#1681 Refrigerator Holiday Harbor Snack Bar	-	-	1,806	1,806
#1852 Harrelson Park - Breaker Panel	-	-	1,547	1,547
#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
2-2104-00 Road Runner Park Drinking Fountain	-	2,433	2,433	2,433
<b>Total Park Equipment &amp; Furnishings</b>	<b>61,383</b>	<b>2,433</b>	<b>35,352</b>	<b>96,735</b>
<b>Total Gault Field</b>	<b>21,774</b>	<b>-</b>	<b>3,650</b>	<b>25,424</b>
<b>Total East Port</b>	<b>5,700</b>	<b>-</b>	<b>-</b>	<b>5,700</b>
<b>Equestrian</b>				
#1171 Equestrian Lighting, Barn	5,796	-	-	5,796
#1173 Equestrian Lighting, Poles, Wood	-	-	3,142	3,142
#1174 Equestrian - Sand Replacement	-	-	15,003	15,003
#1179 Equestrian Repairs	-	29,993	34,700	34,700
<b>Total Equestrian</b>	<b>5,796</b>	<b>29,993</b>	<b>52,844</b>	<b>58,640</b>
<b>Restaurant Equipment</b>				
#0901 CC Bar Equipment	3,591	-	-	3,591
#0901 Lodge Waste Collector	6,476	-	-	6,476
#0901 Misc. Restaurant Equip	1,745	-	-	1,745
#1426 Ice Machine - CC	7,640	-	-	7,640
#1522 Trough Table - Lodge	11,437	-	-	11,437
#2117 Salad/Sandwich Prep Station	-	-	6,000	6,000
2-2011-01 Lodge Dishwasher \$71142.40	-	-	66,745	66,745
<b>Total Restaurant Equipment</b>	<b>30,890</b>	<b>-</b>	<b>72,745</b>	<b>103,635</b>
<b>Furniture</b>				
#0903 Furniture Corporate Office	4,436	-	-	4,436
#1579 Furniture Senior Center	-	-	1,705	1,705
<b>Total Furniture</b>	<b>4,436</b>	<b>-</b>	<b>1,705</b>	<b>6,140</b>
<b>Total Flooring</b>	<b>-</b>	<b>-</b>	<b>7,851</b>	<b>7,851</b>
<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>	<b>31,700</b>	<b>-</b>	<b>-</b>	<b>31,700</b>
<b>Lodge</b>				
#1501 Lodge - Kitchen Warmers	3,687	-	-	3,687
#1502 Lodge - Kitchen Walk-in Refrigerator	-	-	3,900	3,900
#0910 Lodge Remodel	51,405	-	2,288	53,693
2-2006 Lodge Front Patio/Event Space Design \$28k	-	5,492	38,826	38,826
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>	<b>55,092</b>	<b>5,492</b>	<b>160,215</b>	<b>215,307</b>
<b>Country Club</b>				
#0910 CC Acoustical Ceilings-Magnolia Rm	7,250	-	-	7,250
#0910 CC Remodel Men's Restroom	22,334	-	-	22,334
#1387 CC Replace (6) Tables	-	-	1,791	1,791

## Canyon Lake Property Owners Association

### Repair & Replacement Fund Expenditures

	FYE 2020	April 2021	FYE 2021	2020-2021 TOTAL
#1390 CC Men's Locker Partitions #11,156	14,034	-	-	14,034
#1397 CC Transformer Pad & Fence	4,322	-	-	4,322
#1410 CC Concrete Entr \$14,641.08	14,641	-	-	14,641
#1410 CC Refurb Stairs \$16,930	15,930	-	-	15,930
#1419 CC Fountain \$65,000 11/1/19	57,861	-	-	57,861
#1730 CC Main Double Doors	-	-	2,750	2,750
#1743 CC - Flag Pole	2,621	-	-	2,621
#1759 CC Replace Folding Grille	-	-	3,903	3,903
2-2102-00 CC Plumbing Repairs	-	-	4,438	4,438
<b>Total Country Club</b>	<b>138,993</b>	<b>-</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
<b>Total Guard Shacks</b>	<b>19,455</b>	<b>-</b>	<b>25,614</b>	<b>45,069</b>
<b>Corporate Office</b>				
#1327 POA Office - Carpet	-	-	3,782	3,782
#1342 Admin Equipment Ofc	14,996	-	12,127	27,123
#1342 Card Reader Member Services	-	-	3,103	3,103
#1352 Water Heater	-	-	2,125	2,125
#2172 IT Camera North Gate	-	-	10,180	10,180
#2172 IT Camera Lodge	27,460	-	-	27,460
#2183 Camera - Big Tee Gate	3,503	-	-	3,503
#2183 Camera - Skylink Gate	4,294	-	-	4,294
2-2103-00 ADA Compliance Consultation	-	-	39,977	39,977
<b>Total Corporate Office</b>	<b>50,252</b>	<b>-</b>	<b>71,294</b>	<b>121,546</b>
<b>Computers</b>				
#0912 Office Equip Corp Admin	7,028	-	6,914	13,942
#1900 Server Licenses	1,804	-	-	1,804
#1900 Lodge/Campground Servers for Cameras	-	2,585	2,585	2,585
#2011 Network Backup \$50,880.34 8/6/19	50,880	-	-	50,880
#2155 Main Gate Server	-	-	6,232	6,232
#1900 CP Computers	1,613	-	-	1,613
<b>Total Computers</b>	<b>61,325</b>	<b>2,585</b>	<b>15,731</b>	<b>77,057</b>
<b>Operations</b>				
#1560 Motorola Repeater - Operations	-	-	4,113	4,113
#1546 Storage Containers - Operations	-	-	-	-
<b>Total Operations</b>	<b>-</b>	<b>-</b>	<b>4,113</b>	<b>4,113</b>
<b>Pool</b>				
#1100 Pool Heater	3,400	-	-	3,400
#1101 Pool Filters	3,600	-	-	3,600
#1141 Pool Fencing	-	-	3,185	3,185
#1142 Pool Shower Ceramic Tile	-	-	10,810	10,810
#1143 Pool Water Heater - 50 Gallon	-	-	9,295	9,295
#1158 Pool Pump	-	-	3,537	3,537
2-1912-00 Pool Deck & Plaster Replacement \$278,817	226,770	-	67,144	293,914
<b>Total Pool</b>	<b>233,770</b>	<b>-</b>	<b>93,971</b>	<b>327,741</b>
<b>Lake</b>				
#1620 Dock Gate Extension	1,900	-	-	1,900
#1620 Ramco Dock Repair	3,980	-	-	3,980
#1668 N Area Ski Erosion Remediation	42,211	-	-	42,211
#1678 Buoy Replacements	-	-	3,533	3,533
#1687 Dock - Lucky Cove \$13,550 1/7/2020	9,033	-	9,497	18,530
#2004 Dock - Indian Beach \$36,277.50 4/7/20	5,383	-	-	5,383
#2007 Docks HC \$88,326 4/2/19	79,815	-	1,100	80,915
#1694 N Ski Access & Picnic \$38,651 5/7	46,204	-	1,552	47,756
#1686 Docks	2,365	-	6,822	9,187
<b>Total Lake</b>	<b>190,891</b>	<b>-</b>	<b>22,503</b>	<b>213,394</b>
<b>Campground</b>				
#1257 Campground Building - Carpet & Vinyl Flooring	-	-	6,953	6,953
#1271 Campground Fuel Tank Hose	5,901	-	2,072	7,973
#1278 Campground Pits, Horseshoe	-	1,850	1,850	1,850
2-2005-00 Campground Playground \$159,757.50	-	8,800	161,259	161,259
2-2009-00 Campground Restroom \$180k-\$200k	-	8,293	24,737	24,737



## Canyon Lake Property Owners Association

### Repair & Replacement Fund Expenditures

	FYE 2020	April 2021	FYE 2021	2020-2021 TOTAL
Total Campground	5,901	18,943	196,870	202,772
Fencing				
#1625 Fencing Gault Field	-	-	-	-
Golf Course				
#1228 Hole #13 Lake Refurbish	141,964	-	260,686	402,650
#1228 Golf Water Feature	-	-	-	-
#1231 Golf - Concrete Repairs	13,765	-	12,725	26,490
#1702 Golf Course Equipment	2,337	-	-	2,337
#1702 TWG Equipment	2,944	-	-	2,944
#2087 Golf Maintenance Storage Shed	-	-	4,434	4,434
2-2007-00 GC Irrigation Sys Design \$95,700 7/7/20	-	4,990	38,725	38,725
2-2102-00 GC Irrigation Sys \$2,030,400	-	469,464	543,072	543,072
Total Golf Course	161,010	474,454	859,642	1,020,652
Fairway Estates				
#2174 Fairway Estates - Fencing Iron	4,500	13,000	13,000	17,500
#2175 Skylink/BT Access Panel	8,333	-	-	8,333
#2176 Fairway Estates - Operators 2008	-	-	2,000	2,000
#2177 Fairway Estates - Operators 2016	-	3,148	3,148	3,148
Total Fairway Estates	12,833	16,148	18,148	30,981
Grounds				
#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	19,941	69,948	105,526
#1907 Surveillance System Cameras	13,854	-	-	13,854
#1848 Mailbox Slabs	65,915	21,770	110,205	176,120
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
Total Grounds	234,762	41,711	227,171	461,933
Large Equipment				
#1904 Tractor Rotary Harrow	1,996	-	-	1,996
Vehicles				
#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
Total Vehicles	58,359	-	90,754	149,113
Plumbing, Sewers, Drains & Septics				
#1610 Storm Drain Repair	2,350	-	-	2,350
#1855 Backflow Repairs	3,978	-	6,375	10,353
Total Plumbing, Sewers, Drains & Septics	6,328	-	6,375	12,703
Total Repair & Replacement Fund Acct 02-0670	1,508,700	591,759	2,020,307	3,529,007

## Canyon Lake Property Owners Association Capital Improvement Fund Expenditures

	FYE 2020	April 2021	FYE 2021	2020-2021 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	-	13,074	110,603	110,603
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	-	1,074	23,624	23,624
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	-	-	10,187	10,187
5-2102-01 Mailbox Lighting Project \$145,320	-	-	60,825	60,825
5-2102-02 Park Shade Structures \$131,067	-	1,102	16,892	16,892
5-2103 00 Holiday Harbor Fish Cleaning Slab	-	-	1,950	1,950
5-2103-01 Happy Camp Benches, Tables, & Trash Receptacle	-	-	3,144	3,144
5-2103-02 Pickelball Courts Drinking Fountain w/Bottle-filling Station	-	-	2,421	2,421
5-2104-00 Holiday Harbor Snack Bar Project	-	12,650	12,650	12,650
5-2104-01 Holiday Harbor Fish Cleaning Slab & Drain	-	1,960	1,960	1,960
<b>Total #05 Capital Improvement Fund</b>	<b>648,396</b>	<b>29,860</b>	<b>512,155</b>	<b>1,160,551</b>

# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

	FYE 2020	April 2021	FYE 2021	2020-2021 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	1,800	1,244,977	3,623,678
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	-	12,649	17,865	17,865
3-2102-01 Campground Road & Drainage	-	-	5,812	5,812
3-2104-00 Campground - Misc Road Repairs	-	23,124	23,124	23,124
3-9999-00 Minor Road Repairs	-	-	4,550	4,550
<b>Total Road Reserve Fund Acct 03-0670</b>	<b>2,428,374</b>	<b>37,573</b>	<b>1,375,471</b>	<b>3,803,844</b>

**VANDALISM REPORT**  
**April 2021**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
320455	875046	2/26/2021	GAULT FIELD	REPAIR DAMAGES MADE TO WOMEN'S RESTROOM	\$9.24	1.5	\$69.24	(2) REPLACEMENT AERATORS
320668	N/A	3/25/2021	TENNIS COURTS	REPAIR DAMAGES MADE TO TENNIS COURT JUDGEMENT CHAIR	\$0.00	3	\$120.00	NO MATERIAL LISTED
320700	N/A	3/30/2021	COMMON AREAS / POA BLDG	REPLACE USE FLAG & ROPE THAT WENT MISSING	\$520.94	2	\$600.94	REPLACEMENT FLAG ROPE & USA FLAG
320759	N/A	4/5/2021	HAPPY CAMP	REPAIR / REPLACE DAMAGED WINDOW AT HAPPY CAMP	\$38.99	5	\$238.99	REPLACEMENT PLEXIGLASS
320760	N/A	4/5/2021	HAPPY CAMP	HAPPY CAMP TRASH PICK UP	\$0.00	1	\$40.00	LABOR TIME ONLY
320761	N/A	4/5/2021	HAPPY CAMP	CLEAN & REPAIR DAMAGES MADE TO RESTROOMS	\$24.87	3	\$144.87	REPLACEMENT SHOWER RODS & TOILET PAPER
320774	N/A	4/6/2021	COMMON AREAS / INDIAN BEACH	REPAIR DAMAGED INDIAN BEACH STAGE ROOF	\$72.98	8	\$392.98	ROOFING MATERIALS & HARDWARE
320775	N/A	4/6/2021	COMMON AREAS / NORTH SKI	REPAIR NORTH SKI RESTROOMS AS NEEDED	\$38.79	1.5	\$98.79	REPLACEMENT WINDOW SCREEN KIT
320795	N/A	4/7/2021	COMMON AREAS / HOLIDAY HARBOR	REPAIR HOLIDAY HARBOR DOOR	\$157.27	0	\$157.27	VENDOR MADE REPAIRS
320821	20210000207	4/9/2021	COMMON AREAS	REPAIR PERIMETER FENCING AS NEEDED	\$12.84	1	\$52.84	(3) REPLACEMENT METAL STAKES
320820	20210000208	4/10/2021	TENNIS COURTS	REPLACE DAMAGED PARTS TO RESTROOM TOILET	\$216.41	4.5	\$396.41	REPLACEMENT TOILET
320829	N/A	4/12/2021	COMMON AREAS / NORTH SKI	REPAIR NORTH SKI RESTROOM PLUMBING	\$0.00	1.5	\$60.00	HARDWARE ONLY
320838	20210000243	4/14/2021	TENNIS COURTS	REPAIR DAMAGES TO MENS RESTROOM	\$19.92	2	\$99.92	PAINT
320885	20210000271	4/16/2021	COMMON AREAS	REPAIR PERIMETER FENCING AS NEEDED	\$7.00	1	\$47.00	(1/2) BAG OF HOG RINGS
320886	20210000288	4/17/2021	COMMON AREAS / EASTPORT	REPAIR / REPLACE DAMAGED RESTROOM PROPERTY	\$82.14	2	\$162.14	(2) REPLACEMENT TOWEL DISPENSERS
320922	20210000418	4/23/2021	COMMON AREAS / EASTPORT	CLEAN / BUFF / PAINT ALL GRAFFITI IN RESTROOMS	\$45.00	2.5	\$145.00	KRUD KUTTER & GRAFFITI REMOVER
320923	20210000455	4/24/2021	TENNIS COURTS	REPLACE ALL DAMAGED TOILETRY	\$0.00	1	\$40.00	LABOR TIME ONLY
320924	20210000420	4/25/2021	TENNIS COURTS	REPLACE ALL DAMAGED TOILET PARTS	\$359.90	9	\$719.90	(3) REPLACEMENT TOILETS & CAULKING
320930	20210000469	4/25/2021	GAULT FIELD	CLEAN UP VANDALISM IN RESTROOM	\$0.00	0.5	\$20.00	LABOR TIME ONLY

\$ 1,606.29 \$ 50.00 \$ 3,606.29  
\$ 2,000.00