

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

CANYON LAKE PROPERTY OWNERS ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

DIVISION: Corporate

POLICY NO. :

EFFECTIVE DATE: Revised June 7, 2022

(This policy supersedes all previous Sanctioned Club & Activity Groups Policies.)

Sanctioned Club & Activity Groups Policy

1.0 Policy

WHEREAS, Article II, Section 1 of the Bylaws states the primary purpose of the Association shall be to further and promote the common interests and welfare of its members within the subdivision known as Canyon Lake; and

WHEREAS, Article II, Section 2 of the Bylaws states the Association shall do whatever is necessary, conducive, incidental or advisable to accomplish and promote its objective and purposes;

NOW, THEREFORE, BE IT RESOLVED THAT the following general guidelines and procedures for sanctioned clubs and activity groups be adopted:

It will be the policy of the CLPOA to foster and promote the existence of clubs and other organizations created for recreational, fraternal, civic improvement, or other purposes not specifically prohibited hereafter.

Sanctioned Clubs

Those organizations which desire formal recognition, and all of the benefits associated with being a CLPOA Sanctioned Club.

Sanctioned Clubs that make use of CLPOA facilities will be expected to perform some degree of community service in the spirit of reciprocity.

Activity Groups/Non-Sanctioned Clubs and Organizations

Those organizations which desire use of the common areas as approved by the CLPOA, without being recognized as a CLPOA Sanctioned Club. Activity Groups will be limited to the use of designated facilities, as approved by the CLPOA, annually.

Sanctioned Club Approval Procedure

Any organization desiring sanctioning by the CLPOA will petition the Board of Directors for approval by submission of the following documentation:

BOARD Approved: June 7, 2022

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

CANYON LAKE PROPERTY OWNERS ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

- A. An application setting forth the club name, principal address, list of officers, type of club and proposed date of sanction.
- B. A signed Club Damages Agreement must be submitted.
- C. Clubs must submit a signed Gate Access Agreement, if applicable.
- D. A copy of the club's by-laws as approved by the membership of the club. A copy of the minutes approving the by-laws must be attached with the request. The by-laws shall contain the following as a minimum:
 1. Name of club including its principal address.
 2. Objective and purpose of club.
 3. List of officers of the club.
 4. Procedures, policies, and manner of operation for the club, including the method of disciplinary action against members for non-compliance with club or CLPOA rules.
 5. Dissolution clause.
- E. A roster of all the current club members. Clubs must maintain a minimum of twenty (20) club members at all times. The minimum twenty (20) members must be prime, associate, or sub-associate members. All other memberships will not be counted towards the minimum membership requirements. Membership will be verified to meet the minimum requirement of Canyon Lake residents.
- F. The club requesting sanctioning shall be notified from the CLPOA on the decision of the request.
- G. A list of all the club officers and contact information shall be kept current with CLPOA at all times during sanctioning.
- H. Sanctioned clubs will be approved for a term of three (3) years, after which an application for renewal must be presented for the continued sanctioning by the CLPOA. Application for renewal must be accompanied by a statement signed by the club president setting forth the accomplishment of the club, and a list of the community service provided by the club during the prior term of approval. In addition, Clubs must provide a copy of meeting minutes for two meetings per year, for the three (3) year sanctioning period. Failure to meet this requirement will lead to either disapproval, or non-renewal for another term of three years. Such disapproval will not mean the club cannot continue as a non-sanctioned club.
- I. Application of approval to clubs in existence on the effective date of this policy. Previously approved clubs will be required to meet all the requirements of this policy from the effective date of this revised policy.

Activity Groups/Non-Sanctioned Clubs and Organizations Approval Procedure

Any organization desiring use of the common area, as a recognized Activity Group, will apply to the CLPOA for approval by submission of the following documentation:

- A. An application setting forth the Activity Group name, type of club and proposed date of approval.
- B. A signed Club Damages Agreement must be submitted.
- C. The group requesting approval shall be notified from the CLPOA on the decision of the request.

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

CANYON LAKE PROPERTY OWNERS ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

- D. Groups will be approved for a term of three (3) years, after which an application for renewal must be presented for the continued approval by the CLPOA.

General Requirements for recognition as a CLPOA Sanctioned Club

- A. The objectives and purpose of any club desiring sanction shall **not** include any of the following:
1. Objective of club is of a short term, involving one function or not of a continuing nature.
 2. Advances the interest of one special interest group at the expense of another group.
 3. Purposed not compatible with the best interest of community. Membership qualifications which are unusually restrictive to prospective members.
 4. Other prohibitions which the Board of Directors may from time to time apply.
- B. Membership of any club shall at all times be composed of at least 75% residents of Canyon Lake. Current rosters of club members must be submitted annually with Club Calendar requests. Membership requirements apply to all club hosted functions except for community events in which the general membership is invited.
- C. Clubs will be allowed use of CLPOA facilities on a first-come first-serve basis as per the CLPOA rules and policies. Any club which is involved with damage to a CLPOA facility will be denied use of facilities until such time as restitution for damages are made. Clubs will not be granted use of the facilities if there are any outstanding balances owed, or paperwork due to the Association.

General Requirements for recognition as a CLPOA Activity Group

- A. The objectives and purpose of any activity group desiring approval shall **not** include any of the following:
1. Advances the interest of one special interest group at the expense of another group.
 2. Purposed not compatible with the best interest of community. Membership qualifications which are unusually restrictive to prospective members.
 3. Other prohibitions which the Board of Directors may from time to time apply.
- B. Membership of any activity group shall at all times be composed of at least 60% residents of Canyon Lake. Current rosters of group members must be submitted annually with group calendar requests. Membership requirements apply to all group hosted functions except for community events in which the general membership is invited.
- C. Activity Groups will be allowed use of CLPOA facilities on a first come first serve basis, as per the CLPOA rules and policies. Any group which is involved with damage to a CLPOA facility will be denied use of facilities until such time as restitution for damages are made. Clubs will not be granted use of the facilities if there are any outstanding balances owed, or paperwork due to the Association.

Community Service Requirements for Sanctioned Clubs

- A. The CLPOA shall recognize the following options as community service requirements for continued approval as a recognized sanctioned club. Each club shall provide community

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

CANYON LAKE PROPERTY OWNERS ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

service-related activities annually, for the three (3) year term of sanctioning for renewal and approval as approved by the Board of Directors.

1. Community Service- volunteering for community related services such as; clean-up days at common areas, special event assistance to the CLPOA (a significant number of the specific club members must participate as a club), or other community related services as approved by the CLPOA.
2. Monetary donations to the Association, CLPOA recognized organizations, or CLPOA sponsored events and activities. A financial statement (i.e. approved Treasurer's Report, or Annual Report) must be submitted with the designated list of donations.
3. Donation of common area improvements or repairs towards community parks, beaches or equipment (i.e. park benches, picnic tables, landscape improvements, or common area equipment).

Community Service Requirements for Activity Groups

- A. The Activity Group hosted functions shall be free and open to the general membership and group members, which shall be considered the community service requirement for these designated groups.

Benefits for Sanctioned Clubs

CLPOA recognized clubs/organizations shall have the following benefits for the term of sanctioning. Upon completion of the required information for approval or renewal, the benefits shall continue as approved by the Board for each term of sanctioning.

1. Annual calendar scheduling of club functions and events beginning 1st Friday of September, for the following calendar year. Club with special event license requirements may be able to schedule as required, subject to approval of the CLPOA.
2. Discounted use of CLPOA facilities and common areas per the CLPOA rules and policies. (costs associated with staff time for equipment use, event set-up & clean-up may be charged at an hourly rate)
3. Discounted menu items for club banquets
4. Use of certain CLPOA equipment for sanctioned club functions (tables, chairs, signs, etc.)
5. Advertisement for club functions and upcoming events
6. Club contact info and listings on CLPOA website

Benefits for Activity Groups & Organizations

CLPOA activity groups/organizations shall have the following benefits for the term of approval. Upon completion of the required information for approval or renewal, the benefits shall continue as approved by the CLPOA for each year on a first-come, first-served basis by priority, as outlined in the facility use policy.

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

CANYON LAKE PROPERTY OWNERS ASSOCIATION POLICIES, PROCEDURES & GUIDELINES

1. Annual calendar scheduling of group functions and activities after January 1st for the following calendar year.
2. Discounted use of designated CLPOA facilities and common areas per the rules and policies. (costs associated with staff time for equipment use, event set-up & clean-up are charged at an hourly rate).
3. Use of certain CLPOA equipment (tables, chairs, signs, etc.), as approved, subject to applicable fees.
4. Advertisement for club functions and upcoming events, as provided by the group.
5. Club contact info and listings on CLPOA website.