

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Tuesday, October 7, 2025 - 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: 837 3700 4446**

1. **Welcome and Call to Order**
  - Pledge of Allegiance
  - Verification of Quorum
2. **Approval of Minutes**
  - September 2, 2025
3. **Public Official Comments**
4. **Presentations**
  - CLAPPS – Donation
  - Member of the Month – Fine Arts Guild
  - Employee of the Quarter
  - Community Patrol Update
5. **Announcements**
6. **Member Comments on Non-Personnel Issues** (30 minutes total and limited to 3 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. 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 comment section will be limited to 30 minutes total. 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.
7. **Consent Agenda** (Items A - C)
  - A. **APPROVAL: Ratify Monthly Financial Statement Review** (Susan Dawood)  
Proposed Resolution: That the Board of Directors review and approve the monthly Financial Statements, and all additional required information per Code Sec. 5500.
  - B. **Report of Executive Session Actions** (Andrea Moreno)  
Proposed Resolution: That the Board of Directors review and approve the Executive Session Actions, as written.
  - C. **Authorization of Liens** (Susan Dawood)

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Proposed Resolution: That 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.

## 8. Board Action Items

### **8.1 28-Day Reading: General Rule 1.4 Disciplinary Hearings and Appeals Fines** (Andrea Moreno)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading of the revisions to General Rule 1.4 Disciplinary Hearings and Appeals of Fines and Suspensions, as attached.

### **8.2 28-Day Reading: Increase Fines for PC.1.2 and PC.4.1** (Andrea Moreno)

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading for the proposed fine changes to PC.1.2 and PC.4.1, as attached.

### **8.3 APPROVAL: Amendment to GR.2.9 and GR.2.21** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve amending GR.2.9 and GR.2.21, as attached.

### **8.4 APPROVAL: Parks & Beaches Rule Removals** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve and remove the Parks & Beaches Section from the Rules and Regulations, as attached.

### **8.5 APPROVAL: Remove Activities Section** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve and remove the Activities Section from the Rules and Regulations, as attached.

### **8.6 APPROVAL: Remove Community Garden Section** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve and remove the Garden Section from the Rules and Regulations, as attached.

### **8.7 APPROVAL: Remove Member Services Section** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve and remove the Member Services Section from the Rules and Regulations. as attached.

### **8.8 APPROVAL: Rule Amendments to GR.5.3, Gr.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c and PC.4.21** (Ken Toler)

Proposed Resolution: It is recommended that the Board of Directors approve to amend rules GR.5.3, GR.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c and PC.4.21, as attached.

### **8.9 APPROVAL: Reserve Funds Transfer** (Susan Dawood)

Proposed Resolution: In compliance with Civil Code 5515 and prudent fiscal management, it is recommended the Board of Directors approve a total transfer of \$1,200,000 be made in order to rebalance the Reserve Funds for the 2025-2026 fiscal year, as attached.

### **8.10 APPROVAL: Equestrian Work Group Appointment** (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the appointment of Delbert Dick to the Equestrian Work Group, contingent upon execution of the confidentiality agreement, effective immediately.

**8.11 APPROVAL: Green Committee Member and Alternate Appointments** (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the appointments of Gerry Meeks as a member and Patrick Lavelly as an alternate member to the Green Committee, contingent upon execution of the confidentiality agreement, effective immediately.

**8.12 APPROVAL: Reserve Funding for Pool Sewer Lift Pump Ratification** (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the ratification for funding of \$58,345 from the Repair and Replacement Reserve Fund, 02-670.

**8.13 APPROVAL: Senior Work Group Committee Appointment** (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve the appointment of Susan Fitzgerald as a member of the Senior Work Group, contingent upon execution of the confidentiality agreement, effective immediately.

**9 Association Reports**

- Board Liaison Committee Reports
- General Manager Report (Eric Kazakoff)
- Staff Reports, as written

**10 Board Comments**

**11 Architectural Appeals**

None.

**12 Next Meeting Date**

- Tuesday November 4, 2025, at 1:00 p.m. – Executive Session
- Tuesday November 4, 2025, 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 Canyon Lake Property Owners Association Board of Directors (Board) met in Regular Session on Tuesday, September 2, 2025. President Bill Van Vleet called the meeting to order at 6:04 p.m. Directors present were, Jeff Bill, Greg Doherty, Bill Medved. Four Board members were present. Director Cooney was absent. Quorum was met. Also, present were Legal Counsel, Attorney Sean Kane; General Manager Eric Kazakoff; Director of Community Services Tiffany Cribbs; Director of Operations Steve Schneider; Community Patrol Manager Ken Toler; Member Services Manager Mary Castaneda; Planning and Compliance Supervisor Kait Trask; ACC Chairperson David Humphrey, and Clerk of the Board Andrea Moreno.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by City Council Member Dale Welty  
Verification of Quorum by Clerk of the Board Andrea Moreno

2. **Approval of Minutes**

August 5, 2025

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the Regular Session Board Meeting Minutes, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

3. **Public Official Comments**

The Board heard comments from public officials.

4. **Presentations**

LESJWA and GEI led presentations and discussions on the lake conditions.  
Director Doherty recognized the Member of the Month – Janine Schrufer  
Allied Universal Security Services Chief Zachary Wells provided a Community Patrol Update.

5. **Announcements**

None.

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

None.

7. **Consent Agenda** (Items A - D)

MOTION/RESOLUTION: Upon motion properly made by Director Medved, seconded by Director Doherty and four votes in favor, items A, B, C, and D were approved. Director Cooney absent. MOTION CARRIED

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.

B. APPROVAL: Lake Advocacy Committee

MOTION/RESOLUTION: That the Board of Directors review and approve the charter and name change of the Lake Management Committee to Lake Advocacy Committee, as written.

C. Report of Executive Session Actions

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

D. Authorization of Liens

MOTION/RESOLUTION: That 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.

8. Board Action Items

8.1 28-Day Reading: Amendment to GR.2.9 and GR.2.21

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the 28-day reading to amend GR.2.9 and GR.2.21, as attached. Director Medved seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.2 28-Day Reading: Parks & Beaches Rule Removals

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the 28-day reading to remove the rules from the Parks & Beaches section of the Rules and Regulations, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.3 28-Day Reading: Remove Activities Section

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to remove the Activities Section from the Rules and Regulations, as attached. Director Bill seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.4 28-Day Reading: Remove Community Garden Section

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to remove the Garden Section from the Rules and Regulations, as attached. Director Medved seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.5 28-Day Reading: Remove Member Services Section

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve the 28-day reading to remove the Member Services from the Rules and Regulations. as attached. President Van Vleet seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.6 28-Day Reading: Rule Amendments to GR.5.3, Gr.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c and PC.4.21

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the 28-day reading to amend rules GR.5.3, GR.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c and PC.4.21, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.7 APPROVAL: Annual Income Tax Payments

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors in compliance with Civil Code 5502 and prudent fiscal management, that the tax payments be approved for release to the tax authorities, as attached. Director Medved seconded. A roll call vote was held. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.8 APPROVAL: Garage Sale Permit Policy

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the Garage Sale Permit Policy, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent.

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MOTION CARRIED

8.9 APPROVAL: Guest Access Policy

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the Guest Access Policy, as attached. Director Medved seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.10 APPROVAL: Fine Schedule

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve to revise the Fine Schedule, as attached. Director Bill seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.11 APPROVAL: Amend General Rules GR.3.1 and GC.4.4

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve to amend rules GR.3.1 and GC.4.4 as proposed in the 28-day reading with the Fine Schedule, as attached.

Director Medved seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.12 APPROVAL: GR.3.8 Lessees

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the update rule GR.3.8, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.13 APPROVAL: GR.6.4 Permanent Guest List

MOTION/RESOLUTION: Director Doherty moved that the Board of Directors approve to remove rule GR.6.4, as attached. Director Medved seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.14 APPROVAL: LM.4.1 and LM.4.2 Temporary Launch Pass

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve to revise rules LM.4.1 and LM.4.2, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.15 APPROVAL: General Rule GR.6.2: Identification Policy

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve to modify General Rule 6.2: Identification Policy, as attached. President Van Vleet seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.16 APPROVAL: Equestrian Work Group Appointments

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the members listed to the Equestrian Work Group, contingent upon execution of the confidentiality agreement, effective immediately. Director Doherty seconded. Four votes in favor, Director Cooney absent.

MOTION CARRIED

8.17 APPROVAL: Lake Advocacy Committee Chairperson Appointment

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the appointment of Joseph Gully as the Lake Advocacy Committee Chairperson. President Van Vleet seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.18 APPROVAL: Recreation Committee Member Appointments

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the appointment of Paul Hawker and Linda Endo to the Recreation Committee, contingent upon execution of the confidentiality agreement, effective immediately. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.19 APPROVAL: Green Committee Member Appointment

MOTION/RESOLUTION: President Van Vleet moved the Board of Directors approve the appointment of Edward Reyes as a member of the Green Committee effective immediately. Director Bill seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.20 APPROVAL: Facility Planning Committee Member Appointment

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the appointment of Chris Poland to the Facilities Planning Committee, contingent upon execution of the confidentiality agreement. Director Medved seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.21 APPROVAL: Appeals Committee Alternate Member Appointment

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the appointment of Jason Ashwell as an alternate to the Appeals Committee, contingent upon execution of the confidentiality agreement, effective immediately. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.22 APPROVAL: Rules and Regulations Committee Member Appointment

MOTION/RESOLUTION: President Van Vleet moved that the Board of Directors approve the appointment of David Netting as a member of the Rules and Regulations Review Committee, contingent upon execution of the confidentiality agreement, effective immediately. Director Bill seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.23 APPROVAL: Security Advisory Committee Member & Alternate Appointments

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve the appointment of Ryan Sampson, and Cody Aldaco as members as well as Stanley Young and Kyle Ager as alternate members to the Security Advisory Committee, contingent upon execution of the confidentiality agreement, effective immediately. Director Medved seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

8.24 APPROVAL: Annual Committee Member Appointments

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the appointments of the committee members and chairpersons, as attached. Director Doherty seconded. Four votes in favor, Director Cooney absent. MOTION CARRIED

9. **Association Reports**

Board Liaison Committee Reports.

General Manager Eric Kazakoff provided an association report.

Staff Reports, as written.

10. **Board Comments**

Directors provided board comments.

**11. Architectural Appeals**

None.

**12. Next Meeting Date**

- Tuesday October 7, 2025, at 1:00 p.m. – Executive Session
- Tuesday October 7, 2025, at 6:00 p.m. – Regular Session

**13. Adjournment**

MOTION/RESOLUTION: Director Bill moved to adjourn the meeting. Director Medved seconded. Meeting adjourned at 7:57 p.m.

Minutes approved: \_\_\_\_\_ Approved on: \_\_\_\_\_

**TO: Board of Directors**

**FROM: Director of Finance**

**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 review all financial documents that have been uploaded to the CLPOA drop box per Davis Sterling Code Section 5500. In addition, Staff recommends that the Board of Directors review and approve the attached Financial Statement for the latest monthly close.

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Susan C. Dawood

**Date: October 7, 2025**

**From: Andrea Moreno**

**APPROVAL: 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 Tuesday, October 7, 2025. The meeting was called to order at approximately 12:00 p.m. Items discussed during this session included:

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

3rd Party Contract/Agreement - The Board of Directors and management held discussion on ten (10) third party contract/agreements 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 or before 5:30 p.m.

*Andrea Moreno*  
Clerk of the Board

**Date:** October 7<sup>th</sup>, 2025

**To:** Board of Directors

**From:** Accounting Department

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

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**Background**

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

**Fiscal Impact**

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

**Recommendation**

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

Assessor Parcel Number

1. 353-171-016	25.354-120-023	49.355-053-009
2. 355-203-005	26.355-071-004	50.354-242-025
3. 355-212-023	27.354-232-012	51.353-142-006
4. 353-144-004	28.355-301-011	52.355-232-013
5. 355-092-025	29.351-141-008	53.351-155-014
6. 353-082-038	30.354-041-003	54.355-023-043
7. 355-183-015	31.354-090-001	55.355-036-005
8. 355-282-004	32.353-182-023	56.353-182-011
9. 354-132-059	33.351-184-017	57.355-212-009
10.351-152-010	34.354-132-040	58.354-171-005
11.355-233-014	35.354-212-006	59.353-082-013
12.353-041-065	36.353-073-014	60.354-142-020-3
13.354-051-001	37.354-161-020	61.353-041-032
14.353-192-026	38.353-112-007	62.355-223-005
15.353-074-016	39.351-154-006	63.353-131-011
16.353-033-023	40.354-162-005	64.353-132-011
17.354-062-012	41.353-142-005	65.353-142-001
18.351-182-007	42.355-122-015	66.355-411-007
19.354-220-024	43.355-141-003	67.353-152-010
20.355-142-026	44.355-233-007	68.354-101-033
21.355-420-027	45.355-231-029	69.355-103-043
22.355-132-018	46.355-181-012	70.355-131-005
23.353-081-004	47.355-037-003	71.354-161-008
24.354-071-002	48.355-184-005	

**Date: October 7, 2025**

**To: Board of Directors**

**From: Corporate**

**28 Day Reading: General Rule 1.4 Disciplinary Hearings and Appeals of Fines**

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**Background**

General Rule 1.4 establishes procedures for disciplinary hearings, fines, suspensions, and appeals. The current language predates recent legislation and changes are required to update the rule to current law and practice.

The proposed revisions strengthen due process protections and update notice procedures. They also update provisions regarding postponements and failure-to-appear situations, and more clearly assign jurisdiction to the appropriate committees.

These updates ensure the Canyon Lake POA's enforcement process complies with state law, provides consistency across hearings, and offers members a clearer understanding of their rights and responsibilities.

**Fiscal Impact**

This change has no fiscal impact.

**Recommendation**

It is recommended that the Board of Directors approve the 28-Day Reading of the revisions to General Rule 1.4 Disciplinary Hearings and Appeals of Fines and Suspensions.

Corporate

## Proposed Changes:

### **GR.1.4 Disciplinary Hearings and Appeals of Fines and Suspensions**

Disciplinary hearings shall be scheduled before the appropriate CLPOA committee / department (“committee”). Members shall be sent written notice of the hearing at least ten (10) days prior to the hearing. Notice shall be sent either by first class mail or ~~personal~~ other individual delivery. The notice shall state the date, time and place of the hearing and the name of the committee that will conduct the hearing. Members have a right to attend a hearing at which they face disciplinary action, to be heard by the committee, to present evidence and to confront the evidence against them. Requests for postponements shall be handled in accordance with paragraph GR.1.4d. The decision of the committee shall be sent to the Member, either by first class mail or ~~personal~~ other individual delivery, within ~~fifteen~~ fourteen (14) days of the hearing. Members may request an Internal Dispute Resolution (IDR) per California Civil Code and / or an appeal to the Board of Directors to dispute a decision of a committee to impose discipline against the Member to the Board of Directors. Appeals will be heard by the Board of Directors in the following manner as described in the subsequent paragraphs.

**GR.1.4a Basis for Appeal** - The basis for the appeal must be stated in writing and should not simply re-argue factual disputes. If the Member failed to attend the hearing at which the committee considered the imposition of disciplinary action, the appeal must specify, in writing, good cause for the Member’s failure to attend the scheduled hearing before that committee and offer a summary of the what the Member’s defenses will be to the violation(s) charged ~~so that the Board may determine that there is a dispute to be resolved rather than an attempt to delay the process.~~

**GR.1.4b Time for Appeal** - Appeals to the Board of Directors must be filed, in writing, with the CLPOA, and CLPOA requests such appeals within fifteen (15) days of the CLPOA’s sending notice to the member of the decision of the committee.

**GR.1.4c Appeals Evidence** - Although a Member has the right to attend the Board’s appeal hearing in Executive Session and to be represented by Counsel at the Member’s expense, appeals will be decided solely upon the review of the written record and of proceedings before the committee below unless:

**GR.1.4c.1** - The appealing Member requests in the written appeal to the Board of Directors the opportunity to offer additional evidence and states the reasons why the evidence now being offered was not presented to committee which initially considered the matter; and

**GR.1.4c.2** - The Board of Directors grants the request. The Board of Directors will not hear additional evidence unless the Board finds that a second evidentiary hearing is justified by exceptional circumstances. The Member appealing to the Board of Directors has the burden of showing that the Committee’s determination was unsupported by evidence, constituted an abuse of discretion or was otherwise in error.

**GR.1.4d Postponements** - A member may request one (1) postponement of a scheduled hearing for a good cause. The postponement is not to exceed sixty (60) days from receipt of the written

request. Such postponement request may be made in writing to the Appeals Services Administration, CLPOA, 31512 Railroad Canyon Road, Canyon Lake, California, 92587 by stating in detail the reason(s) for the request and must be received by the Appeals Services Administration not less than three (3) days prior to the scheduled hearing.

**GR.1.4e Receipt by CLPOA** - The CLPOA is not responsible for postponement requests ~~or appeals to the Board of Directors~~, which are not timely received by the CLPOA. It is the Member's obligation to confirm the CLPOA's timely receipt of such requests. Initial disciplinary hearings shall be conducted by the following committees:

**GR.1.4e.1** – ACC / **Planning & Compliance**. Alleged architectural violations;

**GR.1.4e.2** - Appeals Committee. Citations issued by Community Patrol, Marine Patrol or by Association Staff (other than for architectural violations); and,

**GR.1.4e.3** - Disciplinary Hearing Committee - Suspension of privileges / revocation of good standing status for failure to pay charges levied to a Member's account and any other potential disciplinary action for matters not covered under sub-paragraphs GR.1.4e.1 and GR.1.4e.2 above.

**GR.1.4e.4** - Failure To Appear - If a member fails to appear at a scheduled hearing without submitting a request for a postponement with good cause, the matter will be heard by the Board in the member's absence and ruled upon.

**Date: 10/7/25**

**To: Board of Directors**

**From: Andrea Moreno**

**Board Action Item: 28-Day Reading Increase Fines for PC.1.2 and PC.4.1**

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## **Background**

Following changes in the Civil Code relative to fines, namely CC § 5850 and 5855, CLPOA revised its Fine Schedule to, among other things, reduce fines which do not fall within the “Health & Safety Exception” to the \$100 limit on fines imposed by the updated Civil Code sections referenced above.

Upon review of the updated fine schedule, it appears additional operating rules fall within the Health & Safety Exception, namely PC.1.2 (Starting Project Prior to Approval) and PC.4.1 (Lot Maintenance). These rules are quoted below, and fall within the Health & Safety Exception for the following reasons:

### **“PC.1.2 Starting Project Prior to Approval**

Approval of all applications must be granted prior to the commencement of the work.”

*Justification:* The ACC enforces property improvement restrictions that prevent adverse health and safety impacts (for example, construction standards to minimize injury to person and property, and specifically all the “PC” rules identified in CLPOA’s Fine Schedule which carry a fine greater than \$100). Failure to obtain ACC approval for improvements and structures, as required by CLPOA’s governing documents, risks such construction standards not being complied with, and therefore risks injury to person and property, as described in further detail in the Board’s Resolution dated September 2, 2025.

### **“PC.4.1 Lot Maintenance**

All lots, and the improvements thereon, shall be maintained in good repair and in a neat and attractive condition, and all weeds, leaves and debris must be removed from the lots.”

*Justification:* Failure to maintain a lot as required by this rule, including but not limited to conducting timely and adequate brush management, poses significant risk of wildfire and consequently significant risk to person and property.

## **Fiscal Impact**

Fines for violation of PC.1.2 would increase from \$100 to \$250 per month.

Fines for violation of PC.4.1 would increase from \$100 to \$100 per month.

**Recommendation**

It is recommended that the Board of Directors approve the 28-day reading for the proposed fine changes to PC.1.2 and PC.4.1, as attached.

**Date: October 7, 2025**

**To: Board of Directors**

**From: Tiffany Cribbs, Director of Community Services**

**RE: Rule Approval GR.2.9 and GR.2.21**

**Background**

Legal counsel provided draft updates to strengthen the Canyon Lake POA's rules and clarify enforcement authority, which were referred to the Rules & Regulations Review Committee for review. Counsel recommended revising General Rule 2.9 to include public disturbances and nuisances in addition to malicious mischief. In addition, General Rule 2.21 has been restated as a Meeting Conduct rule, with subsections addressing alcohol use and unauthorized recordings to ensure official meetings are conducted in a professional and orderly manner.

These rules were presented at the September Regular Session Board Meeting as 28 Day Readings.

**Fiscal Impact**

The adoption of General Rule 2.21b No Unauthorized Recording or Reproduction proposes a new \$100 fine.

**Recommendation**

It is recommended that the Board of Directors approve amending General Rule 2.9 and General Rule 2.21.



Director of Community Services

## CURRENT RULES:

### **GR.2.9 No Malicious Mischief**

Every person who: (1) defaces, with paint or any other material, any CLPOA property; or (2) damages any CLPOA property; or (3) destroys or impairs any CLPOA property; or (4) causes a significant public disturbance on CLPOA property; or (5) intentionally or negligently creates an unsafe condition on CLPOA property; or (6) aids and abets any of the foregoing (including being present during the event and encouraging its commission), is in violation of this rule. In addition to the fine set forth below, cost of damages, clean-up, labor, and materials incurred by CLPOA will be billed to the Prime Member of the residence from which the violator originated or is a guest or invitee of or is an Associate or Sub-Associate as to. If multiple people are found to be at fault for the same incident, the cost of damages, clean-up, labor, and materials incurred by CLPOA will be split equally among the responsible Prime Members. However, to deter the conduct addressed in this rule, a \$1,000 fine will be imposed on each responsible Prime Member, regardless of the amount, if any, of physical damage caused.

### **GR.2.21 No Alcohol Permitted**

No alcohol shall be permitted or consumed at Board Meetings, Membership Meetings, Committee Meetings, or CLPOA Workshops. Failure to comply with this rule will result in the member being asked to leave the meeting and will be subject to a fine.

## PROPOSED REVISIONS:

### **GR.2.9 No Malicious Mischief/~~No Public Disturbance/No Nuisance~~**

Every person who: (1) defaces, with paint or any other material, any CLPOA property; or (2) damages any CLPOA property; or (3) destroys or impairs any CLPOA property; or (4) causes a significant public disturbance on CLPOA property; or (5) intentionally or negligently creates an unsafe condition on CLPOA property; or (6) aids and abets any of the foregoing (including being present during the event and encouraging its commission), is in violation of this rule. In addition to the fine set forth below, cost of damages, clean-up, labor, and materials incurred by CLPOA will be billed to the Prime Member of the residence from which the violator originated or is a guest or invitee of or is an Associate or Sub-Associate as to. If multiple people are found to be at fault for the same incident, the cost of damages, clean-up, labor, and materials incurred by CLPOA will be split equally among the responsible Prime Members. However, to deter the conduct addressed in this rule, a \$1,000 fine will be imposed on each responsible Prime Member, regardless of the amount, if any, of physical damage caused.

### **GR.2.21 Meeting Conduct**

~~Meetings of the Board of Directors, Membership, Committees, and CLPOA Workshops must be conducted in a professional, orderly, and respectful manner. The following provisions apply to all official Canyon Lake POA meetings:~~

#### **GR.2.21a No Alcohol Permitted**

No alcohol shall be permitted or consumed at Board Meetings, Membership Meetings, Committee Meetings, or CLPOA Workshops. Failure to comply with this rule will result in the member being asked to leave the meeting and will be subject to a fine.

#### **GR.2.21b No Unauthorized Recording or Reproduction**

No one may record a Board Meeting, Membership Meeting, Committee Meeting, or Canyon Lake POA Workshop, or any portion thereof, without prior approval from the Board of Directors. No unauthorized reproductions of Canyon Lake POA's recorded meetings are permitted. Failure to comply with this rule will result in the member being asked to leave the meeting and will be subject to a fine.

## PROPOSED NEW RULES:

### **GR.2.9 No Malicious Mischief/No Public Disturbance/No Nuisance**

Every person who: (1) defaces, with paint or any other material, any CLPOA property; or (2) damages any CLPOA property; or (3) destroys or impairs any CLPOA property; or (4) causes a significant public disturbance on CLPOA property; or (5) intentionally or negligently creates an unsafe condition on CLPOA property; or (6) aids and abets any of the foregoing (including being present during the event and encouraging its commission), is in violation of this rule. In addition to the fine set forth below, cost of damages, clean-up, labor, and materials incurred by CLPOA will be billed to the Prime Member of the residence from which the violator originated or is a guest or invitee of or is an Associate or Sub-Associate as to. If multiple people are found to be at fault for the same incident, the cost of damages, clean-up, labor, and materials incurred by CLPOA will be split equally among the responsible Prime Members. However, to deter the conduct addressed in this rule, a \$1,000 fine will be imposed on each responsible Prime Member, regardless of the amount, if any, of physical damage caused.

### **GR.2.21 Meeting Conduct**

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**DATE: October 7, 2025**

**TO: Board of Directors**

**FROM: Director of Community Services, Tiffany Cribbs**

**RE: Rule Approval – Parks & Beaches Rule Removals**

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## **Background**

The Rules & Regulations Review Committee was tasked with reviewing the Rules & Regulations and recommending ways to streamline the document. This action item focuses on reducing redundancy and improving clarity in the Parks & Beaches section to ensure the rules are straightforward to understand and enforce.

It is recommended to remove the following rules, as they are already addressed in the General Rules:

- Parks & Beaches 2.6: No Dogs (*regulated under GR.5.13*)
- Parks & Beaches 2.7: No Loud or Offensive Music (*regulated under in GR 2.18a*)

It is recommended to relocate the following rule to the General Rules:

- Parks & Beaches 2.9: No Cleaning, Painting, or Repairing Boats, Equipment or Any Other Items on CLPOA Property

It is recommended to remove the following rules, as they are policies rather than rules:

- Parks & Beaches 3.1: No Lifeguards or Attendants on Duty
- Parks & Beaches Section IV: Reservations Policy for Usage of Roadrunner Park Pavilion & Barbeques
  - o Parks & Beaches 4.1: Sanctioned Clubs
  - o Parks & Beaches 4.2: Group Functions
- Parks & Beaches Section V: Reservations Policy for Usage of Holiday Harbor Kitchen, Patio, East Pavilion and Eastport Park Kitchen
  - o Parks & Beaches 5.1: Sanctioned Clubs
  - o Parks & Beaches 5.2: Sanctioned Clubs
- Parks & Beaches Section VI: Reservations Policy for Usage of Holiday Harbor on the 4<sup>th</sup> of July Holiday
  - o Parks & Beaches 6.1: "Lottery Style" Drawing for Assignment of Tables
  - o Parks & Beaches 6.2: Place and Time
  - o Parks & Beaches 6.3: Members in Good Standing
  - o Parks & Beaches 6.4: Must Be Present In Person/Sign-in
  - o Parks & Beaches 6.5: One (1) Reservation Per Tract/Lot
- Parks & Beaches Section VII

It is recommended to revise ***Parks & Beaches 3.5 Group Functions*** to clarify that reservations guarantee exclusive use, events with more than fifty (50) attendees require both a Canyon Lake POA reservation and a City permit, and members or guests may not occupy areas previously reserved by another member.

These rule changes were presented to the Board and approved as 28 Day Readings at the September Regular Session Board Meeting.

**Fiscal Impact**

The fine for ***Parks & Beaches 2.6 No Dogs*** is currently \$100; removing this rule would eliminate that fine. The fine for ***Parks & Beaches 2.7 No Loud or Offensive Music*** is also \$100; removing this rule would eliminate that fine as well.

**Recommendation**

It is recommended that the Board of Directors approve the rule changes and removals, as presented, from the Parks & Beaches section of the Rules & Regulations.



Director of Community Services

# PARKS & BEACHES (PB)

## CURRENT RULES WITH CHANGES HIGHLIGHTED

### PARKS & BEACHES (PB)

**NOTICE TO ALL MEMBERS:** Sections of this Property Owner’s Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

#### SECTION I - INTRODUCTION

There are ~~fifteen~~ **seventeen** (157) parks and beaches within the community. Each location has different features such as playground equipment, grass and shaded areas; however, some of the locations have other amenities as well including:

- **General:** Picnic Areas, Restrooms, Showers
- **Food & Gathering:** Barbeques, Kitchens, Patios/Pavilions
- **Recreation:** Exercise Stations, Playgrounds, Walking Paths, Volleyball Courts, Horseshoe Courts
- **Water Access:** Docks/Launch Ramps, Fishing Access, Roped Swimming Areas

- ~~Barbeques~~
- ~~Docks / Launch Ramps~~
- ~~Fishing Access~~
- ~~Horseshoe Court~~
- ~~Kitchens~~
- ~~Patios / Pavilions~~
- ~~Pedestrian Walk~~
- ~~Playground Equipment~~
- ~~Restrooms~~
- ~~Roped Swimming Areas~~
- ~~Shaded Picnic Areas~~
- ~~Showers~~
- ~~Volleyball Court~~

#### **Park and Beach Hours:**

October 1 – April 30, 8 a.m. to 8 p.m.; May 1 – September 30, 8 a.m. to 10 p.m.

*Exception: Eastport Park is open from 6 a.m. – 10 p.m. year-round. After-hours launch site parking is available. Any personal possessions left at parks or beaches when closed will be removed by the Canyon Lake POA. Contact Canyon Lake POA’s Operations Department for lost and found items.*

For additional information about the Parks & Beaches, go to the **Canyon Lake POA** website.

#### SECTION II - PARKS AND BEACHES RULES

Parks and Beaches rules have been established to maintain safety and accord for Members, Member’s family, guests and / or invitees. These rules are to be adhered to by all. Any violation of the rules may result in an applicable fine.

# PARKS & BEACHES (PB)

## **PB.2.1 Park and Beach Hours**

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

## **PB.2.1 Designated Parking**

All vehicles must park in designated areas. Vehicles are not allowed in the parks or beaches areas after closure.

**PB.2.1a Overnight Parking at Lodge** - Overnight Parking at Lodge Vehicles/Golf Carts may be parked overnight in the Lodge parking area for no longer than a 24 hour period when an event is scheduled or the bar/restaurant is open for business the same day.

## **PB.2.2 Propane Grills / Fire Extinguisher Required**

Propane grills are allowed at designated parks; however, a fire extinguisher must be on hand.

## **PB.2.3 No Open Fires / No Beach Fires**

No open fires and / or beach fires are permitted. Charcoal fires are permitted in designated barbecues. Remains must be disposed of in a safe manner and all embers must be extinguished properly.

## **PB.2.4 No Golf Carts, Bicycles, Skateboards, Scooters or Motor Vehicles on Landscaped Areas or Playground Area/Equipment**

No golf carts, bicycles, skateboards, scooters or motor vehicles on landscaped areas or playground area/equipment.

## **PB.2.6 No Dogs**

No dogs are permitted in the lake, parks or beaches unless otherwise designated.

## **PB.2.7 No Loud or Offensive Music**

No loud or offensive music is permitted. Any reserved function or event must comply with the local noise ordinance. Requests to play music at an organized event or function must be made through the Activities Department. Bands are subject to the local noise ordinance and will be enforced by the CLPOA and / or City of Canyon Lake. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake's Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

## **PB.2.5 Reserved Sites**

No one is permitted to occupy a picnic, party or event site ("reserved site") which was not duly reserved with the CLPOA for the use of the occupant(s). Reservations must be made through the Activities Department. Unauthorized occupancy of a reserved site is subject to payment of applicable fine per day plus reimbursement to the CLPOA of the prevailing daily site reservation charge for the site occupied without authority.

## **PB.2.9 No Cleaning, Painting or Repairing Boats, Equipment or Any Other Items on CLPOA Property**

Landing floats, bathing beaches, common docks and other CLPOA common property shall not be sites for cleaning, painting or repairing boats, equipment or any other items of any kind including private dock assembly.

# PARKS & BEACHES (PB)

## **PB.2.6 No Glass Containers**

No glass containers of any kind are allowed within the beaches.

## **SECTION III - PARKS & BEACHES POLICY FOR USAGE**

Parks and Beaches policy has been established for the safety and enjoyment of all when using any of the facilities.

### **~~PB.3.1 No Lifeguards or Attendants on Duty~~**

~~There are no life guards or attendants on duty at any beach. Swimming and water activities are at your own risk.~~

### **PB.3.1 Availability of Non-Reservable Parks**

Availability of parks that are not reservable is on a first-come, first-served basis.

### **PB.3.2 Outside Vendors**

Outside vendors must make prior arrangements and provide proper documentation to the **Canyon Lake** POA before use.

### **PB.3.3 Jumpers / Bounce Houses and / or Amusement Rentals or Props**

Jumpers, bounce houses and / or amusement rentals or props are allowed only under these conditions with prior approval from the **Canyon Lake** POA before use. NOTE: Contact the **Activities Recreation** Department for information and additional documents required for use of outside rental equipment.

**PB.3.3a Facility Use Fee / Documentation Required** - There may be a Facility Use fee to use a jumper / bounce house / amusement rental or prop and required documentation must be provided to the **Canyon Lake** POA.

**PB.3.3b Proof of Insurance** - All jumper / bounce house / amusement rental or prop companies must submit proof of insurance and provide a "Certificate of Liability Insurance" on file with the **Canyon Lake** POA.

**PB.3.3c Liability Coverage / CLPOA Named as Additional Insured** - The "Certificate of Liability" must have a minimum liability of \$300,000.00 coverage and name the **Canyon Lake** POA as additional insured with the **Canyon Lake** POA address.

**PB.3.3d Use of Generator at Locations with No Outlet for Electricity** - A generator must be used at locations where there is no electrical outlet available. Even at locations with no electrical outlet, a Facility Use fee must be paid and proper documentation provided to the **Canyon Lake** POA prior to use.

### **PB.3.4 Reservations for Group Functions**

Members may reserve designated park and beach areas for group functions through the Recreation Department. Reservations are not required to use parks and beaches; however, only a confirmed reservation guarantees exclusive use of a designated area. The **Facility Use Policy** outlines the designated reservable areas and the reservation process.

**PB.3.5a City Permit Required** - Events with more than fifty (50) attendees require a City of Canyon Lake permit.

**PB.3.5b Reserved Area Use** – Members or guests may not occupy or use an area that has been previously reserved by another member.

## PARKS & BEACHES (PB)

Designated park and beach areas may be reserved for group functions. These reservations must be made through the Activities Department. NOTE: Contact the Activities Department for additional information on reservations for group functions.

**PB.3.5a Availability** – Availability is on a first-come, first-served basis.

**PB.3.5b Payment** – Payment is required to secure booking of the reservation.

**PB.3.5c Tentative Bookings** – Tentative bookings are good for one (1) week. Payment in full is required, or the booking will be released to the membership.

**PB.3.5d Refunds** – Request for refunds for previously paid reservations must be made forty-eight (48) hours prior to cancellation in writing.

**PB.3.5e Use of Water and Electricity at Reserved Sites** – If paying a park reservation fee, water and electricity may be used, as needed.

### ~~SECTION IV – RESERVATIONS POLICY FOR USAGE OF ROADRUNNER PARK PAVILION AND BARBEQUES~~

Roadrunner Park Pavilion and Barbecues may be reserved for the day. Reservations must be made with the Activities department. These facilities may not be rented on any CLPOA recognized holiday.

#### ~~PB.4.1 Sanctioned Clubs~~

For sanctioned clubs that are in good standing with the CLPOA, there is no charge; however, a representative from the club will be responsible for clean-up.

#### ~~PB.4.2 Group Functions~~

For all other groups, there is a rental fee for the use of these facilities. CLPOA maintenance staff will post “reserved” signs and turn on the lights, if applicable.

### ~~SECTION V – RESERVATIONS POLICY FOR USAGE OF HOLIDAY HARBOR KITCHEN, PATIO, EAST PAVILION AND EASTPORT PARK KITCHEN~~

Holiday Harbor kitchen, patio, east pavilion and East Port Park kitchen may be reserved on a daily basis. Reservations must be made with the Activities department. These facilities may not be rented on any CLPOA recognized holiday.

#### ~~PB.5.1 Sanctioned Clubs~~

For sanctioned clubs that are in good standing with the CLPOA, there is no rental fee or cleaning deposit; however, a representative will be responsible for clean-up.

#### ~~PB.5.2 Group Functions~~

For all other groups, there is a rental fee and a cleaning deposit required for the use of these facilities. NOTE: The cleaning deposit will be refunded after the facility has been inspected and determined to be back to its original condition. CLPOA maintenance staff will post “reserved” signs and turn on the lights, if applicable.

### ~~SECTION VI – RESERVATIONS POLICY FOR USAGE OF HOLIDAY HARBOR ON THE 4TH OF JULY HOLIDAY~~

For the 4th of July at Holiday Harbor, all table reservations must be made through the Activities

# PARKS & BEACHES (PB)

department.

## **PB.6.1 “Lottery Style” Drawing for Assignment of Tables**

The Activities Department will hold a “lottery style” drawing each year to assign tables at Holiday Harbor for the 4th of July holiday.

## **PB.6.2 Place and Time**

The drawing will take place at least one week preceding the 4th of July holiday. Notification of the date, time and location will be published in advance. NOTE: Contact the Activities Department for additional information.

## **PB.6.3 Members in Good Standing**

Members must be “Members in Good Standing” to participate in the drawing.

## **PB.6.4 Must be Present in Person / Sign In**

The Prime or Associate Member, or an authorized agent of the Member shall be present and must sign in on the day of the drawing.

## **PB.6.5 One (1) Reservation Per Tract / Lot**

Only one (1) reservation is permitted per tract / lot. CLPOA maintenance staff will post “reserved” signs, as applicable.

## **SECTION VII POLICY FOR LARGE GROUPS OR GATHERINGS AT NON-RESERVABLE PARKS**

Large groups or gatherings with thirty (30) or more persons at non-reservable parks (e.g. Sierra Park, Indian Beach, East Port Park, etc.) shall request use of the park through the Activities Department and pay a damage deposit for use of the park by the group or gathering. [Refer to the Schedule of Fees for additional information on deposits and fees.] CLPOA maintenance staff will post “reserved” signs, as applicable.

## FINE SCHEDULE

<b>PARKS &amp; BEACHES RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
PB.2.1	Designated Parking	\$50.00
PB.2.1a	Overnight Parking at Lodge	\$50.00
PB.2.2	Propane Grills / Fire Extinguisher	\$50.00
PB.2.3	Open / Beach Fire	\$50.00
PB.2.4	Golf Carts, Bicycles, Skateboards, Etc. on Landscape	\$50.00
<del>PB.2.6</del>	<del>Dogs</del>	<del>\$100.00</del>
<del>PB.2.7</del>	<del>Loud Music</del>	<del>\$100.00</del>
PB.2.5	Reserved Sites	\$200.00
<del>PB.2.9</del>	<del>Working on CLPOA Property</del>	<del>\$100.00</del>
PB.2.6	No Glass Containers On Beaches	\$50.00 Per Occurrence
PB.3.2	Outside Vendors	\$100.00
PB.3.3a	Facility Use	\$50.00
PB.3.3b	Proof of Insurance	\$50.00
PB.3.3d	Generators	\$50.00
<del>PB.3.5</del>	<del>Group Functions</del>	<del>\$100.00</del>
PB.3.4b	Reserved Area Use	\$100.00

## **REVISED PROPOSED RULES**

### **PARKS & BEACHES (PB)**

**NOTICE TO ALL MEMBERS:** Sections of this Property Owner’s Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

#### **SECTION I - INTRODUCTION**

There are seventeen (17) parks and beaches within the community. Each location has different features such as playground equipment, grass and shaded areas; however, some of the locations have other amenities as well including:

- **General:** Picnic Areas, Restrooms, Showers
- **Food & Gathering:** Barbeques, Kitchens, Patios/Pavilions
- **Recreation:** Exercise Stations, Playgrounds, Walking Paths, Volleyball Courts, Horseshoe Courts
- **Water Access:** Docks/Launch Ramps, Fishing Access, Roped Swimming Areas

#### **Park and Beach Hours:**

October 1 – April 30, 8 a.m. to 8 p.m.; May 1 – September 30, 8 a.m. to 10 p.m.

*Exception: Eastport Park is open from 6 a.m. – 10 p.m. year-round. After-hours launch site parking is available. Any personal possessions left at parks or beaches when closed will be removed by the Canyon Lake POA. Contact Canyon Lake POA’s Operations Department for lost and found items.*

For additional information about the Parks & Beaches, go to the Canyon Lake POA website.

#### **SECTION II - PARKS AND BEACHES RULES**

Parks and Beaches rules have been established to maintain safety and accord for Members, Member’s family, guests and / or invitees. These rules are to be adhered to by all. Any violation of the rules may result in an applicable fine.

##### **PB.2.1 Designated Parking**

All vehicles must park in designated areas. Vehicles are not allowed in the parks or beaches areas after closure.

**PB.2.1a Overnight Parking at Lodge** - Overnight Parking at Lodge Vehicles/Golf Carts may be parked overnight in the Lodge parking area for no longer than a 24 hour period when an event is scheduled or the bar/restaurant is open for business the same day.

##### **PB.2.2 Propane Grills / Fire Extinguisher Required**

Propane grills are allowed at designated parks; however, a fire extinguisher must be on hand.

##### **PB.2.3 No Open Fires / No Beach Fires**

No open fires and / or beach fires are permitted. Charcoal fires are permitted in designated barbeques. Remains must be disposed of in a safe manner and all embers must be extinguished properly.

**PB.2.4 No Golf Carts, Bicycles, Skateboards, Scooters or Motor Vehicles on Landscaped Areas or Playground Area/Equipment**

No golf carts, bicycles, skateboards, scooters or motor vehicles on landscaped areas or playground area/equipment.

**PB.2.5 Reserved Sites**

No one is permitted to occupy a picnic, party or event site (“reserved site”) which was not duly reserved with the CLPOA for the use of the occupant(s). Reservations must be made through the Activities Department. Unauthorized occupancy of a reserved site is subject to payment of applicable fine per day plus reimbursement to the CLPOA of the prevailing daily site reservation charge for the site occupied without authority.

**PB.2.6 No Glass Containers**

No glass containers of any kind are allowed within the beaches.

**SECTION III - PARKS & BEACHES POLICY FOR USAGE**

Parks and Beaches policy has been established for the safety and enjoyment of all when using any of the facilities.

**PB.3.1 Availability of Non-Reservable Parks**

Availability of parks that are not reservable is on a first-come, first-served basis.

**PB.3.2 Outside Vendors**

Outside vendors must make prior arrangements and provide proper documentation to the Canyon Lake POA before use.

**PB.3.3 Jumpers / Bounce Houses and / or Amusement Rentals or Props**

Jumpers, bounce houses and / or amusement rentals or props are allowed only under these conditions with prior approval from the Canyon Lake POA before use. NOTE: Contact the Recreation Department for information and additional documents required for use of outside rental equipment.

**PB.3.3a Facility Use Fee / Documentation Required** - There may be a Facility Use fee to use a jumper / bounce house / amusement rental or prop and required documentation must be provided to the Canyon Lake POA.

**PB.3.3b Proof of Insurance** - All jumper / bounce house / amusement rental or prop companies must submit proof of insurance and provide a “Certificate of Liability Insurance” on file with the Canyon Lake POA.

**PB.3.3c Liability Coverage / Canyon Lake POA Named as Additional Insured** - The “Certificate of Liability” must have a minimum liability of \$300,000.00 coverage and name the Canyon Lake POA as additional insured with the Canyon Lake POA address.

**PB.3.3d Use of Generator at Locations with No Outlet for Electricity** - A generator must be used at locations where there is no electrical outlet available. Even at locations with no electrical outlet, a Facility Use fee must be paid and proper documentation provided to the Canyon Lake POA prior to use.

**PB.3.4 Reservations for Group Functions**

Members may reserve designated park and beach areas for group functions through the Recreation Department. Reservations are not required to use parks and beaches; however, only a confirmed reservation guarantees exclusive use of a designated area. The **Facility Use Policy** outlines the designated reservable areas

and the reservation process.

**PB.3.4a City Permit Required** - Events with more than fifty (50) attendees require a City of Canyon Lake permit.

**PB.3.4b Reserved Area Use** – Members or guests may not occupy or use an area that has been previously reserved by another member.

## FINE SCHEDULE

<b>PARKS &amp; BEACHES RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
PB.2.1	Designated Parking	\$50.00
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PB.2.2	Propane Grills / Fire Extinguisher	\$50.00
PB.2.3	Open / Beach Fire	\$50.00
PB.2.4	Golf Carts, Bicycles, Skateboards, Etc. on Landscape	\$50.00
PB.2.5	Reserved Sites	\$200.00
PB.2.6	No Glass Containers On Beaches	\$50.00 Per Occurrence
PB.3.2	Outside Vendors	\$100.00
PB.3.3a	Facility Use	\$50.00
PB.3.3b	Proof of Insurance	\$50.00
PB.3.3d	Generators	\$50.00
PB.3.4b	Reserved Area Use	\$100.00

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**Date: October 7, 2025**

**To: Board of Directors**

**From: Tiffany Cribbs, Director of Community Services**

**RE: Rule Approval – Remove Activities Section**

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**Background**

The Activities section of the Rules & Regulations outlines internal procedures related to facility reservations, banner posting, and event coordination. These items are procedural in nature and not tied to any fines or formal enforcement. All relevant provisions are now included in the updated Facility Use Policy, which serves as the guiding document for reservable spaces, rentals, and event-related requests.

To streamline the Rules & Regulations document and eliminate redundancy, the Activities section is recommended for removal. Procedures for decorations, damages, inspections, and banners will continue to be managed through the Facility Use Policy, reservation forms, and departmental oversight.

These rule changes were presented to the Board and approved as a 28 Day Reading at the September Regular Session Board Meeting.

**Fiscal Impact**

There is no fiscal impact associated with this change

**Recommendation**

It is recommended that the Board of Directors approve the 28 Day Reading to remove the Activities Section from the Rules & Regulations.



Director of Community Services

***Section Proposed for Removal:***

## **ACTIVITIES (AD)**

**NOTICE TO ALL MEMBERS:** Sections of this Property Owner’s Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

### **SECTION I - INTRODUCTION**

The Activities department coordinates facility rentals and / or common area room use for meetings, gatherings and parties reserved by Members within the CLPOA, in addition to standing committees, sanctioned clubs, and organizations. All scheduling for use of CLPOA facilities, equipment and meeting rooms shall be scheduled through the Activities Department.

The Activities Department oversees a variety of activities and functions that are organized to educate, entertain and / or enrich the community including special events, youth & senior programs and recreational events & classes. For additional information on activities and / or events, contact the Activities department or go to the CLPOA website.

Any questions regarding the policy for use and rental of meeting and banquet rooms are to be referred to the Activities department.

### **SECTION II - POLICY FOR USE AND RENTAL OF RESERVABLE FACILITIES / COMMON AREA MEETING ROOMS (EXCLUDING CLPOA FUNCTIONS)**

This policy has been set forth by CLPOA for the use and rental of reservable facilities / common area meeting rooms (excluding CLPOA Functions).

#### **AD.2.1 Availability**

Availability and scheduling will be on a first-come, first-served basis.

#### **AD.2.2 Facility Rental Use Fee (Hourly or Daily)**

A facility rental use fee (hourly or daily) may be charged, as applicable.

#### **AD.2.3 Rental Application / Deposit**

A rental application and damage deposit may be required, as applicable. NOTE: Any deposit paid will be returned only on the condition that there is no additional clean-up required and / or no damages were caused as confirmed upon inspection by the CLPOA staff.

## **AD.2.4 Decorations**

Decorations may only be hung with an adhesive that does not “pull off” the paint (such as 3M Command Brand™). The CLPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks or any other material that may cause damage to the facility.

## **AD.2.5 Removal of CLPOA Property Not Permitted**

CLPOA property (tables, chairs, etc.) may not be taken from the premises of the facility / room.

## **AD.2.6 Responsibility for Damages**

The member or client is responsible for any loss and / or damage to equipment and / or property of the CLPOA. Liability for damage to the premises will be charged accordingly. The Member / Group who rents the facility will be responsible for the reimbursement to the CLPOA for the cost to repair any damage to the premises.

## **AD.2.7 Inspection and Control**

The Activities department reserves the right to inspect and control any and all functions.

## **SECTION III - POLICY FOR BANNERS POSTED THROUGHOUT THE CANYON LAKE COMMUNITY**

The Activities department must approve all common area banners and the following conditions will apply:

### **AD.3.1 Complete Form**

Those who wish to have a banner placed in the common area must complete the appropriate form that is available in the Activities department. Approved copies of the form will be forwarded to Community Patrol and the Operations department will be notified.

### **AD.3.2 Location and Size**

All banners must be placed on the hangers provided at the gates. The correct size to go on the holder is 42” x 32”.

### **AD.3.3 Time Period**

Banners may go up three (3) weeks prior to the event. NOTE: The Activities department will review requests for any exceptions to this policy.

### **AD.3.4 Removal**

Banners must be removed the day following the event. NOTE: Any unapproved banners will be removed from the common area.

**Date: October 7, 2025**

**To: Board of Directors**

**From: Tiffany Cribbs, Director of Community Services**

**RE: Rule Approval – Remove Community Garden Section**

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### **Background**

The Community Garden plots are managed through an annual application process that includes acknowledgment of the garden plot rules. To reduce redundancy and simplify the Rules & Regulations document, the dedicated Community Garden section is recommended for removal. Nearly all provisions from this section are already addressed in the General Rules section of the Rules & Regulations.

The few garden-specific rules, such as restrictions on certain plants, requirements for plot upkeep, and limits on compost disposal, are now enforced through the application process. When concerns are reported, staff will request a photo, contact the plot holder, and provide a reasonable amount of time to resolve the issue. If the issue is not addressed, the plot may be reassigned.

This approach allows for simpler oversight while maintaining clear expectations for plot holders.

These rules were presented to the Board and approved as 28 Day Readings at the September Regular Session Board Meeting.

### **Fiscal Impact**

Removing the Community Garden section will eliminate three violations that currently carry \$100 fines: Prohibited Plants (CG.1.8), Unkept Plots/Pests (CG.1.9), and Compost Disposal (CG.1.10). These fines are rarely used, so any loss of revenue is expected to be minimal. Rule enforcement will instead be handled through the plot application process, which allows for revocation of garden privileges when rules are not followed.

### **Recommendation**

It is recommended that the Board of Directors approve the 28 Day Reading to remove the Community Garden Section from the Rules & Regulations.



Director of Community Services

***Section Proposed for Removal:***

## **COMMUNITY GARDEN (CG)**

**NOTICE TO ALL MEMBERS:** Failure to comply with any of these rules as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fines.

### **SECTION I - INTRODUCTION**

The Community Garden is a place to gather and enjoy gardening as a community group.

### **SECTION II – COMMUNITY GARDEN RULES**

Community Garden rules have been established for the safety and consideration of Members, Member's family, guests and / or invitees. These rules are to be adhered to by all.

#### **CG.1.1 Members in Good Standing**

Members must be in good standing to utilize an assigned plot.

#### **CG.1.2 No Loitering**

Loitering is not permitted in the gardening area. Only Members with assigned plots are allowed.

#### **CG.1.4 No Profanity**

No Foul language allowed.

#### **CG.1.5 No Pets**

No Pets are allowed in the Gardens.

#### **CG.1.6 Hours**

Gardening hours are from sunrise to 8 p.m.

#### **CG.1.7 Alcoholic Beverages**

Alcoholic Beverages are not permitted in the gardens.

#### **CG.1.8 Prohibited Plants**

No poisonous, toxic, or illegal plant growth (i.e., poison ivy, cannabis, etc.).

#### **CG.1.9 No Unkept Plot / Pests**

No plot may become overrun, neglected, or unkept as to attract unwanted pests or rodents. Plant growth may not invade or interfere with any pathways.

#### **CG.1.10 Compost Disposal**

Designated compost receptacles are to be used by members with garden plot holders only. Only organic waste, weeds, and plant residue may be placed in the compost receptacles.

**Date: October 7, 2025**

**To: Board of Directors**

**From: Tiffany Cribbs, Director of Community Services**

**RE: Rule Approval – Remove Member Services Section**

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**Background**

The Member Services section of the Rules & Regulations provides internal procedures and service guidelines related to guest access, registration, permits, ID cards, and related processes. These items are procedural in nature and are not associated with fines or enforceable violations. All relevant provisions are already covered through departmental procedures, existing forms, and supporting policies, which are posted on the Canyon Lake POA website and shared through the regular communication platforms on a regular basis.

To keep the Rules & Regulations focused on enforceable community standards, the Member Services section is recommended for removal. Services will continue to be governed through existing forms, departmental guidelines, and policies already in place.

These rule changes were presented to the Board and approved as a 28 Day Reading at the September Regular Session Board Meeting.

**Fiscal Impact**

There is no fiscal impact associated with this change

**Recommendation**

It is recommended that the Board of Directors approve removing the Member Services from the Rules & Regulations.



Director of Community Services

***Section Proposed for Removal:***

## **MEMBER SERVICES (MS)**

### **SECTION I - INTRODUCTION**

Member Services is a team of associates committed to providing excellent customer service to property owners and assisting them with their inquiries and needs. Responsibilities of Member Services include:

- Annual Golf
- Boat Registration
- Contractor Passes
- Garage Sale Permits
- Golf Cart Registration
- Guest Call-Ins
- Guest Fishing Permits
- Lessees / Renters
- Perimeter Gate Access
- Photo ID / Membership Cards
- Pre-Printed Passes
- Special Events Lists
- Transmitters for Fairway Estates
- Vehicle Decals

For additional information about Member Services, refer to the CLPOA website.

### **SECTION II - MEMBER SERVICES GUIDELINES**

These guidelines have been provided for convenience in an effort to expedite and make processes more efficient.

#### **MS.2.1 Bring CLPOA Membership Card / Picture ID**

It is helpful to bring / present your CLPOA Membership Card or valid form of picture ID.

#### **MS.2.2 No Cash Accepted**

Payment of fees, fines and / or charges may be made by check or credit card. No cash.

#### **MS.2.3 Maintain / Update Current Contact Information**

Make sure CLPOA has the most current contact information on file. If there are any changes, go on-line to the CLPOA web site and complete the CLPOA Contact Information Update form or complete the form through Member Services.

## **MS.2.4 Fax Documents**

Various forms are available on-line on the CLPOA web site or through Member Services. Forms and other fax documents will be accepted provided that they are accompanied by a copy of the CLPOA Membership card or other valid form of picture ID for verification purposes.

## **SECTION III - PROCEDURE FOR GUEST CALL-INS, PRE-PRINTED PASSES AND PERMANENT GUEST LISTS**

These procedures have been established by CLPOA for guest call-ins, pre-printed passes and / or permanent guest lists. Member Services is available to assist members with this during normal business hours.

### **MS.3.1 Guest Call-Ins**

Requirements that must be met for guest call-ins are as follows:

- Member must provide their address and appropriate pass code to authorize the guest for entry.
- Member must identify individual as guest or service provider.
- Member must provide first and last name of the guest and / or the name of the company.
- Maximum ten (10) guests per day per lot and tract.
- Guests must have proper identification (current driver's license) at all times.

Any resident expecting more than ten (10) guests on a given day must submit a list of their names, first and last in alphabetical order to the CLPOA. [For additional information, refer to Section VI - Policy for Access Control, paragraph GR.6.1 under General Rules and Regulations (GR).]

### **MS.3.2 Pre-Printed Passes for Guests / Party Lists**

A valid member in good standing may obtain pre-printed passes for guest / party lists, special events and holidays through Member Services by providing appropriate identification. Member must complete the Special Event Guest Form or submit a list at the Member Services counter that includes the following information:

- Member name.
- Contact phone number.
- Tract and lot.
- Date(s) of event.
- First and last name of each driver.
- Guests must have proper identification (current driver's license) at all times.

Pre-printed passes may be picked up in "will-call" at the Member Services counter or mailed directly to the member. Pre-printed passes require a minimum of seventy-two (72) hours notice. The form or list must be received twenty-four (24) hours prior to start of event; otherwise, an expedite fee will be charged. NOTE: During holidays and in the course of special events, Members are encouraged to request pre-printed guest passes for parties larger than ten (10). [For additional information refer to Section VI - Policy for Access Control, paragraph GR.6.1 under General Rules and Regulations (GR).]

### **MS.3.3 Permanent Guest List**

A permanent guest list is available for members to list additional guests on a permanent basis through Member Services by providing appropriate identification. A valid member in good standing may add or delete a guest by submitting a completed Permanent Guest List (Add / Delete Form). Requirements that must be met for the permanent guest lists are as follows:

- Only six (6) permanent guests can be associated with a single tract and lot at any given time.
- Member must complete and sign form providing the name of guest to add or delete.
- Guests must have proper identification (current driver's license) at all times.

Be sure to notify CLPOA if there are any changes. [For additional information, refer to Section VI - Policy for Access Control, paragraph GR.6.4 under General Rules and Regulations (GR).]

## **SECTION IV - PROCEDURE FOR PERMITS REQUIRED BY CLPOA**

Member Services is available during normal business hours to assist property owners with obtaining necessary permits as required by CLPOA.

### **MS.4.1 Garage Sales Permits**

In general, a permit to hold a garage sale is required by CLPOA. Requirements that must be met are as follows.

- Member must be in good standing and valid member.
- Member must provide proper identification.
- Member is allowed to have three (3) garage sales per year.
- Member must complete the Permit Form.
- Required fee must be paid.

[For criteria and additional information on "Garage Sale Permits", refer to Section IV - Rules and Regulations for Permits and Signs, paragraph GR.4.2 under General Rules and Regulations (GR).]

## **SECTION V - PROCEDURE FOR REGISTRATION**

Member Services is available during normal business hours to assist property owners with registration renewal as required by CLPOA.

### **MS.5.1 Vehicle Registration**

Requirements that must be met for vehicle registration are as follows:

- Proper documentation must be provided including the current registration which must be registered to a valid member.

The vehicle sticker will expire one (1) month following the vehicle's current registration. [For additional information on "Vehicle Stickers", refer to Section VI - Policy for Access Control,

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paragraph GR.6.8 under General Rules and Regulations (GR).]

### **MS.5.2 Golf Cart Registration**

Requirements that must be met for golf cart registration are as follows:

- Member must be in good standing and valid member.
- Proper documentation must be provided including the current registration which must be registered to a valid member or lessee with golf cart privileges plus proof of insurance with appropriate coverage.

Golf cart decals will be issued based on the golf cart's insurance policy expiration date. [For additional information on "Golf Cart Registration / Operation", refer to Section V - Rules for Motor Vehicles, paragraph GR.5.6 under General Rules and Regulations (GR).]

### **MS.5.3 Boat Registration**

Registration stickers will be issued each fiscal year as required on an annual registration basis.

Requirements that must be met for boat registration are as follows:

- Member must be in good standing and valid member.
- Proper documentation must be provided including the current registration which must be registered to a valid member or lessee with boating rights plus proof of insurance with appropriate coverage.
- Required fee must be paid.

The Prime Member is responsible for the return of all non-expired vehicle and boat decals issued to him, household members, renters and / or lessees upon the sale of the property or the termination of a rental or lease agreement. There is a charge for each such item not returned. [For additional information, refer to Section II - Lake & Marina Rules and Regulations for Registration under Lake and Marina (LM).]

## **VI - PROCEDURE FOR MEMBERSHIP / ACCESS ID CARDS**

Membership cards are required for access and identification within CLPOA. Members may obtain an access / ID card through the Member Services Department. Requirements that must be met are as follows:

- Member must provide proper identification (i.e. driver's license or other form of picture ID). NOTE: Minors under eighteen (18) years without a driver's license or other form of picture ID must be accompanied by an adult member.
- Access cards are non-transferrable.

The Prime Member is responsible for the return of all non-expired access ID issued to him, household members, renters and / or lessees upon the sale of the property or the termination of a rental or lease agreement. There is a charge for each such item not returned. [For additional information, refer to Section VI - Policy for Access Control under General Rules and Regulations (GR).]

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## VII - PROCEDURE FOR LESSEES AND RENTERS OR APPOINTMENT OF PROPERTY MANAGER

Whenever a property owner decides to lease, rent or appoint a property manager to their property, Member Services is available to assist with this process. Requirements that must be met by the prime member are as follows:

- Member must provide proper identification and documentation.
- Only one (1) lease or rental agreement will be accepted per property.
- A Lease Authorization Form must be completed and signed. The prime member is required to indicate whether they are relinquishing all recreational privileges including boating rights, dock slip rentals, equestrian boarding, and permanent guest privileges to the lessee NOTE: A lessee is eligible for privileges with a minimum one (1) year lease only.
- When applicable, the signature and name of the Property Manager must be provided on the Lease Authorization Form. Additionally, an Appointment of Property Manager(s) / Owner's Agent(s) Form must also be completed, signed and on file with CLPOA.
- Required fee must be paid.

The prime member is responsible for the actions of his / her tenants and the tenants' family Members and guests as well as for any fines. [For additional information, refer to Section III - Rules and Regulations for Membership under General Rules and Regulations (GR).]

## VIII - PROCEDURE FOR PERIMETER GATE ACCESS

Member Services is available to assist property owners requesting perimeter gate access privileges. This perimeter gate access pertains to Trigger Gate (Jump Lagoon), North Ski Gate and Equestrian Center. Requirements that must be met for perimeter gate access are as follows:

- Member must be in good standing and valid member.
- Member must provide proper identification.
- Member must complete and sign required application (e.g. Request to Use Jump Lagoon Access Gate, Request to Use N. Ski Gate Access Gate or Request to Use Little Pony Access Gate, as applicable).
- Member must provide required gate key deposit.

Use of the gate is a privilege not a right. Each Member to whom the gate key is entrusted is responsible for the same and agrees not to turn the key over to any other person. Duplication of gate key is prohibited. [For additional information on "Perimeter Gate Access, refer to Section VI - Policy for Access Control, paragraph GR.6.12 under General Rules and Regulations (GR).]

**DATE: 10/7/25**

**TO: Board of Directors**

**FROM: Community Patrol Manager, Ken Toler**

**APPROVAL:** GR.5.3, GR.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c, PC.4.21 to support the Vehicle Removal Policy

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**Background**

The CLPOA has adopted a policy allowing for the removal of vehicles from POA property which are abandoned or in violation of this policy. Due to the very strict legal requirements for towing vehicles, the POA must update the rules regarding the possible towing of these vehicles.

**Fiscal Impact**

\$0

**Recommendation**

It is recommended that the Board of Directors approve rules GR.5.3, GR.5.3e, GR.5.3f, GR.5.3o, GR.5.3r, GR.5.3s.5, GR.5.5, GR.5.5c, PC.4.21 as attached.

Ken Toler

Community Patrol Manager

**Current Rules with Fines notated:**

GR.5.3 Parking of Vehicles within the Canyon Lake Community Vehicles parked on Canyon Lake streets in violation of any of the rules and regulations set forth herein or in violation of any posted restrictions are subject to towing. In addition, the applicable member and / or owner is subject to a fine for violations of the vehicle restrictions set forth herein or for violation of any posted restrictions.

GR.5.3e No Long-Term Street Parking - Street parking is for short-term use only. In order to promote visibility and the aesthetic appeal of the community and to reduce damage to CLPOA-maintained asphalt from oil and other fluid leaks, street parking is discouraged and subject to limitation. No vehicle may be parked on Canyon Lake streets in excess of a consecutive seventy-two (72) hour period. No inoperable or unregistered vehicles without a current Canyon Lake decal or parking permit may be parked on streets for any period of time.

GR.5.3f No Vehicles Extending Beyond Curb Line - Vehicles Extending Beyond Curb Line: No vehicle, including but not limited to cars, trucks, trailers, recreation vehicles, golf carts or boats may be parked on any numbered lot in such a manner that any portion thereof extends beyond the curb line. Tract 3961 - No travel trailer, camper unit, boat trailer or other recreational vehicles shall be placed, maintained or occupied on any lot; except that the owner thereof, upon occupancy of the home, may store such items on his property in a reasonable manner on the lot if set back a minimum of twenty (20) feet from the street curb, except as otherwise prohibited herein. All storage or parking of wheeled vehicles shall be on concrete slabs or runners designed for and approved by the Architectural Control Committee for such purposes.

GR.5.3o - No parking within marked fire hydrant area.

GR.5.3r - No other illegal parking found to be blocking other vehicles from moving from a parking area, parking within a loading zone or vehicles parked within a designated golf cart parking spot.

GR.5.3s.5 No Parking Vehicle with Trailer on Vacation Drive or Old Wrangler

Be courteous to your neighbors, and do not park your vehicle with a trailer on Vacation Drive or Old Wrangler.

GR.5.5 Recreational Vehicles and Trailers

These are the requirements for recreational vehicles and trailers.

GR.5.5c No Trailer Parking for More than Twenty-Four (24) Hours

No trailers, including, but not limited to horse trailers, boat trailers, utility trailers and any other similar vehicle may be parked on the street for more than twenty-four (24) hours at a time. All trailers and any other similar vehicle must display rear lamps and reflectors as well as rear side reflectors, must be attached to the tow vehicle, and must be parked as near as possible to the owner's property.

PC.4.21 Household and Storage Modules (Pods) Modules shall not be stored on the property or street without approval. If parked in the street, they shall be placed parallel and adjacent to the curb, have reflectors so as to be visible from the street at night, and not block a driveway. Modules will only be allowed for fourteen (14) days and then must be removed.

### **Proposed Revised Fines:**

GR.5.3 Parking of Vehicles within the Canyon Lake Community

All vehicles parked on CLPOA's common area must comply with the rules set forth herein, as well as any posted restrictions on site. Vehicles parked on Canyon Lake streets, or other common areas, in violation of any of the rules and regulations set forth herein or in violation of any posted restrictions are subject to towing at the owner's sole expense and risk. In addition to towing, the applicable member and / or owner is subject to a fine for violations of the vehicle restrictions set forth herein or for violation of any posted restrictions.

GR.5.3e No Long-Term Street Parking

Street parking is for short-term use only. In order to promote visibility and the aesthetic appeal of the community and to reduce damage to CLPOA-maintained asphalt from oil and other fluid leaks, street parking is discouraged and subject to limitation. No vehicle may be parked on Canyon Lake streets, or other common areas, in excess of a consecutive seventy-two (72) hour period. No inoperable or unregistered vehicles without a current Canyon Lake decal or parking permit may be parked on streets, or other common areas, for any period of time.

GR.5.3f No Vehicles Extending Beyond Curb Line - ~~Vehicles Extending Beyond Curb Line:~~ No vehicle, including but not limited to cars, trucks, trailers, recreation vehicles, golf carts or boats may be parked on any numbered lot in such a manner that any portion thereof extends beyond the curb line. Special rule for Tract 3961 - No travel trailer, camper unit, boat trailer or other recreational vehicles shall be placed, maintained or occupied on any lot; except that the owner thereof, upon occupancy of the home, may store such items on his their property in a reasonable manner on the lot if set back a minimum of twenty (20) feet from the street curb, except as otherwise prohibited herein. All storage or parking of wheeled vehicles shall be on concrete slabs or runners designed for and approved by the Architectural Control Committee for such purposes.

GR.5.3o - No parking within marked fire hydrant area; **or if unmarked, no parking within 15 feet in either direction of a fire hydrant. No parking within 15 feet of a fire lane. No parking in any manner that interferes with ingress or egress to or from the community.**

GR.5.3r - No ~~other illegal~~ parking in violation of posted restrictions on site; **no parking found to be that blocksing** other vehicles from moving from a parking area, within a loading zone or vehicles parked within a designated golf cart parking spot

GR.5.3s.5 No Parking Vehicle with Trailer on Vacation Drive or Old Wrangler  
~~Be courteous to your neighbors, and d~~Do not park your vehicle with a trailer on Vacation Drive or Old Wrangler.

GR.5.5 Recreational Vehicles and Trailers

These are the requirements for recreational vehicles and trailers. **Violation of these rules will result in a fine and or towing of the noncompliant vehicle at the owner's expense and owner assumes all risk incident to such towing.**

GR.5.5c No Trailer Parking for More than Twenty-Four (24) Hours - No trailers, including, but not limited to horse trailers, boat trailers, utility trailers and any other similar vehicle may be parked on the street for more than twenty-four (24) hours at a time. All trailers and any other similar vehicles must display rear lamps and reflectors as well as rear side reflectors, must be attached to the tow vehicle, and must be parked as near as possible to the owner's property.

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### **Proposed New Rules/Fines:**

GR.5.3 Parking of Vehicles within the Canyon Lake Community

All vehicles parked on CLPOA's common area must comply with the rules set forth herein, as well as any posted restrictions on site. Vehicles parked on Canyon Lake streets, or other common areas, in violation of any of the rules and regulations set forth herein or in violation of any posted restrictions are subject to towing at the owner's sole expense and risk. In addition to towing, the applicable member and / or owner is subject to a fine for violations of the vehicle restrictions set forth herein or for violation of any posted restrictions.

GR.5.3e No Long-Term Street Parking

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GR.5.3f No Vehicles Extending Beyond Curb Line - No vehicle, including but not limited to cars, trucks, trailers,

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recreation vehicles, golf carts or boats may be parked on any numbered lot in such a manner that any portion thereof extends beyond the curb line. Special rule for Tract 3961 - No travel trailer, camper unit, boat trailer or other recreational vehicles shall be placed, maintained or occupied on any lot; except that the owner thereof, upon occupancy of the home, may store such items on their property in a reasonable manner on the lot if set back a minimum of twenty (20) feet from the street curb, except as otherwise prohibited herein. All storage or parking of wheeled vehicles shall be on concrete slabs or runners designed for and approved by the Architectural Control Committee for such purposes.

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TO: Board of Directors

FROM: Director of Finance

RE: Reserve Funds Transfer

**Background**

Cash is moved (and as investments mature) in order to ensure funds are available for operational expenses and as Capital Improvements and repairs are initiated. The following funds need to be transferred between the Operating Fund Schwab Investment Fund and Enterprise bank in order to maintain proper intercompany fund balances.

**Fiscal Impact**

This action will transfer **\$1,200,000** from The **Enterprise Bank** Operating account to the Reserve and Replacement Investment fund at Schwab. In addition, this action with transfer **\$1,200,000** from the **Enterprise** Operating account into the **Schwab** Repair and Replacement Fund Investment account. The total impact of both transfers will realign the balances due to and from in each Fund in order to maintain separation of individual fund balances.

**Recommendation**

In compliance with Civil code 5515 and prudent fiscal management, it is recommended the Board of Directors approve a total transfer of \$1,200,000 be made in order to rebalance the Reserve Funds for the 2025-2026 fiscal year.

Susan C Dawood, CPA  
Director of Finance

**Date: October 7<sup>th</sup>, 2025**

**To: Board of Directors**

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

**Board Action/Resolution: Work Group Appointment – Equestrian Work Group**

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**Background**

The Equestrian Work Group interview team unanimously voted to appoint Delbert Dick to the EWG board.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointment of Delbert Dick to the Equestrian Work Group, contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

Steve Schneider, CCAM-LS, CMCA  
Director of Operations

**Date: September 2<sup>nd</sup>, 2025**

**To: Board of Directors**

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

**Board Action/Resolution: Committee Appointments – Green Committee**

---

**Background**

There are currently 3 positions open on the Green Committee. Gerry Meeks has been selected to be on the Green Committee and Patrick Lavelly has been selected to serve as an alternate member by the Committee.

**Fiscal Impact**

None

**Recommendation**

It is recommended that the Board of Directors approve the appointments listed above to the Green Committee, contingent upon execution of a confidentiality agreement, effective immediately.

*Steve Schneider*

Steve Schneider, CCAM-LS, CMCA  
Director of Operations

**Date: October 7<sup>th</sup>, 2025**

**To: Board of Directors**

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

**Board Action/Resolution: Reserve Funding for Pool Sewer Lift Pump Ratification**

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**Background**

The pool sewer lift station pumps failed and needed emergency servicing and replacement. Work was completed with minimal impact on operating times of the pool for the members.

**Fiscal Impact**

\$58,345 from 02-6700

**Recommendation**

Staff requests that the Board of Directors approve the ratification for funding of \$58,345 from the Repair & Replacement Reserve Fund, 02-6700.

*Steve Schneider*

Steve Schneider, CCAM-LS, CMCA  
Director of Operations

**Date: October 7th, 2025**

**To: Board of Directors**

**From: Recreation Department**

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

---

### **Background**

Susan Fitzgerald has been recommended by the Senior Work Group to be appointed as a new member. The Senior Work Group voted their approval July 8th at their monthly meeting.

It is recommended the Board of Directors appoint this member to the Senior Work Group to fill a vacancy. There was only the one applicant.

### **Fiscal Impact**

None

### **Recommendation**

It is recommended that the Board of Directors approve/reject the appointment of Susan Fitzgerald as a member to the Senior Work Group, October 7th, 2025.

**Jose Montano**

Jose Montano, Recreation Manager



# COMMUNITY SERVICES REPORT

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## September 2025

### DIRECTOR'S MESSAGE

Tiffany Cribbs, Director of Community Services

Our Community Services departments remain focused on service, engagement, and efficiency as we move into fall.

#### **Communications**

In September, the team managed nearly 500 creative tasks, combining promotions for restaurant specials, major events, and club activities with timely notices on amenity maintenance, upcoming meetings, and e-bike safety. Their efforts kept the community informed and engaged, reflected in steady growth across social media platforms and strong interaction on Facebook and Instagram. Email campaigns also maintained consistent reach, while new initiatives are underway to expand mobile app usage and track engagement data more effectively.

#### **Member Services**

Member Services completed its digital forms conversion in September, an important step toward improving efficiency and accessibility. The team is also prioritizing customer service and gathering member feedback through the new SurveyMonkey program. In September, the department strengthened its support by assisting more than 1,000 members through email, phone, and in-person interactions, processing 103 new memberships, and issuing 285 RFIDs and 76 POA cards.

#### **Recreation**

Recreation coordinated 193 functions in September, including 66 club events, and supported large-scale events like the Canyon Lake Car Club's Car Show. The team continues to expand programs with new fitness and dance classes and is preparing for upcoming community events, including the Tree Lighting Festival. Pool operations remain steady under fall hours, and teen/tween engagement and club resanctioning are active priorities.

# COMMUNICATION REPORT

## Goals & Campaigns – September 2025

### Goals & Objectives

The primary goals of the Communications team this fiscal year are:

- **Foster Community Engagement:** Promote community engagement through social media and digital platforms to connect with the Canyon Lake POA.
- **Build Greater Transparency:** Provide regular updates on projects, publicize key decisions, and make relevant resources easily accessible.
- **Promote Community Recreation & Events:** Highlight local events, club functions, and recreational opportunities to encourage community participation and support.
- **Improve Information Dissemination:** Utilize various communication channels to ensure accurate and timely information reaches community members.
- **Promote Revenue-Generating Amenities:** Support marketing efforts for golf course, restaurants, Happy Camp, propane sales, online store, and gift cards. Emphasize weddings and banquets at the Lodge.
- **Enhance Online Digital Services:** Improve the website's knowledge base, feature event pages, and provide online facility schedules.

### Looking Forward

In consideration of our primary goals for this year, below are new campaigns we will be focusing on in the upcoming months:

- **Recreation & Event Promotions**
  - Turkey Trot
  - Annual Tree Lighting Festival
- **Member Services Notices**
  - Canyon Lake Virtual Tours (360)
  - Notify Us & Ask Us
  - Community Maintenance
  - Online Services
- **Community Notices**
  - Lake Warning Flags
  - Lake Emergency Markers
  - Canyon Lake Camera Program
  - Access & Traffic
  - Electric Bicycle Registration & Riding Best Practices
  - Not an E-Bike
- **Club Promotions**
  - Mermaids Calendar Photo Contest
  - Junior Women's Club Rocktoberfest
  - CLAMS Country in the Park
  - Yacht Club Dock or Treat
  - Guild Toby Keith Tribute Concert
- **Restaurant Dining and Event Promotions**
  - Lodge*
    - Monday Night Football Special
    - Burger & Penny Draft
    - Weekly Live Music
    - Monthly Social Media Contest
  - Country Club*
    - Annual Overseeding and Maintenance Closure
    - BBQ Trio Wednesday Monthly Special
    - Weekly Live Music
    - Live Band Karaoke with Lifetime Rocker
    - Line Dancing at Country Club
    - Comedy Night with Frank & Friends
    - Cocktails & Karaoke
    - Happy Hour Mondays
    - Taco Tuesdays
    - Sunday Brunch
    - Monthly Social Media Contest
- **Golf Promotions**
  - Golf Annual Membership Campaign
  - Golf Daily Play Promotion (Canyon Lake residents only)

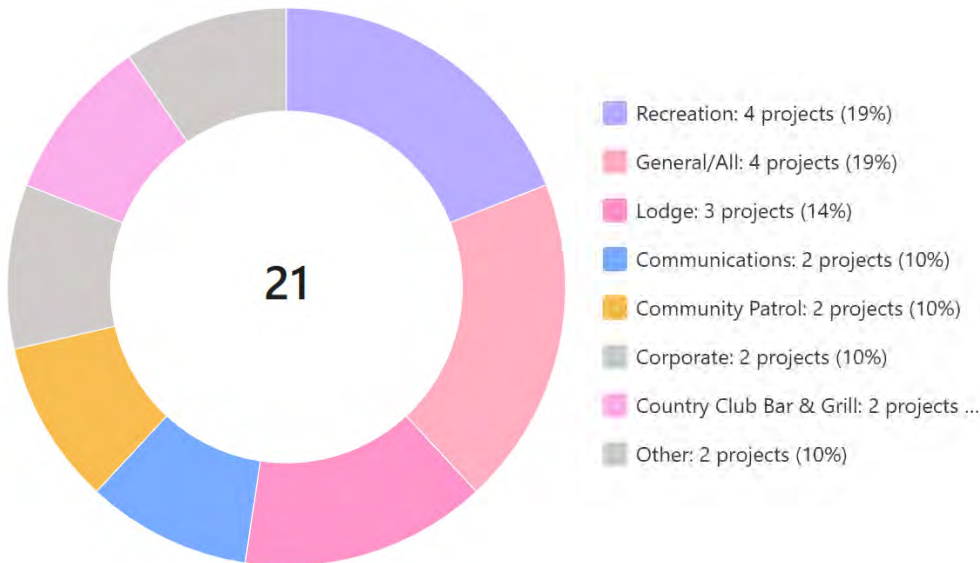
# COMMUNICATION REPORT

KPI Dashboard – September 2025

## ACTIVE CAMPAIGNS

September 2025

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



## HIGHLIGHTS

**482**

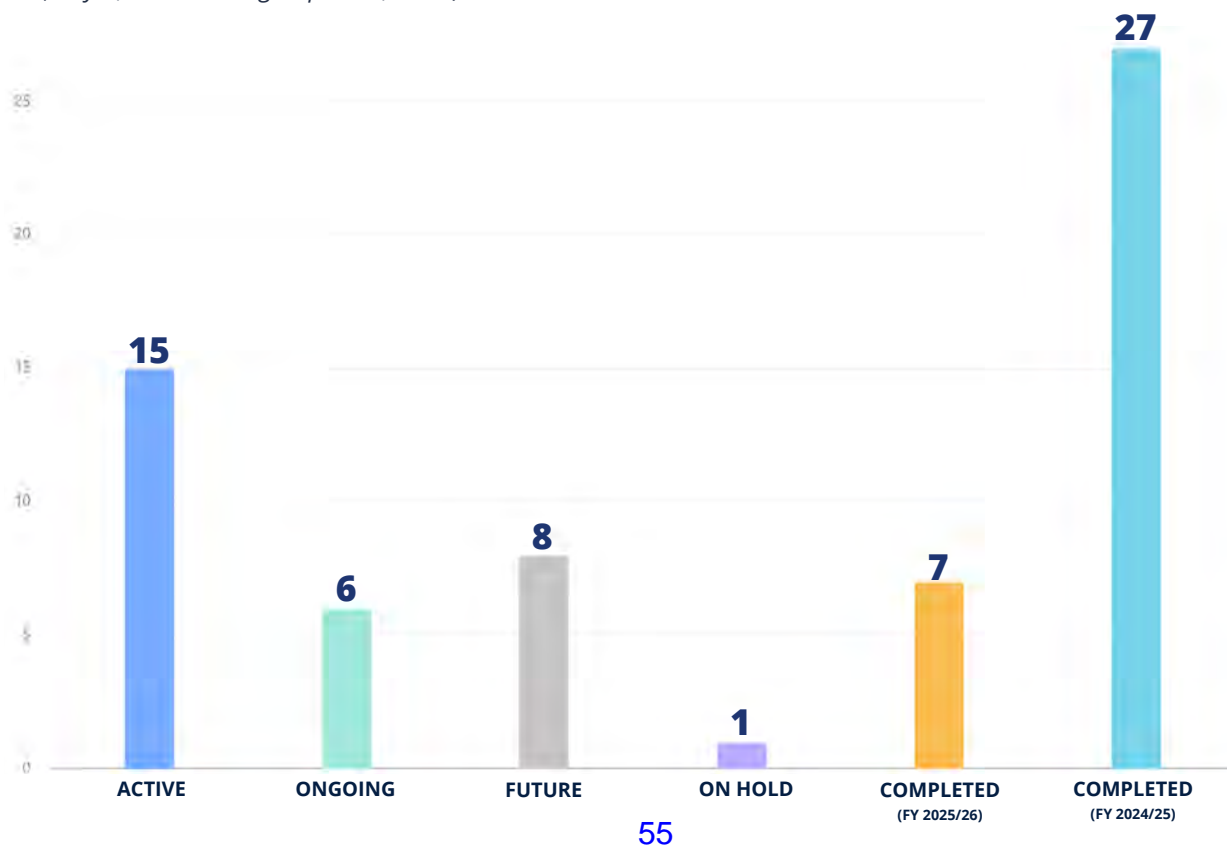
tasks completed  
in September 2025

**21**

club events promoted  
in fiscal year 2025/26

## CAMPAIGN STATUS

Below is the status of the campaigns Communications manages. These numbers are tracked for the current fiscal year 2025/26 (May 1, 2025 through April 30, 2026).



# FEATURE CAMPAIGNS – CANYON LAKE POA

September 2025

## Community Promotions

Hosted by the Canyon Lake POA

### 9/11 TRIBUTE PATRIOT DAY

THURSDAY, SEP 11, 2025  
6:30 P.M. – 8 P.M.  
CANYON LAKE LODGE

DEDICATIONS | SPEECHES | LIVE DJ  
BLUE LIGHT TRIBUTE

**TRIBUTE** (At the Lodge)

6:30 p.m. - DJ patriot music, Patriotic Quilters taking entries from veterans to win a quilt

7:00 p.m. - Blue light tribute, pledge of allegiance, opening prayer, national anthem, and guest speakers

7:45 p.m. - UC Riverside, Great Highland Bagpipes and Drums

Canyon Lake Guild

### HarborFest 2025

Music, Food  
All-Day Family Fun!

**FREE CONCERTS**  
Jimmy's Buffet  
Woody & The Harrelsons

**FOOD & DRINKS**  
Sports Stop • Dos Empanadas  
Q's Tacos • Cali Porker BBQ  
Tiki Treats • Enzo's Kettle Corn  
Coke Pops & 20 Merch Vendors!

**KIDZ KORNER**  
Featuring 2 Waterslides!

STARTING AT 4PM **SEPT. 20TH**  
Holiday Harbor Amphitheater

### Canyon Lake Senior Center Potluck

Sept 28, 2025  
5:00 PM

**OktoberFest**

The Senior Work Group Committee is providing the meal - just bring:  
A dessert to share  
Your favorite beverage

Seating is limited, sign-up in person at the CLPOA Office

CANYON LAKE HOMEOWNERS ASSOCIATION

COMMUNITY-WIDE

### SALE

# GARAGE Sale

Sep 27 & Sep 28

View Community Map or Register Your Garage Sale at [www.clpoa.com/communitysale](http://www.clpoa.com/communitysale)

CanyonLake Woman's Club

### HOT AUTUMN NIGHTS CHILI COOK-OFF

SEPTEMBER 14

SHOWCASE YOUR CULINARY SKILLS

4 TO 8 PM  
SENIOR CENTER

Chili entrants need to sign up ahead of time. Categories are Just Like Mom's Chili, Fire in The Hole, Vegetarian

ENTER THE CORNHOLE TOURNAMENT  
\$10

Your tax deductible donation for entrance includes chili tasting and beer tasting provided by the Mash Master's of Menifee  
\$25

For more information: call 951-265-9432 or text [canyonlakewomansclub@gmail.com](mailto:canyonlakewomansclub@gmail.com)

Mermaids of Canyon Lake Proudly Present  
The 5th Annual

### Mermaid Harvest Tea

A Private Event  
Saturday, 9/13/25

The Senior Center  
1:00 to 4:00  
Doors open 12:30

Tea Sandwiches, Scones and Desserts  
Provided by Wayne Quintos  
Silent Auction ~ Door Prizes ~ Vendors

\$45 Ladies 21+  
Donation (receipt upon request)

[www.mermaidsofcanyonlake.org](http://www.mermaidsofcanyonlake.org)

## Restaurant Promotions

CANYON LAKE COUNTRY CLUB BAR & GRILL

### BBQ TRIO

Wednesdays  
ONLY IN SEPTEMBER  
5 P.M. TO 7:30 P.M.

RIBS, BRISKET, OR QUARTER CHICKEN  
INCLUDES TWO SIDES OF YOUR CHOICE: CORN BREAD, BAKED BEANS, COLESLAW, BAKED POTATO, FRENCH FRIES, OR MASHED POTATOES

CANYON LAKE  
@canyonlakecountryclub

CANYON LAKE COUNTRY CLUB BAR & GRILL

### COMEDY Night

WITH FRANK AND FRIENDS

JON FRASER BEN MASTRACCO DENISE CARTER HEADLINER DAVID ROSENBERG

SATURDAY, SEPTEMBER 27 | 7 P.M. TO 9 P.M.

COMEDY IS RATED R FOR MATURE AUDIENCES

Call 951.246.1773 for reservations or book online at [www.canyonlakecountryclub.com/reservations](http://www.canyonlakecountryclub.com/reservations)

@canyonlakecountryclub  
32091 Railroad Canyon Road, Canyon Lake, CA 92587 | [www.canyonlakecc.com](http://www.canyonlakecc.com)

SUNSET LOUNGE AND TERRACE

### BURGER & PENNY DRAFT

BUY ANY BURGER AND GET A DRAFT BEER FOR A PENNY!

AVAILABLE EVERY MONDAY, WEDNESDAY, AND THURSDAY AT THE SUNSET LOUNGE AND TERRACE. WHILE SUPPLIES LAST.

Hours and reservations online at: [WWW.THECANYONLAKELODGE.COM](http://WWW.THECANYONLAKELODGE.COM)

32203 Canyon Club Drive, CA 92587, Canyon Lake, CA

SUNSET LOUNGE AND TERRACE

### MONDAY NIGHT FOOTBALL

SUNSET LOUNGE OPEN FROM 3 P.M. TO 9 P.M.

HAPPY HOUR SPECIALS DURING THE GAME

\$2 OFF ALL APPETIZERS  
\$7 WELL DRINKS, \$7 HOUSE WINE,  
\$7 MARGARITAS, \$7 MARTINIS,  
\$5 DOMESTIC DRAFTS, \$7 IMPORTED DRAFTS

# COMMUNICATION REPORT

## Website Highlights – September 2025

### Website Analytics Highlights



### Top 15 Visited Website Pages

<input type="checkbox"/>	Page title and screen class	↓ Views	Active users	Views per active user	Average engagement time per active user	Event count
		All events				
<input type="checkbox"/>	Total	50,391 100% of total	17,376 100% of total	2.90 Avg 0%	59s Avg 0%	122,964 100% of total
<input type="checkbox"/>	1 Canyon Lake POA   Community, Recreation & Events in Canyon Lake, CA - Canyon Lake POA	4,496 (8.92%)	2,200 (12.66%)	2.04	28s	11,914 (9.69%)
<input type="checkbox"/>	2 Login - Canyon Lake POA	4,186 (8.31%)	2,048 (11.79%)	2.04	35s	9,944 (8.09%)
<input type="checkbox"/>	3 Home - Canyon Lake POA	3,243 (6.44%)	2,133 (12.28%)	1.52	22s	10,043 (8.17%)
<input type="checkbox"/>	4 City Golf Tournament - Canyon Lake POA	2,642 (5.24%)	2,273 (13.08%)	1.16	2s	7,425 (6.04%)
<input type="checkbox"/>	5 2025-09-25 - Canyon Lake POA	1,959 (3.89%)	1,203 (6.92%)	1.63	19s	5,202 (4.23%)
<input type="checkbox"/>	6 Canyon Lake Lodge - The Canyon Lake Lodge	1,765 (3.5%)	1,237 (7.12%)	1.43	18s	5,249 (4.27%)
<input type="checkbox"/>	7 Community Garage Sale - Canyon Lake POA	1,643 (3.26%)	914 (5.26%)	1.80	14s	4,043 (3.29%)
<input type="checkbox"/>	8 Pickleball - Canyon Lake POA	1,548 (3.07%)	221 (1.27%)	7.00	1m 20s	3,275 (2.66%)
<input type="checkbox"/>	9 My Info - Canyon Lake POA	1,376 (2.73%)	733 (4.22%)	1.88	42s	2,541 (2.07%)
<input type="checkbox"/>	10 Happy Camp - Canyon Lake POA	1,233 (2.45%)	707 (4.07%)	1.74	57s	3,575 (2.91%)
<input type="checkbox"/>	11 Make Payment - Canyon Lake POA	1,225 (2.43%)	603 (3.47%)	2.03	1m 40s	2,322 (1.89%)
<input type="checkbox"/>	12 Events - Canyon Lake POA	1,145 (2.27%)	682 (3.92%)	1.68	39s	2,519 (2.05%)
<input type="checkbox"/>	13 Events Reservation - Canyon Lake POA	1,131 (2.24%)	642 (3.69%)	1.76	22s	2,508 (2.04%)
<input type="checkbox"/>	14 Search - Canyon Lake POA	778 (1.54%)	368 (2.12%)	2.11	59s	1,564 (1.27%)
<input type="checkbox"/>	15 Book Golf Tee Time - Canyon Lake POA	741 (1.47%)	160 (0.92%)	4.63	3m 47s	1,367 (1.11%)

# COMMUNICATION REPORT

Social Media Highlights – September 2025

## PERFORMANCE SUMMARY

**25,756**

Followers  
Total

**459**

Published  
Posts

**452,566**

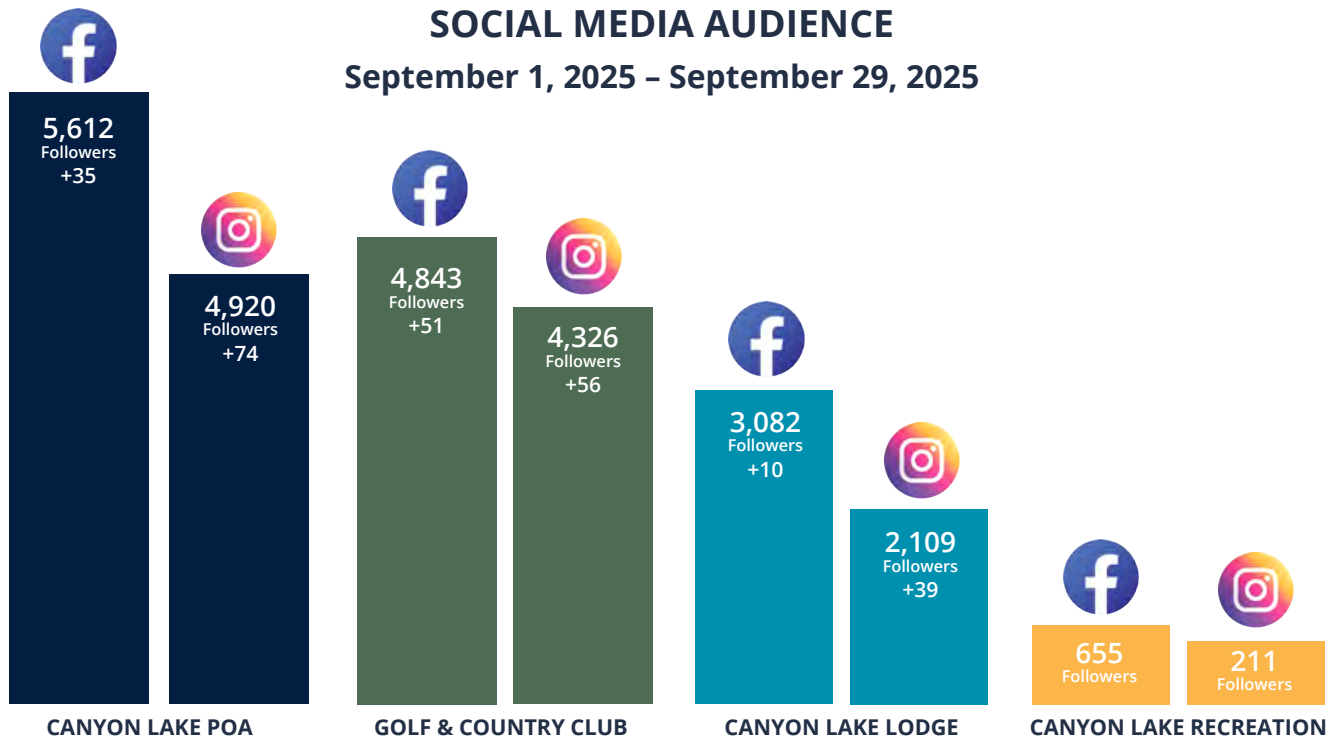
Page  
Impressions

**357,455**

Post  
Impressions

## SOCIAL MEDIA AUDIENCE

September 1, 2025 – September 29, 2025



## PROFILE SUMMARY

Profile	Followers	Growth	Posts	Engagment	Reach	Impressions
Canyon Lake POA   Facebook	5,612	35	96	2,776	56,484	66,823
Canyon Lake POA   Instagram	4,920	74	125	1,222	64,113	129,067
Golf & Country Club   Facebook	4,843	51	37	5,036	47,652	76,393
Golf & Country Club   Instagram	4,326	56	52	249	16,227	29,173
Canyon Lake Lodge   Facebook	3,082	10	30	1,486	15,669	35,994
Canyon Lake Lodge   Instagram	2,109	39	45	282	11,105	20,633
Canyon Lake Recreation   Facebook	655	1	37	13	843	965
Canyon Lake Recreation   Instagram	211	11	37	18	1,482	2,778

# COMMUNICATION REPORT

## Email Highlights – September 2025

### EMAIL DASHBOARD – SEPTEMBER 2025

67532

DELIVERED

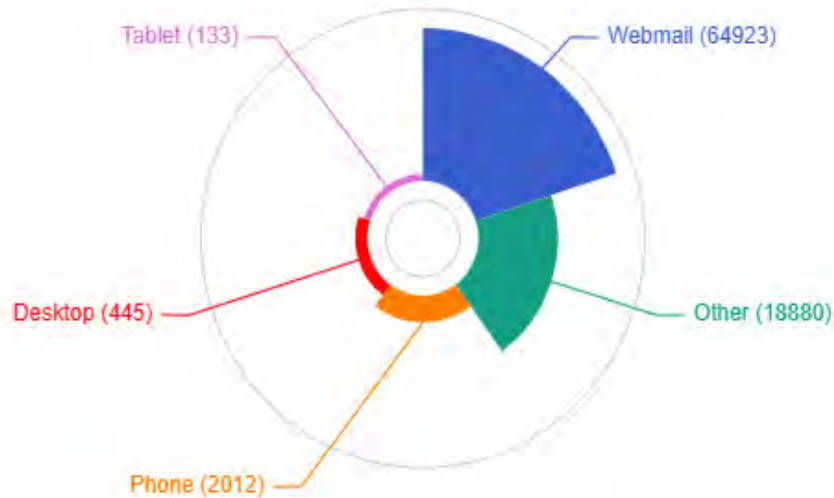
91.38%

35780

UNIQUE OPENS

48.41%

### TOP DEVICE OPENS SEPTEMBER 2025



Webmail (64923) Other (18880) Phone (2012) Desktop (445) Tablet (133)

### DELIVERY BY EMAIL CLIENT SEPTEMBER 2025

Gmail (31030)  
Yahoo (21065)  
Microsoft Outlook (6446)  
Microsoft 365 (2416)  
Apple iCloud (2205)  
Remaining (4363)



# MEMBER SERVICES REPORT

## Goals & Campaigns – September 2025

### Goals & Objectives

The primary goals of the Member Services team this fiscal year are:

- **Digital Enhancement Initiative:** Adopt and improve digital solutions to increase efficiency and accessibility in Member Services.
- **Positive Member Interactions:** Deliver exceptional Member Service in all interactions between employees and members.
- **Ensure Professionalism:** Provide members with support that consistently reflects courtesy, respect, honesty, and informed responses.
- **Expedient Responses:** Respond to calls and emails promptly, maintaining a professional and courteous tone, with clear and informative details.
- **Anticipate Member Needs:** Train staff to recognize and respond to both expressed and unexpressed member needs effectively.
- **Foster Continuous Improvement:** Regularly train and update staff on best practices in member service to maintain high standards and adapt to new challenges.

### Looking Forward

In consideration of Member Services primary goals for this year, below are some of the initiatives the Member Services team will be focusing on in the upcoming months:

- **Department Projects**
    - Policy Development
    - Ongoing Staff Website Review
    - Continued Management of Access Provider Transition
  - **Digital Enhancements:**
    - Digitalizing Department
      - Increased Online Support
      - Email Clean-Up in System
      - *Digitalization Forms Complete!*
  - **Customer Support Performance**
    - Implemented a SurveyMonkey program to gather feedback from members visiting the Member Services office, assessing current service levels to identify areas for improvement.
- **Daily Membership Management**
    - Issue Decals, RFIDs, & POA Cards
      - Vehicle Decals
      - Boat Decals
      - Golf Cart Decals
      - E-bike Decals
    - Establishing New Memberships
    - Manage Boat Dock Slip Rentals
    - Provide Guest Access Support
    - Process Assessment Payments
    - General Association Inquiries
    - Monthly Membership Renewal Letters

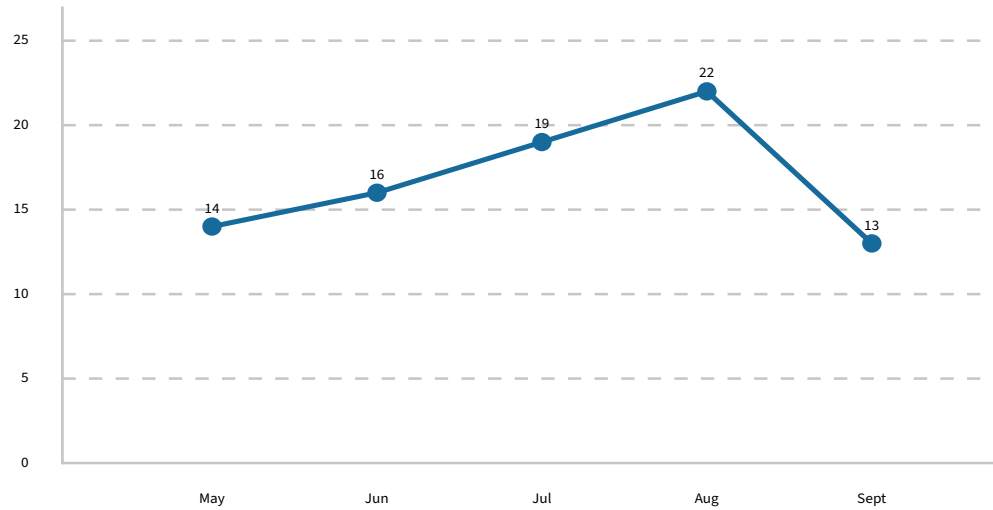
# MEMBER SERVICES REPORT

KPI Dashboard – September 2025

## NEW HOMEOWNERS

September 2025

Below are the number of new homeowners Member Services processes each month. These numbers are tracked for the current fiscal year 2025/26 (May 1, 2025 through April 30, 2026).



## MEMBERSHIP HIGHLIGHTS

**16,102**

Memberships in  
September 2025

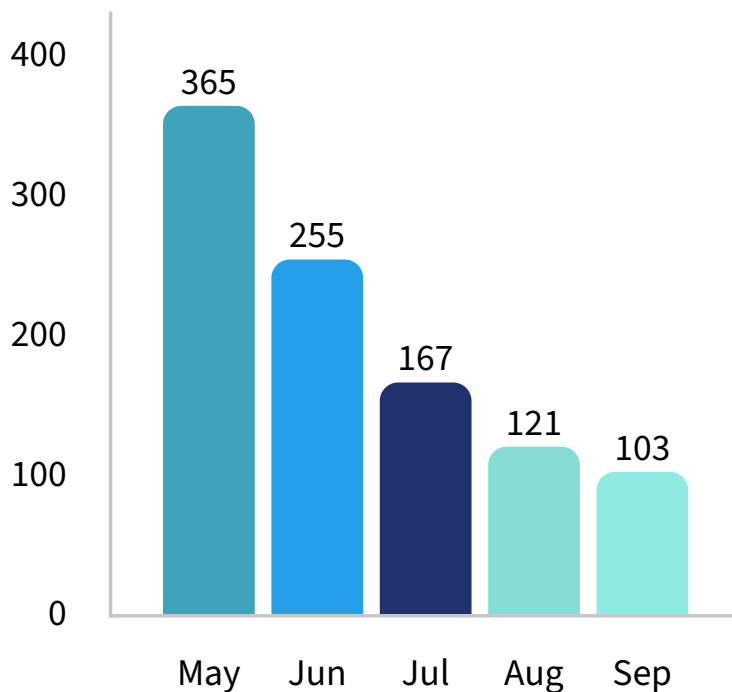
**1,719**

Tenants  
September 2025

## NEW MEMBERSHIPS

September 2025

Below are the number of new memberships Member Services processes each month. These numbers are tracked for the current fiscal year 2025/26 (May 1, 2025 through April 30, 2026).



# MEMBER SERVICES REPORT

KPI Dashboard – September 2025

## DECAL OVERVIEW - SEP 2025

**148** (+22 Aug)

Vehicle Decals  
Issued

**18** (+11 Aug)

Golf Cart Decals  
Issued

**19** (-6 Aug)

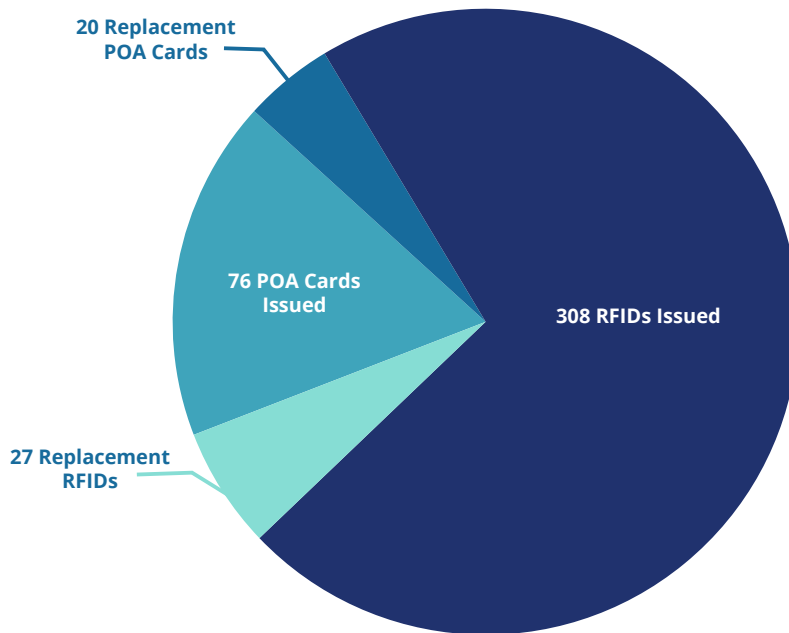
E-Bike Decals  
Issued

**6** (-48 Aug)

Boat Decals  
Issued

## RFIDS & POA CARDS ISSUED

September 2025



## MEMBER SUPPORT

**1,069**

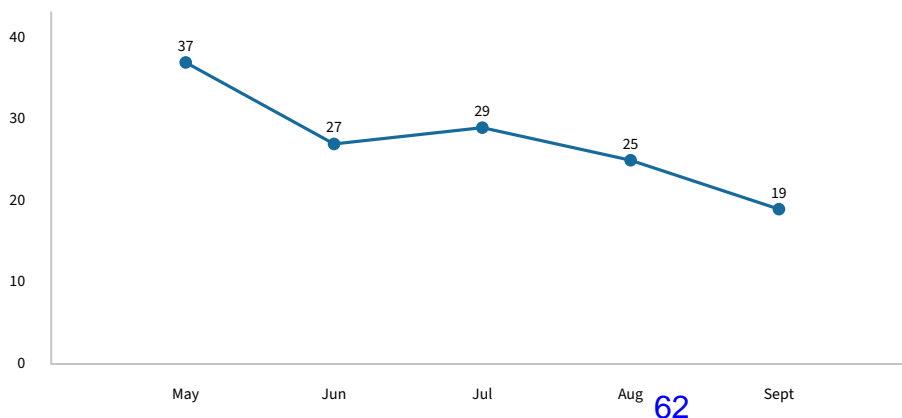
Members assisted in September  
*(in person, online/email, phone)*

**1,517**

Members signed up for  
email communication

## E-BIKE DECAL TRACKER

Below are the number of e-bike decals Member Services processes each month. These numbers are tracked for the current fiscal year 2025/26 (May 1, 2025 through April 30, 2026).



## TOTAL E-BIKES REGISTERED

**1,101**

as of September 23, 2025

# RECREATION REPORT

## Goals & Campaigns – September 2025

### Goals & Objectives

The primary goals of the Recreation team this fiscal year are:

- **Enhance Community Engagement:** Elevate the quality and variety of existing recreational programs to better engage the community.
- **Expand Program Offerings:** Broaden the range of recreational activities, introducing new programs designed specifically to engage both youth and adults in the community.
- **Foster Partnerships & Community Support:** Secure local business partnerships for event sponsorships to reduce costs and enhance the quality of community events.
- **Support Club Activities:** Strengthen collaboration with clubs to ensure smooth execution of their events with enhanced consistency in departmental support.
- **Improve Facility Utilization:** Enhance the existing reservation system to streamline facility usage and meet community needs more effectively.
- **Update Technology Integration:** Upgrade technology to allow for online signups and payments to enhance user accessibility and streamlining operations for recreational programs.

### Looking Forward

In consideration of Recreation's primary goals for this year, below are new initiatives the Recreation team will be focusing on in the upcoming months:

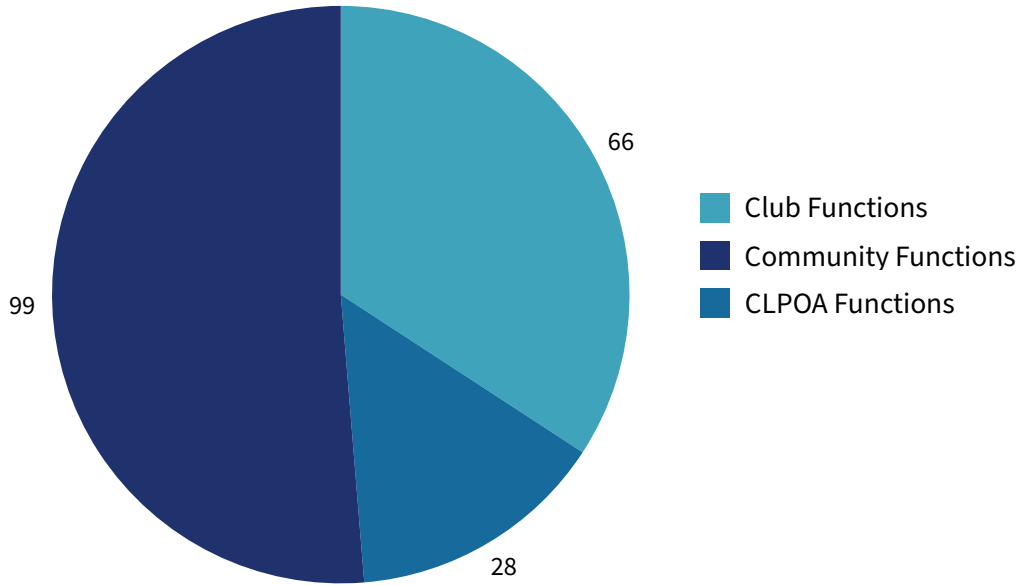
- **Event Coordination**
  - Canyon Lake POA Events
    - Canyon Lake Car Show
    - Annual Tree Lighting Festival
  - Concerts at the Lodge
  - E6 vent Sponsorships
  - Club Support
- **Department Projects**
  - Club resanctioning and calendar request process underway
  - Coordinating club event support with Patrol, Recreation, and Operations year-round
  - Managing Community Bench Program
    - Two benches awaiting installation
- **Recreational Programs**
  - Collaborating with the Recreation Committee to explore tween and teen recreation options.
  - Hosting a community-wide Turkey Trot run over Thanksgiving break, open to all ages
- **Facilities**
  - Pool:
    - Aqua Fitness Classes in progress
    - On fall hour, pool closes at 8 p.m.
    - Pool closes at 5 p.m. on Halloween

# RECREATION REPORT

KPI Dashboard – September 2025

## TYPES OF FUNCTIONS

September 2025



### HIGHLIGHTS

**193**

functions scheduled  
in September 2025

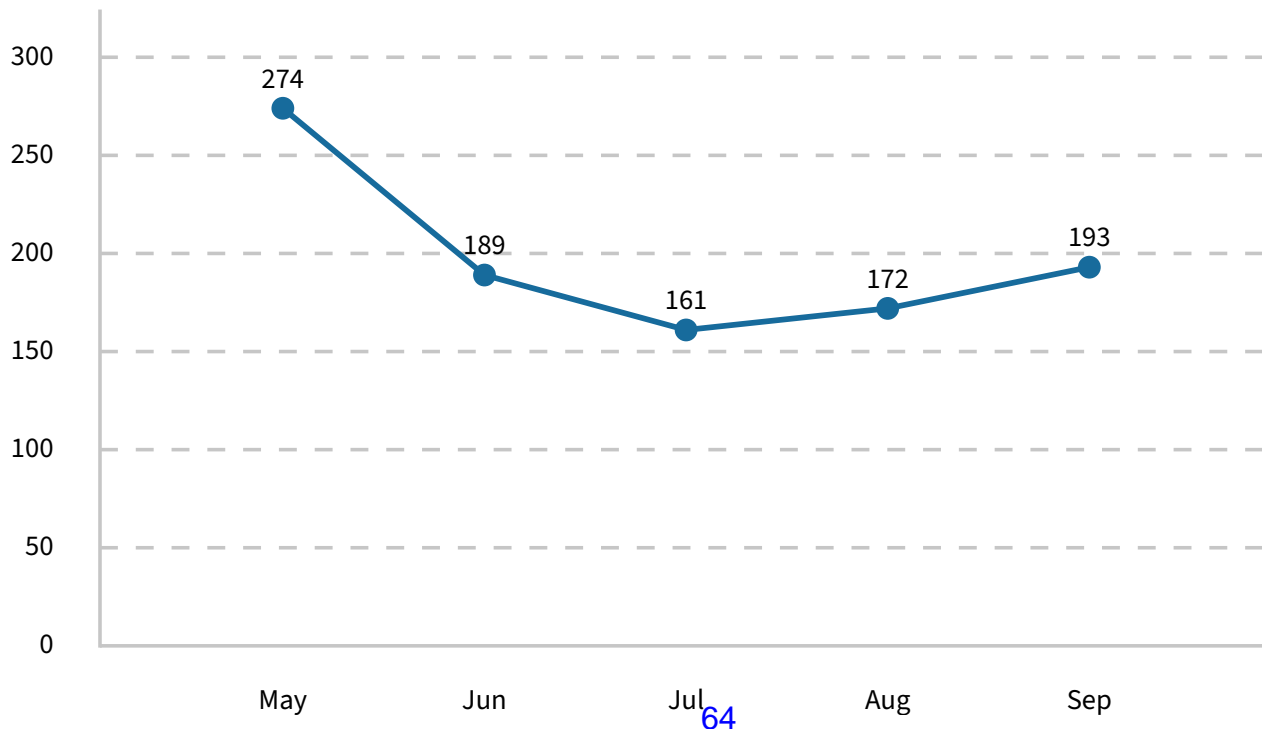
**66**

club functions  
in September 2025

## COMMUNITY FUNCTIONS

September 2025

Below are the number functions that take place each month in the community. These numbers are tracked for the current fiscal year 2025/26 (May 1, 2025 through April 30, 2026).



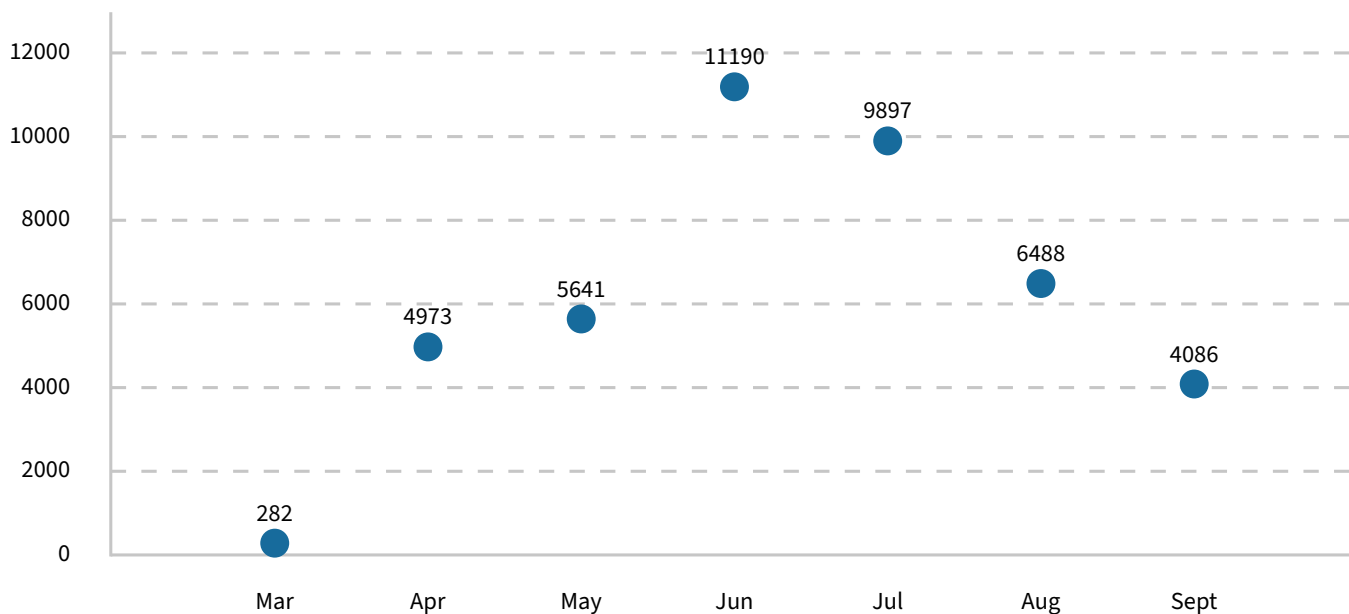
# RECREATION REPORT

## Pool KPI Dashboard – September 2025

### POOL USAGE

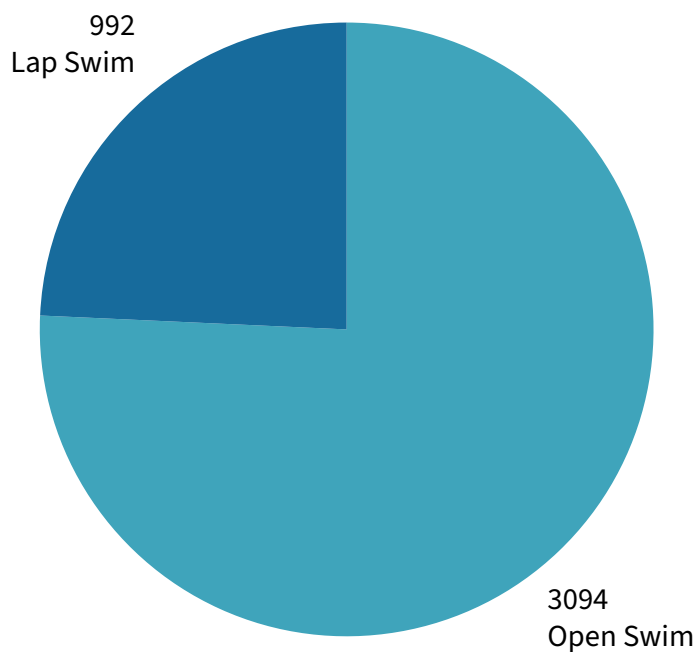
September 2025

Below are the number of swimmers that visit the pool each month. These numbers are tracked for the pool seasons which runs through November.



### POOL ACTIVITY

September 2025



# RECREATION REPORT

Community Events: Save The Date For These Upcoming Events!

## OCTOBER 2025

Oct 2 State of the City Gala

Oct 4 Canyon Lake Car Show  
Ski Club Competition

Oct 5 Ski Club Competition

Oct 6 Yacht Club Full Moon Cruise

Oct 11 Canyon Lake Junior Women's Club Rocktoberfest

Oct 16 Pickleball Club Social

Oct 16 - 18 Community Theater Show

Oct 18 Bassmasters Open Tournament  
CLAMS Country in the Park

Oct 23 - Oct 25 Community Theater Show

Oct 24 Yacht Club Dock or Treat

Oct 25 Witches Gathering with Woman's Club  
Canyon Lake Guild Concert

Oct 26 Car Club Annual Picnic

## November 2025

Nov 1 Halloween Extravaganza

# RECREATION REPORT

Community Events: Save The Date For These Upcoming Events!

Nov 2

Yacht Club's Chili Cookoff

Nov 5

Yacht Club's Full Moon Cruise

Nov 8

Drifters, Coasters, & The Platters Concert at the Lodge

Nov 8 &  
Nov 9

Senior Center Holiday Boutique

Nov 11

City of Canyon Lake's Veteran's Day Event

Family Matters Quartermania Auction

Nov 15

Yacht Club's Parade of Lights Boat Decorating Workshop

Canyon Lake Junior Women's Club Sip & Shop Event

Nov 20

Pickleball Club Social

Nov 22

Bassmasters Open Tournament

Nov 30

Canyon Lake's Annual Tree Lighting Festival at the Lodge

## DECEMBER 2025

Dec 4 - Dec 6

Community Theater Show

Dec 4

Yacht Club's Full Moon Cruise

Woman's Club Holiday Home Tour

Dec 6

Pickleball Club Tournament

Holiday Golf Cart Parade

Dec 11 - Dec 12

Community Theater Show

Dec 12

Senior Center Christmas Party

Dec 14

Community Theater Show

Choraleers Concert

Dec 18

Pickleball Club Social

Dec 21

Brunch with Santa at the Lodge

Dec 31

Senior Center New Year's Eve Party

# COMMITTEES REPORT

September 2025

## Recreation Committee

The primary responsibility of the Recreation Committee is to advise and assist the Canyon Lake POA's Board on the enhancement, preservation, and related uses of designated recreational common areas within the community for the Canyon Lake POA.

The Recreation Committee met on August 12, 2025. The group discussed planning efforts for the Patriots Day Event on September 11 and upcoming winter and holiday events. The committee also discussed accessibility concerns at Evans Park due to curbs that are not wheel friendly. Lastly, they selected a new member to be presented to the Board for approval. Their next meeting is scheduled for October 14, 2025, at 4 p.m. in the POA Conference Room.

## Rules & Regulations Review Committee

The primary responsibility of the Rules & Regulations Review Committee is to provide advice and assistance to the Canyon Lake POA's Board in reviewing and revising the Rules & Regulations.

The Rules & Regulations Review Committee met on September 16, 2025. The group began a section-by-section review of rules to assess their current relevance and applicability. They also approved recommending the removal of GR.4.2b and GR.4.2c, which address garage sale procedures now covered under the recently adopted Garage Sale Policy. Finally, the committee reviewed a proposed new rule, submitted by Community Patrol, to establish fines for failing to comply with posted "Right Turn Only" signage or road markings. The next meeting is scheduled for October 21, 2025, at 6 p.m. in the POA Conference Room.

## Senior Center Work Group

The primary responsibility of the Senior Center Work Group is to advise the Canyon Lake POA's Board on new programs and concepts for use at the Canyon Lake Senior Center.

In September, the group discussed several upcoming activities. Topics included the Mermaids' request for a free dinner in October, scheduling and setup for the Holiday Boutique, and confirmation of the Oktoberfest free dinner held in September. At the next meeting, the group will review how the August potluck turned out and continue planning for the Holiday Boutique.

# COMMUNITY PATROL REPORT

August 2025

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. 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

Citations Issued	June		July		August	
	Calls for Service	Cites	Calls for Service	Cites	Calls for Service	Cites
Parking	66	88	45	43	27	43
Unauthorized Entry	27	4	57	13	45	5
E-Bikes	25	34	19	37	15	39
Noise	25	2	25	2	22	4

## Additional Information

	June	July	August
Total Calls for Service	386	406	318
Call for Service – Unable to Locate	67	47	59
Guest Citations	103	64	83
Service Provider Citations	2	6	1
Member Citations	128	117	163
Warning Citations	76	33	52
Vandalism	9	5	4
Property Damage	26	29	24

Prohibited Vehicles	6	4	5
Misc. Violations	37	38	39
School Bus Enforcement	0	0	1
Speeding	33	20	<b>24</b>
Failure to stop at a stop sign	62	63	72

---

**Gate Entry Statistics**

	<b>June</b>	<b>July</b>	<b>August</b>
Confiscated Guest Passes	86	68	89
Misuse of Access Identification	5	9	8

**Two Guest Lane Entry Protocol\***

	<b>June</b>	<b>July</b>	<b>August</b>
Total time in minutes	170	21	40
• Main Gate	170	21	40
• East Gate	0	0	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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Report presented by: *Zachary Wells (Community Patrol Chief)*

31512 Railroad Canyon Road, Canyon Lake, CA 92587  
 951.244.6841  
 www.canyonlakepoa.com

## Marine Patrol Report

September 2025

(8/25 - 9/28)

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		JULY	AUGUST	SEPTEMBER
LM.2.5	Expired/No Reg (State)	3	0	0
LM.2.6	Expired/No Reg (CLPOA)	4	0	3
LM.2.7	Expired/No Reg at a dock or lift	39	1	3
LM.6.7	Excessive Wake in NO wake zone	2	3	4
LM.7.3	Reckless behavior while operating a motorized boat	1	2	0
LM.9.11	Plowing	0	0	0
GR.2.18a	Loud Noise	0	1	0
GR.4.4	Fishing License	0	0	0
LM.6.9	Failure to present CA Boater Card	1	3	4
	Other	4	4	11
<b>TOTAL</b>		<b>54</b>	<b>14</b>	<b>25</b>

### Warnings Issued

WARNING		JULY		AUGUST		SEPTEMBER	
		VERBAL	WRITTEN	VERBAL	WRITTEN	VERBAL	WRITTEN
LM.2.5	Expired/No Reg (State)	0	0	0	0	1	0
LM.2.6	Expired/No Reg (CLPOA)	13	0	0	0	2	0
LM.2.7	Expired/No Reg at a dock or lift	0	0	0	0	0	0
LM.6.7	Excessive Wake in NO wake zone	16	0	13	2	16	0
LM.7.3	Reckless behavior while operating a motorized boat	1	0	2	1	1	1
LM.9.11	Plowing	8	0	4	0	6	0
GR.2.18a	Loud Noise	4	0	0	0	0	0
GR.4.4	Fishing License	2	0	2	0	0	0
LM.6.9	Failure to present CA Boater Card	10	3	2	0	0	0
	Other	17	2	16	0	16	1
<b>TOTAL</b>		<b>71</b>	<b>5</b>	<b>39</b>	<b>3</b>	<b>42</b>	<b>2</b>

**Additional Information**

	JUNE	JULY	AUGUST
Total Calls for Service	289	173	123
Boat Safety Inspections	118	50	25
Boat Tow (Out of Fuel/Mechanical)	17	27	10
Boat Tow (Adrift)	2	2	2
Battery Assist	4	2	2
P&C Inspector Escort Hours	15	9.75	11.5
Fish & Game/Other Escort Hours	5	0	3
Fishing License Checks	7	4	0
Quagga Inspection	64	58	35
White Tag Applied	35	24	18
Quarantine Tag Applied	0	0	0
Debris/Other Retrieval & Disposal	275	11	12
Days @ Yellow Flag	0	0	0

**Boat Operating Hours**

	Start Hrs	End Hrs	JUNE	JULY	AUGUST
Boat 1	4070.3	4282.2	179.7	178.4	211.9
Boat 2	3177.2	3403.3	202.2	179.5	226.1
Boat 3	1292.7	1298.7	26.2	5.8	6
Boat 4	2208	2208	61.4	0	0
TOTAL			469.5	363.7	444

**Boat Operating Hours & Percentage by Location**

	JUNE		JULY		AUGUST	
	Hours	%	Hours	%	Hours	%
Main Lake	257.2	54.8	205.1	56.4	247.9	55.8
East Bay	190.3	40.5	152.8	42	190.1	42.8
North Ski	22	4.7	5.8	1.6	6	1.4

**Incident Report Summary**

	JUNE	JULY	AUGUST
Reports	1	0	0

**Incident Report Details**

Location	Incident Description

Report presented by: *Dave Martilla (Marine Patrol Captain)*

**77 Date: 10/7/25**

**To: Board of Directors**

**From: Planning and Compliance Department – Cheryl Mitchell**  
**Department Report - ACC Committee Overview**

Total current items monitored by the department **1843** which includes permit due dates, violations, extension, and escrow inspections, last month **1994**.

**Permit Breakdown**

1. **1021** Open permit – down
  - a. **45** - new home– down
  - b. **16**- Additions – no change
  - c. **8** – ADU/JADU – no change
  - d. **98** - lakeside permits - down
  - e. **78** - solar panel permits - down
  - f. **47** - fence permits – up
  - g. **34** - pool permits – down
  - h. **10** - dumpster/pod permits – down
  - i. **295** – Same Day Permits - down
  - j. **390** - Improvements (multiple types) – no change

**Violation/Escrow Breakdown**

1. **740** Open violations – down
2. **27** Open escrows – down

**ACC Committee Overview**

1. Total of **241** items reviewed – down
2. Total of **131** permits approved - down

**Items reviewed – Permit Breakdown**

1. New Home Reviewed/Permit (**0**)
2. Additions – (**1**)
3. ADU/JADU (**0**)
4. Grading Permit (**1**)
5. Improvements (**60**)
6. Lakeside Improvement (**9**)
7. Recorded Variance (**11**)
8. Rejected Applications (**34**)
9. Re-Submittal's (**9**)
10. Permit issued same day (Over the counter) (**36**)
11. Preliminary Applications (**4**)

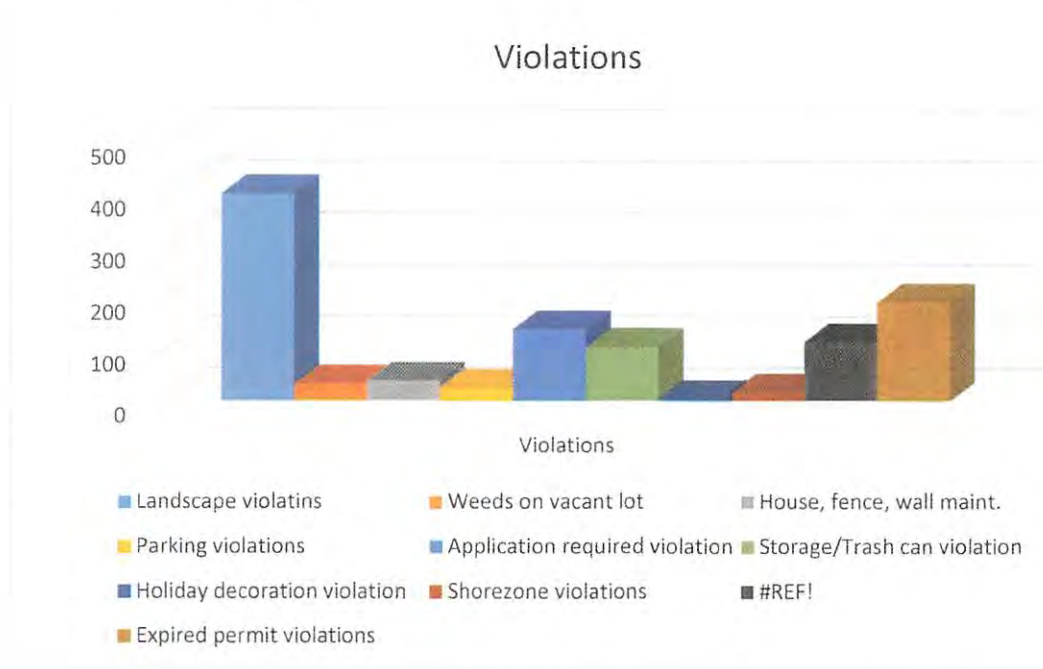
**Member Complaints**

1. **26** Complaints investigated (**2** months)
2. **2** already written.

**Letter - Compliance**

1. **376** - compliances
2. **216** Courtesy Notices

## Violation Breakdown Chart



## Violations graph -greatest to least

1. Landscape violation
2. Expired permits
3. Others
4. Storage/Trash cans
5. Application required
6. House, fence, wall maintenance
7. Parking violations
8. Shorezone
9. Weeds on vacant lots
10. Holiday decorations

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

In September, Operations worked on Board Approved Projects, Reserve Items, CIP, and Committee recommendations and requests.

### Completed Projects

- **Holiday Bay Room at Lodge** – Enhancements to the Holiday Bay Room stage have been completed.
- **Lion's Park Dock** – The dock at Lion's Park has successfully been replaced.

### Developing Projects

- **Paving Project Year Three** – Project to begin in October, as concrete cross gutter repairs are underway.
- **Gault Field Maintenance Project** – Clay leveling is being scheduled for field one in November.
- **Motorcycle Parking at Main Gate** – Fencing installation has begun.

### Functions with Staff Assistance

- Operations staff assisted with the set-up and break-down for multiple clubs and POA events at different locations around the community including the Lion's Club Bingo, Canyon Lake Men's Golf Club Picnic, and the City of Canyon Lake, State of the City Gala.
- Operations worked closely with staff at the POA, Country Club & Lodge providing event assistance for many private member parties, weddings, and meetings.

### General Maintenance Items

- **Resident Matters** – Responded to residential requests, questions, and/or concerns as they occur.
- **Vandalism** – Vandalism reports included are for the previous month (August); the vandalism report for the current month is in progress. Acts of vandalism are a serious problem throughout the community; if any residents are witness to these acts, please contact Community Patrol at (951) 244-6841 ext. 410.

### Public Works / Grounds Maintenance

- **Public Works** – Streets, gutters and storm drains were monitored for debris and standing water.
- **Weed Abatement** – Operations is consistent in maintaining monthly weed abatement in easements, parks, and other common areas.
- **Tree Maintenance** – Annual palm tree trimming is underway throughout the community.

## Landscape Maintenance

The Operations team maintains regular communication with Landcare Logic to ensure that all landscape-related matters and necessary maintenance improvements are promptly addressed.

- No major issues to report this month.

## Golf Course Maintenance

Operations has proactively communicated all golf course-related matters and maintenance improvement needs to the Golf Course Superintendent at BrightView, ensuring timely coordination and resolution.

- **Golf Course & Pro Shop Closures** – The golf course and pro shop are set to close from October sixth through October twenty-sixth.

## Parks and Beaches

- **Alum Treatment Fall 2025** – Alum Treatments were conducted in the last week of September.

## Regulatory / Compliance

- **Triennial Permit Renewal to Operate Liquefied Petroleum Gas Tank** – Payments were submitted and inspections completed as part of the permit renewal process for our operations at Happy Camp.

## Safety / Training

- **WVPP** – This month's safety meeting was led by Richard from the Safety Compliance Company and focused on training for the Workplace Violence Prevention Program. This mandatory annual training ensures that all staff are informed of the company's policies and procedures related to workplace violence.
- **Arriving & Leaving Work Safely** – Staff received training on safe practices for arriving to and departing from the workplace.
- **Hazardous Energy in the Workplace** – Staff were provided with the knowledge and skills to identify hazardous energy in the workplace and to implement appropriate safety measures for its handling, storage, and control.
- **Ten Rules to Preserve Ten Fingers at Work** – The Operations Department received training on ten key rules for preventing hand injuries, which are the most common type of workplace injury.

## EQUESTRIAN CENTER

- No major issues to report this month.

## HAPPY CAMP CAMPGROUND

- **Promotion** – Buy two, get one free! Enjoy a free night on the association; book any Friday and Saturday and get Thursday or Sunday free!
- **DG Sampling** – Select sites have been sampled with decomposed granite to evaluate its potential effectiveness for long-term use and dust control throughout the campground.

## COMMITTEES / WORK GROUPS

Refer to the recap below for Committee updates for the month of September.

**Green Committee:** The Green Committee met on September 11<sup>th</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Golf Course Inspection: Tuesday, October 8<sup>th</sup>, 2025, at 9:00am.

The Green Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next meeting scheduled is on October 9<sup>th</sup>, 2025, at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on August 14<sup>th</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Facilities Planning Committee:

- New Projects
- Maintenance Planning
- Country Club Requirements

The FPC Committee meets on the 2<sup>nd</sup> Thursday of the month in the Magnolia Room at the Country Club. The next meeting scheduled is on October 9<sup>th</sup>, 2025, at 3:30 pm.

**Lake Advocacy Committee:** The Lake Advocacy Committee met on September 25<sup>th</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Lake Advocacy Committee:

- Golden Mussel Management Review & Assessment
- Draft Canyon Lake Golden Algae Management Plan Review & Assessment

The Lake Advocacy Committee meets on the 4<sup>th</sup> Thursday of the month in the Magnolia Room at the Country Club. The next meeting scheduled is on October 23<sup>rd</sup>, 2025, at 3:00pm.

**Recreation Committee:** The Recreation Committee met on August 12<sup>th</sup> 2025, in the Conference Room at the POA. The following agenda items were addressed by the Recreation Committee:

- Committee Vacancy & Applicant Interviews
- Evan's Park Curbing

The Committee meets on the 2<sup>nd</sup> Tuesday of every other month in the Conference Room at the POA. The next scheduled meeting is on October 14<sup>th</sup>, 2025, at 4:00pm.

**Tuesday Work Group (TWG):** The Tuesday Work Group met on September 23<sup>rd</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the TWG Group:

- Golf Course Maintenance & Repairs

The group meets on the last Tuesday of the month in the Magnolia Room at the Country Club. The next TWG meeting is scheduled for October 28<sup>th</sup>, 2025, at 1:00pm.

## DIRECTOR'S MESSAGE

As we welcome the fall season, the spirit of the holidays begins to take shape. There's a renewed sense of energy and community in the air. Our team has been actively engaged in recent community initiatives, including providing support at the Canyon Lake Men's Golf Club Picnic and the City of Canyon Lake's State of the City Gala. Their commitment and professionalism continue to reflect the heart of our organization. Looking ahead, preparation is underway for this year's festivities. Each season, our staff invests a tremendous amount of effort into creating a warm and festive atmosphere, from installing holiday décor to organizing events that bring residents together in celebration. In addition to our seasonal preparations, we're continuing to make meaningful progress on several key initiatives throughout the community. One of the latest improvements is currently underway at the Main Gate, where we are developing an improved motorcycle parking area. This upgraded space will offer residents a well-lit, secure, and enclosed area specifically designed for the safe storage of personal motorcycles. We look forward to sharing updates and milestones with you in the coming weeks as these initiatives continue to take shape. We thank the community for their continued support and engagement as we move into this joyful time of year.



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Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT**  
**August 2025**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
335783	N/A	8/1/2025	COMMON AREA / HOLIDAY HARBOR	REPLACE A BROKEN PALM TREE UP-LIGHT AT HOLIDAY HARBOR	\$434.35	1.25	\$503.10	LIGHT
335856	4386011	8/8/2025	COMMON AREA / INDIAN BEACH	UNCLOG / REMOVE PLANTS FROM THE TOILET IN THE MEN'S RESTROOM	\$0.00	1.00	\$55.00	LABOR TIME ONLY
335883	N/A	8/11/2025	COMMON AREA	CHECK PERIMETER FENCING	\$39.60	4.00	\$259.60	BARBED WIRE
335903	4400416	8/14/2025	COMMON AREA / HOLIDAY HARBOR	UNCLOG TOILET & CLEAN EXCESS TRASH IN THE MEN'S RESTROOM	\$0.00	0.25	\$13.75	LABOR TIME ONLY
335914	N/A	8/14/2025	COMMON AREA	REPLACE BENT STREET SIGN AT HAPPY HUNTER DR	\$135.94	3.00	\$300.94	STREET SIGN
335938	N/A	8/18/2025	SKYLINK GATE	REPAIR DAMAGES TO CONCRETE BOLLARD	\$30.42	4.00	\$250.42	EPOXY
336001	N/A	8/25/2025	LODGE	REPAIR BROKEN STALL PARTITION IN THE MEN'S RESTROOM	\$49.96	6.50	\$407.46	PAINT, ADHESIVE, SPACKLE, AND SCREWS
336002	4422354	8/25/2025	COMMON AREA	REPAIR SCRATCHES IN STREET FROM A LARGE TRUCK ON APPALOOSA CT	\$40.20	4.00	\$260.20	ASPHALT SEALER
336004	4425305	8/25/2025	COMMON AREA / OUTRIGGER PARK	CLEAN PAINT MARKINGS ON THE SIDEWALK	\$0.00	1.00	\$55.00	LABOR TIME ONLY
336043	4434525	8/28/2025	GAULT FIELD	CLEAN-OUT DUGOUT LOCK STUFFED WITH TWIGS	\$0.00	0.75	\$41.25	LABOR TIME ONLY

\$ 730.47 \$ 25.75 \$2,146.72  
\$ 1,416.25

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

		YTD August 2025
Admin IT	#1036 Admin IT - Servers	7,661
Admin IT	#1050 Admin IT - Cameras	5,494
Country Club	#80-1440 Country Club - Ice Machine	36,000
Entry Gates	#22-3250 East Gate - Access System	17,925
Entry Gates	#22-3310 East Gate - Heat Pump	19,359
Entry Gates	#22-3480 Main Gate - Motor Controller	22,089
Equestrian	#20-1038 Equestrian - Tractor	25,430
Gault Field	#2-2503-00 Gault Field LED Lighting & Pol	846
Golf Course	#22-5310 GC Irrigation - Backflow Device	32,680
Grounds	#13-255 Lucky Cove - Railing, Stairs	6,362
Grounds	#14003 East Port Landscaping Monument	31,164
Grounds	#14013 Grounds - Sign Stone Monumnets	31,343
Grounds	#1848 Mailbox Slabs	1,727
Grounds	Fairweather - Retention Basin	9,800
HVAC Units	#40-6800 HVAC - Marine Patrol	5,153
HVAC Units	#70-7360 HVAC #11	516,990
HVAC Units	#70-7370 HVAC #12	10,050
Lake	#13-247 Dock - Lion's Park	5,250
Lake	#25-0601 Lake Maintenance	5,954
Lodge	#18030 Lodge - Holiday Bay Door repairs	5,500
Lodge	#18056 Lodge - Holiday Bay, Stage Lights	28,376
Lodge	#70-6641 Lodge - Sewer Line Repairs	10,050
Lodge	#70-6850 Lodge - Holiday Bay Pillars	15,000
Operations	#20-1022 Operations - Pontoon Tubes	18,900
Operations	#20-7741 Operations - Radio Communication System	14,800
Pool	#54-9030 Pool Lift	7,080
Pool	#54-94140 Heater #2	11,716
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>		<b>933,131</b>

# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

YTD August 2025
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19-227-03 Geotechnical Investigation  
19-227-22 Additional Streets  
Total Road Reserve Fund Acct 03-0670

19,513
4,937
24,451

# Canyon Lake Property Owners Association

## FUND 05 CAPITAL IMPROVEMENT PROJECTS

Ending August 31, 2025

- 5-2308-01 Cameras \$10,880.70
- 19-227-03 Standard Light Plan for Park
- #25-0601 Gas Dock Computer
- #25-0801 Cameras/Internet at Bluebird
- #20-1033 - Operations Scissor Lift
- #25-0501 Main Gate Motorcycle Light
- #25-0701 Radar Speed trailers

YTD August 2025
-
3,750.00
8,348.00
6,274.08
6,600.00
6,680.50
25,128.63
6,080.58
<b>62,861.79</b>