

**Board of Directors**  
**Regular Session Board Meeting Agenda**  
**Tuesday, November 4, 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**

- October 7, 2025
- October 28, 2025

3. **Public Official Comments**

4. **Presentations**

- Member of the Month – Dock-or-Treat
- 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)

Proposed Resolution: That the Board of Directors authorize the Controller or the appropriate

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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: Revisions to PC Section IX; PC Section X; Fine Schedule Changes and PC.2.8, PC.5.13 and PC.6.3 (Cheryl Mitchell)**

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading of the revisions to PC Section IX, PC Section X, Fine Schedule changes and PC.2.8, PC.5.13 and PC.6.3, as attached.

### **8.2 28-Day Reading: GR.5.2i Prohibited Use of PEV's in Designated Areas (Ken Toler)**

Proposed Resolution: It is recommended that the Board of Directors approve the 28-day reading to modify General Rule GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas, as attached.

### **8.3 28-Day Reading: Removal of GR.4.2b and GR.4.2c (Tiffany Cribbs)**

Proposed Resolution: It is recommended that the Board of Directors approve the removal of General Rules 4.2b and 4.2c as a 28-day reading to improve clarity, consistency, and organization within the Rules and Regulations document, as attached.

### **8.4 28-Day Reading: GR.5.1u Right Turn Only (Tiffany Cribbs)**

Proposed Resolution: It is recommended that the Board of Directors approve the addition of General Rule 5.1u – Right Turn Only, to establish a clear traffic violation and fine for failure to comply with “Right Turn Only” intersection designations, as attached.

### **8.5 APPROVAL: General Rule 1.4 Disciplinary Hearings and Appeals Fines (Andrea Moreno)**

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

### **8.6 APPROVAL: Increase Fines for PC.1.2 and PC.4.1 (Andrea Moreno)**

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

### **8.7 APPROVAL: Artificial Turf – Lodge Lawn (Steve Schneider)**

Proposed Resolution: It is recommended that the Board of Directors approve the funding of \$95,783 plus a 5% contingency from the Repair and Replacement Reserve Fund 02-670, as attached.

## 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 December 2, 2025, at 1:00 p.m. – Executive Session
- Tuesday December 2, 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, October 7, 2025. President Bill Van Vleet called the meeting to order at 6:02 p.m. Directors present were, Jeff Bill, Bill Medved and Lainie Cooney. Four Board members were present. Director Doherty 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; Director of Finance Susan Dawood; Community Patrol Manager Ken Toler; Member Services Manager Mary Castaneda; ACC Chairperson David Humphrey, and Clerk of the Board Andrea Moreno.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by Member Joe Kamashian  
Verification of Quorum by Clerk of the Board Andrea Moreno

2. **Approval of Minutes**

September 2, 2025

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

3. **Public Official Comments**

The Board heard comments from public officials.

4. **Presentations**

CLAPPS presented a donation to the CLPOA for Golf Course Projects  
President Van Vleet recognized the Member of the Month – Fine Arts Guild  
General Manager Eric Kazakoff recognized the Employee of the Quarter – Tiffany Cribbs  
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 - C)

MOTION/RESOLUTION: Upon motion properly made by Director Bill, seconded by Director Cooney and four votes in favor, items A, B, and C were approved. Director Doherty 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. **Report of Executive Session Actions**

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

C. **Authorization of Liens**

MOTION/RESOLUTION: That the Board of Directors authorize the Controller or the appropriate

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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

MOTION/RESOLUTION: Director Cooney moved 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. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.2 28-Day Reading: Increase Fines for PC.1.2 and PC.4.1

MOTION/RESOLUTION: Director Bill moved 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. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.3 APPROVAL: Amendment to GR.2.9 and GR.2.21

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

8.4 APPROVAL: Parks & Beaches Rule Removals

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

8.5 APPROVAL: Remove Activities Section

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

8.6 APPROVAL: Remove Community Garden Section

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

8.7 APPROVAL: Remove Member Services Section

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

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

MOTION/RESOLUTION: Director Bill moved 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. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.9 APPROVAL: Reserve Funds Transfer

MOTION/RESOLUTION: Director Medved moved that the Board of Directors comply with Civil Code

5515 and prudent fiscal management, the total transfer of \$1,200,000 be made in order to rebalance the Reserve Funds for the 2025-2026 fiscal year, as attached. Director Cooney seconded. A roll call vote was held. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.10 APPROVAL: Equestrian Work Group Appointment

MOTION/RESOLUTION: Director Cooney moved 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. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.11 APPROVAL: Green Committee Member and Alternate Appointments

MOTION/RESOLUTION: President Van Vleet moved 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. Director Bill seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.12 APPROVAL: Reserve Funding for Pool Sewer Lift Pump Ratification

MOTION/RESOLUTION: Director Medved moved that the Board of Directors approve the ratification for funding of \$58,345 from the Repair and Replacement Reserve Fund, 02-670. Director Cooney seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.13 APPROVAL: Senior Work Group Committee Appointment

MOTION/RESOLUTION: President Van Vleet moved 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. Director Cooney seconded. Four votes in favor, Director Doherty 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 November 4, 2025, at 1:00 p.m. – Executive Session

Tuesday November 4, 2025, at 6:00 p.m. – Regular Session

13. **Adjournment**

MOTION/RESOLUTION: Director Medved moved to adjourn the meeting. Director Cooney seconded.

Meeting adjourned at 7:10 p.m.

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

The Canyon Lake Property Owners Association Board of Directors (Board) met in Regular Session on Tuesday, October 28, 2025. President Bill Van Vleet called the meeting to order at 6:02 p.m. Directors present were Bill Medved and Greg Doherty. Three Board Members were present; Director Cooney joined the meeting at 6:19 p.m. and Director Jeff Bill was absent. Quorum was met. Also present were; General Manager Eric Kazakoff; EVMWD General Manager Greg Thomas; Director of Community Services Tiffany Cribbs; Director of Operations Steve Schneider; Member Services Manager Mary Casataneda, and Clerk of the Board Andrea Moreno.

**1. Welcome and Call to Order**

Pledge of Allegiance was led by City of Canyon Lake Fire Chief Jeff LaTendresse  
Quorum was verified by Clerk of the Board Andrea Moreno.

**2. Presentations**

Golden Algae Treatment  
General Manager Eric Kazakoff and GEI Consultant Chris Stranksy led the presentation.

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

The Board heard member comments.

**4. 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

**5. Adjournment**

MOTION/RESOLUTION: Director Medved moved to adjourn the meeting. Director Doherty seconded.  
Meeting adjourned at 7:00 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

# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

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**Date: November 4, 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, November 4, 2025. The meeting was called to order at approximately 1:00 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 six (6) 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:** November 4<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. 351-131-019 | 5. 355-132-033 | 9. 355-183-015  |
| 2. 354-082-003 | 6. 355-037-014 | 10. 354-062-018 |
| 3. 355-034-005 | 7. 354-142-019 | 11. 351-154-006 |
| 4. 355-212-021 | 8. 353-052-052 |                 |

**Date: 11/4/25**

**Board Action Item**

**To: Board of Directors**

**From: Planning and Compliance Department**

**Re: 28-Day Reading for Section IX, Section X, and Fine Schedule Changes for PC.2.8, PC.5.13 & PC.6.3.**

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**Background**

The **EVMWD** Lake Lease grants permission to **CLPOA** to maintain the shoreline and the improvements located on **EVMWD** property.

The **CLPOA** in turns grants permission to Lakefront Owners to make these improvements.

Lakefront Owners are required to request approval prior to the commencement of the work, as well as maintain the shoreline property, and they are subject to certain conditions and restrictions.

To be in compliance with the shoreline settlement agreement staff are recommending the attached rule revisions for **Section IX**, **Section X**, and changes to the fine schedule for **PC.2.8**, **PC.5.13** and **PC.6.3**. These revisions are recommended for board approval for a **28-day** reading.

The attached rule revision lists the conditions of approvals, and restrictions that have been agreed upon by both parties – **EVMWD** and **CLPOA**.

**Fiscal Impact**

Fine: as attached

**Recommendation**

It is recommended that the Board of Directors approve the **28-day** reading of the revision to **PC Section XI**, **Section X**, the Fine Schedule changes, and the additions of **PC.2.8**, **PC.5.13**, as attached.

Cheryl Mitchell  
Senior Planning and Compliance Manager

## **Section IX – Lakefront Lots & Shoreline Improvements**

The Canyon Lake development surrounds the Railroad Canyon Reservoir (“Lake”). Elsinore Valley Municipal Water District (“EVMWD”) owns the Lake, which it utilizes as a drinking water reservoir, and a strip of land completely surrounding the Lake, previously called the “Shorezone,” and now called the “Shoreline.” Collectively, the Lake and Shoreline will be referred to as “District Property.” CLPOA leases the District Property from EVMWD, pursuant to a long-term lease agreement (“Lake Lease”). Of CLPOA’s approximately 4,800 separate interest properties, approximately 1,096 are either physically adjacent to the Shoreline, or the owners thereof otherwise have legal access to the Shoreline from their separate interest properties, (collectively, such lots will be referred to as “Lakefront Lots” and the owners thereof will be referred to as “Lakefront Owners”). Lakefront Owners are responsible for knowing the boundary between their separate interest property, and the Shoreline.

The Lake Lease expressly permits CLPOA to maintain certain improvements on the District Property. Historically, CLPOA has, in turn, granted permission to the Lakefront Owners to maintain certain improvements on the District Property, adjacent to their Lakefront Lots, subject to certain terms, conditions, and restrictions. Nearly all Lakefront Owners maintain property improvements on the District Property, including, for example, docks, seawalls, piers, stairs, boathouses, and other property improvements (all “Shoreline Improvements.”)

Absolutely no changes to the Shoreline, including without limitation any modifications, installation, or removal of any Shoreline Improvement, may be made, except if approved by CLPOA, EVMWD, and if necessary, the City, as set forth herein. Any change whatsoever to the Shoreline is classified as either a Material Change, or a Non-Material Change, each of which have separate requirements, set forth below.

In 2015, a dispute arose between CLPOA and EVMWD regarding the Lake Lease, and rights to the Shoreline Improvements, Riverside Superior Court Case No. RIC 1503428 (“EVMWD Litigation”). On September 28, 2020, a class action judgment was entered in the EVMWD Litigation (“Judgment”). The Judgment binds all Lakefront Owners, all Lakefront Lots, CLPOA and EVMWD, and sets forth requirements for the construction and maintenance of Shoreline Improvements, which are incorporated into these rules. All CLPOA Members, regardless of their status as a Lakefront Owner in the Judgment, are bound by these rules, as are all residents, guests, and invitees within the Canyon Lake development. Finally, the City may have additional rules and procedures, which are the Lakefront Owners’ sole responsibility to comply with, relative to the construction and maintenance of Shoreline Improvements, which are not addressed in these rules.

### **Definitions**

1. “CLPOA” means Canyon Lake Property Owners Association.
2. “EVMWD” means Elsinore Valley Municipal Water District.
3. “City” means the City of Canyon Lake.
4. “Lake” means the Railroad Canyon Reservoir, owned by EVMWD and leased to CLPOA.

5. "Shoreline" means the strip of land completely surrounding the Lake, also owned by EVMWD, and leased to CLPOA, as set forth in the Lake Lease. Note, the Shoreline is NOT the Waterline of the Lake.
6. "District Property" means the Lake and Shoreline collectively, or individually.
7. "Lake Lease" means the long-term lease agreement by which CLPOA leases the District Property from EVMWD.
8. "Lakefront Lot(s)" means any separate interest property that is either physically adjacent to the Shoreline, or the owners thereof otherwise have legal access to the Shoreline from their separate interest properties.
9. "Lakefront Owner(s)" means the owner(s) of any Lakefront Lot(s).
10. "EVMWD Litigation" means Riverside Superior Court Case No. RIC 1503428.
11. "Judgment" means the Judgment in the EVMWD Litigation.
12. "Shoreline Improvement(s)" mean any improvements on District Property, including without limitation, docks, seawalls, piers, stairs, boathouses, and any other property improvements.
13. "License Agreement" means, collectively, the "Notice of Consent to Use Land" and "License Agreement to Encroach on Shoreline and Lake," which documents require CLPOA's, EVMWD's and the Lakefront Owner's written consent to, for any Material Change under PC 9.1.
14. "Material Change(s)" means any
  - (a) material modification, material alteration, or material reconstruction of an existing Shoreline Improvement, or
  - (b) construction of a new Shoreline Improvement. Material Change(s) exclude any "Non-Material Change(s)."
15. "Non-Material Change(s)" means work undertaken to
  - (a) fix, maintain, repair, remedy, paint, restore, or remove and replace portions of an existing Shoreline Improvement, for the purpose of restoring the improvement to its original and/or undamaged condition, or
  - (b) remove a Shoreline Improvement in its entirety. Non-Material Changes may include, without limitation, the following:
    - (i) Resurfacing existing docks or ramps (e.g., with carpet or composite decking material).
    - (ii) Installing a boat lift on an existing dock.
    - (iii) Installing a canopy on an existing dock.
    - (iv) Installing a toy rack on an existing dock.
    - (v) Adding a small amount of sand to a depleted area in the Shoreline, provided doing so does not significantly change the bathymetry of the Lake and does not significantly alter the Shoreline.
    - (vi) Resurfacing existing docks or ramps (e.g., with carpet or composite decking material).

16. "ACC" means CLPOA's Architectural Control Committee.
17. "Material Certification" means a "Material Standards and Specification Certification for Encroachments in Canyon Lake", or similarly titled form, provided by EVMWD, and signed by Lakefront Owner, whereby Lakefront Owner certifies that any materials or products used in a proposed Lakefront Improvement will: (1) be free of Foreign Substances prohibited by EVMWD, and (2) otherwise comply with certain standards, certifications and/or restrictions, required by EVMWD.
18. "Shoreline Application" means, collectively:
  - (1) The ACC's application, and all included documents, in a form to be determined by the ACC from time to time, required for any Material Changes or Non-Material Changes;
  - (2) The plans for such proposed Material Change(s) or Non-Material Change(s);
  - (3) If required, the survey described in PC 9.1a; and
  - (4) If required, the Material Certification.
19. "Foreign Substances" means any material or product that will be in contact with the water in the Lake, including, but not limited to, any protective materials (such as coatings, linings, liners, etc.), any joining and sealing materials (such as solvent cements, welding materials, gaskets, lubricating oils, etc.), and any related products (such as fittings, etc.)
20. "Waterline" means the boundary between the Lake and the Shoreline, where the Lake's water meets the Shoreline's land. The Waterline will typically be between 1372 ft above mean sea level (1372 "MSL") and no higher than approximately 1381.76 MSL. CLPOA has no control over the Waterline whatsoever, and shall not incur any liability whatsoever, related to, or as a result of, changes in the Waterline.
21. "Licensed Surveyor" means a California-Licensed Land Surveyor, with a current and valid license in land surveying.
22. "Registered Civil Engineer" means a California-Licensed Professional Engineer with a current and valid license in civil engineering.
23. "Governing Documents" means those documents identified in Cal. Civ. Code § 4150, including CLPOA's: CC&Rs for all tracts within the Canyon Lake development; Bylaws; Articles of Incorporation; and Operating Rules. (The Operating Rules are sometimes referred to as "Rules and Regulations" or just "rules.")
24. "MSL" means "mean sea level", which is a standard metric to determine elevation.

#### **PC.9.1. Process for Material Changes**

No Material Changes may be made without prior written approval of CLPOA and EVMWD, as set forth herein. Lakefront Owners are the only property owners that may make a Material

Change - other CLPOA Members cannot. It is strictly the Lakefront Owner's responsibility to obtain approval from CLPOA, and EVMWD to make any Material Change.

A Lakefront Owner seeking to conduct a Material Change must follow this process to obtain approval from CLPOA, in addition to adhering to any other rules specific to certain types of Shoreline Improvements:

**PC.9.1a. Submit Shoreline Application.** Lakefront Owners must submit a Shoreline Application to CLPOA's Planning and Compliance Department for review purposes to ensure the required documents are completed prior to the ACC's and EVMWD's review of the proposed Material Change. These required documents include the following:

1. An ACC application, including one (1) hardcopy and one (1) digital copy of the plan for the proposed Material Change(s) which includes a survey showing the proposed, or affected, Shoreline Improvement(s) in relation to the Lakefront Lot's property boundary with the Shoreline, all existing improvements in the vicinity, and if applicable, any EVMWD easement on the Lakefront Lot. The survey must be prepared, signed, and stamped by a Licensed Surveyor. The plan must be in a form acceptable for recordation by Riverside County.
2. If the proposed or affected Shoreline Improvement alters the Waterline or bathymetry of the Lake, an engineering stamp on the plan is also required.
3. A Material Certification signed by the Lakefront Owner, if any materials from the proposed, or affected, Shoreline Improvement would come in contact with the Lake.
4. The original, signed, and notarized License Agreement. (This must also have the original signatures of all Owners of record of the Lakefront Lot accompanied by completed original notary acknowledgments for each signature sufficient to allow recordation of the document, as well as the original signatures of the EVMWD and CLPOA officials specified on the License Agreement, again accompanied by original notary acknowledgements for those signatures sufficient for recording purposes.)

**PC.9.1b. CLPOA's Planning and Compliance Reviews the Shoreline Application.** Once the Lakefront Owner submits their Shoreline Application, CLPOA staff will evaluate whether it is readable, complete, and includes all necessary documents, and all information required for EVMWD and the ACC to make a decision on the Shoreline Application. If CLPOA's Planning and Compliance determines the Shoreline Application is not complete, (i.e., it does not include all necessary documents and information), CLPOA will notify the Lakefront Owner. The Shoreline Application will not be deemed "received" by CLPOA, for purposes of triggering the ACC's deadline to respond under the CC&Rs, until all required documents in the Shoreline Application are submitted, along with all required information therein. Once the Shoreline Application is complete, CLPOA will send the completed Shoreline Application to EVMWD for their review.

**PC.9.1c. EVMWD Reviews Shoreline Application.** The Shoreline Application will be reviewed by EVMWD. If EVMWD denies consent for the proposed Material Modification(s), the ACC will deny the Shoreline Application. If correction(s) can be made by Lakefront Owner to address EVMWD's denial of consent, Lakefront Owner may resubmit another Shoreline Application as set forth in PC.9.1a, with corrections. If

EVMWD gives consent for the proposed Material Modification(s), EVMWD will so notify CLPOA.

**PC.9.1d. ACC Reviews Shoreline Application.** If EVMWD approves the Shoreline Application, the ACC will review to evaluate whether the proposed Material Modification(s) conform to CLPOA's Governing Documents. If the ACC denies the Shoreline Application and correction(s) can be made by Lakefront Owner to address the ACC's denial, Lakefront Owner may resubmit another Shoreline Application as set forth in PC.9.1a, with corrections. If the ACC denies the Shoreline Application and correction(s) cannot be made by Lakefront Owner to address the ACC's denial, the ACC will so advise the Lakefront Owner and EVMWD.

**PC.9.1e. Final Inspection of Shoreline Improvement(s) & Recordation.** Lakefront Owner must complete the Material Change in the timeframe required by the ACC. After completion of the Material Change, Lakefront Owner must contact CLPOA for final inspections. If CLPOA requires further work to complete the Material Changes per the approved specifications, Lakefront Owner must complete the work within any such timeframes provided by CLPOA. When the Material Changes are completed per CLPOA requirements, "sign-off" documents will be placed in the Lakefront Owner's file.

After final inspection and provided the Material Change(s) are built according to the plans approved by CLPOA and EVMWD. CLPOA will sign and notarize the License Agreement and collect a notarized signature from EVMWD and submit the License Agreement to Riverside County for recordation. If recorded, CLPOA will send a hard copy of the recorded License Agreement to the Lakefront Owner at the physical address on file for purposes of notice with CLPOA, or if one is not specified, to the Lakefront Lot's address.

Lakefront Owner is solely responsible to ensure the plan is legible, and in a form acceptable for recordation by Riverside County. If Riverside County rejects the prospective License Agreement for recordation due to illegibility, or any other reason, Lakefront Owner will be fined, per CLPOA's Fine Schedule, for each time the License Agreement is rejected, and at its sole discretion, CLPOA may exercise its right to revoke consent for the Shoreline Improvement(s) that are the subject of the License Agreement, among other remedies.

## **PC.9.2. Process for Non-Material Changes**

No Non-Material Changes may be made without prior written approval of CLPOA and EVMWD, as set forth herein. Lakefront Owners are the only property owners that may make a Non-Material Change - other CLPOA Members cannot. It is strictly the Lakefront Owner's responsibility to obtain approval from CLPOA, and EVMWD.

A Lakefront Owner seeking to conduct a Non-Material Change must follow this process to obtain approval from CLPOA, in addition to adhering to any other rules specific to certain types of Shoreline Improvements:

**PC.9.2a. Submit Shoreline Application.** Lakefront Owners must submit a Shoreline Application to CLPOA's Planning and Compliance Department for the proposed Non-Material Change, including the following:

1. A Shoreline Application, with a plan for the proposed Non-Material Change(s). (No survey is necessarily required, and no License Agreement is required, for Non-Material Changes. However, depending on the nature of the proposed Non-Material Change(s), the ACC may require the plan be stamped by a Registered Civil Engineer. The ACC may also require a survey – if so, the survey must be prepared, signed, and stamped by a Licensed Surveyor.)
2. A Material Certification signed by the Lakefront Owner, if any materials from the proposed, or affected, Shoreline Improvement would come in contact with the Lake.

**PC.9.2b. CLPOA's Planning and Compliance Reviews the Shoreline Application.** Once the Lakefront Owner submits their Shoreline Application, CLPOA staff will evaluate whether it is legible, and includes all necessary documents, and all information required for EVMWD and ACC to make a decision on the Shoreline Application. If it is determined the Shoreline Application is not complete, (i.e., it does not include all necessary documents and information), CLPOA will notify the Lakefront Owner. The Shoreline Application will not be deemed "received" by CLPOA, for purposes of triggering the ACC's deadline to respond under the CC&Rs, until all required documents in the Shoreline Application are submitted, along with all required information therein. Once the Shoreline Application is complete, CLPOA will send the completed Shoreline Application to EVMWD for their review.

**PC.9.2c. EVMWD Reviews Shoreline Application.** The Shoreline Application will be reviewed by EVMWD. If EVMWD denies consent for the proposed Non-Material Changes, the ACC will deny the Shoreline Application. If correction(s) can be made by Lakefront Owner to address EVMWD's denial of consent, Lakefront Owner may resubmit a Shoreline Application as set forth in herein, with corrections. If EVMWD gives consent, EVMWD will so notify CLPOA.

**PC.9.2d. ACC Reviews Shoreline Application.** If EVMWD approves the Shoreline Application, the ACC will review to evaluate whether the proposed Non-Material Change(s) conform to CLPOA's Governing Documents. If the ACC denies the Shoreline Application and correction(s) can be made by Lakefront Owner to address the ACC's denial, Lakefront Owner may resubmit another Shoreline Application as set forth in herein, with corrections. If the ACC denies the Shoreline Application and correction(s) cannot be made by Lakefront Owner to address the ACC's denial, the ACC will so advise the Lakefront Owner and EVMWD.

**PC.9.2e. Final Inspection of Shoreline Improvement(s).** Lakefront Owner must complete the Non-Material Change in the timeframe required by the ACC. After completion of the Non-Material Change, Lakefront Owner must contact CLPOA for final inspections. If CLPOA requires further work to complete the Non-Material Changes per the approved specifications, Lakefront Owner must complete the work within any such timeframes provided by CLPOA. When the Non-Material Changes are completed per CLPOA requirements, "sign-off" documents from each entity will be placed in the Lakefront Owner's file.

**PC.9.2f. Change in Classification.** If, at any point during this process for conducting Non-Material Changes, either CLPOA or EVMWD determine the proposed work would constitute a Material Change, Lakefront Homeowner will be required to follow the process for Material Change(s) in Section PC.9.1.

**PC.9.3. Further Changes to Processes / City's Process Independent.** CLPOA and EVMWD may modify or amend the application processes for Material Changes and or Non-Material Changes, as they deem necessary at any time by mutual written agreement.

Separately, the city may also change its process for addressing and or permitting Shoreline Improvements, which Lakefront Owners must follow. Enforcement of city ordinances is the responsibility of the city, and compliance with city ordinances is the sole responsibility of the impacted CLPOA Members. Notwithstanding the foregoing, and without limitation of CLPOA's rights to require modification or removal of any Shoreline Improvements as set forth in the Judgment and or these rules, CLPOA expressly reserves the right to revoke or deny a License Agreement for a Lakefront Owner's failure to comply with city ordinances relative to Shoreline Improvements, among other reasons.

**PC.9.4. Material Standards and Certifications**

Any material or product that will be in contact with the water in the Lake, including, but not limited to, any protective materials (such as coatings, linings, liners, etc.), any joining and sealing materials (such as solvent cements, welding materials, gaskets, lubricating oils, etc.), and any related products (such as fittings, etc.) (collectively, "Foreign Substances") cannot contain any products or chemicals deemed toxic including, but not limited to:

- Perfluorooctanesulfonic Acid (PFOS), Perfluorooctanoic Acid (PFOA) compounds, and other Per- and polyfluoroalkyl substances (PFAS) regulated in drinking water.
- Lead materials.

Additionally, Foreign Substances must meet and comply with the following standards, certifications, and/or restrictions:

- National Sanitation Foundation (NSF)/ American National Standard Institute (ANSI) 61.
- NSF/ANSI 61-2005/Addendum 1.0-2005 and subsequent updates.

Any Lakefront Owner who intends to place any material(s) in the Lake, whether as part of a Material Change, Non-Material Change, or otherwise, must first provide EVMWD with following documentation:

1. A signed Material Certification, in a form provided by EVMWD, certifying that the materials standards and certifications mandated by this section are satisfied; and
2. If requested by EVMWD, a list of the material specifications, a Material Safety Data Sheet (MSDS) and composition (ingredients, constituents) of Foreign Substances.

Additionally, raw foam is not acceptable as a material for any Shoreline Improvement, as it deteriorates and pollutes the Lake.

**PC.9.5. CLPOA May Require Additional Changes or Removal of Shoreline Improvements at Any Time.**

Notwithstanding EVMWD's approval of any Shoreline Improvements, the city's approval of any Shoreline Improvements by way of permit or otherwise, and / or the issuance and recordation of a License Agreement for any Shoreline Improvements, CLPOA and EVMWD each have the right to require relocation, replacement, modification and or removal of any Shoreline

Improvement if it is determined by either CLPOA or EVMWD, in each party's sole discretion, that prudent management of the Lake, the accommodation of other property owners or any other circumstances make such action appropriate. If directed by CLPOA to do so, the Lakefront Owner shall, at their sole expense, relocate, replace, modify, or remove any Shoreline Improvement for which they are responsible, as so directed by CLPOA. After relocation or removal of a Shoreline Improvement, the Shoreline must be restored to a safe, clean, and attractive condition by the Lakefront Owner at their sole expense.

To this end, CLPOA maintains the right to revoke its consent to any License Agreement for any Shoreline Improvement and may record any subsequent documents on the Lakefront Lot as may be necessary to effectuate such revocation of the License Agreement.

If CLPOA directs a Lakefront Owner to relocate, replace, modify, or remove any Shoreline Improvement, and restore the Shoreline as required herein, yet the Lakefront Owner fails to do so, CLPOA:

- (1) Will impose fines, pursuant to CLPOA's Fine Schedule, for every week that the Lakefront Owner fails to comply with CLPOA's direction, and will have the right to recover such fines, in addition to, late fees, interests, costs and attorneys' fees incurred by CLPOA in addressing the Lakefront Owner's non-compliance; and
- (2) May, but is not obligated to, effectuate such relocation, replacement, modification or removal, and restoration of the Shoreline, itself, and collect CLPOA's incurred costs in doing so from the Lakefront Owner, in addition to the other fines, charges, and fees described herein, and any others CLPOA may be entitled to by law.

If CLPOA does effectuate such relocation, replacement, modification or removal of any Shoreline Improvement the Lakefront Owner failed to do themselves, CLPOA shall not be liable for any damages, costs, claims, or demands associated with, or related to in any way to, CLPOA's work in relocating, replacing modifying or removing any Shoreline Improvement and or the restoration of the Shoreline.

#### **PC.9.6 Responsibility for Shoreline Improvements / Maintenance Standards / Safety**

Lakefront Owners are solely responsible for any and all of the following Shoreline Improvements:

- (1) Those identified in the Judgment as associated with their Lakefront Lot;
- (2) Those they have constructed and or use;
- (3) Those that are identified in a License Agreement, for their Lakefront Lot;
- (4) Those that are identified in any other documentation used for approval of Shoreline Improvements prior to the Judgment.

Any Shoreline Improvement for which responsibility is not allocated pursuant to the above criteria is deemed to be the responsibility of the Lakefront Owner whose Lakefront Lot's property line is closest in proximity to such Shoreline Improvement.

Any Shoreline Improvement used by multiple Lakefront Owners jointly (e.g., a shared dock), will be the responsibility of all such Lakefront Owners jointly and severally.

Lakefront Owners must maintain all Shoreline Improvements, for which they are responsible, in a safe, neat, attractive, condition and in good repair. This includes, without limitation, decking, canopies, painting, hookup, flotation, etc. If a Shoreline Improvement is not maintained, CLPOA will revoke the License Agreement therefor, and or require the Lakefront Owner to remove such Shoreline Improvement from the District Property at the Lakefront Owner's expense.

All maintenance, removal, and other, obligations herein as to such Shoreline Improvement(s) a Lakefront Owner is responsible for, will be the sole responsibility of such Lakefront Owner, and such Lakefront Owner assumes all risk of injury, damages, or loss incident to such Shoreline Improvements. However, CLPOA does not grant any Lakefront Owner any exclusive rights in or over any part of the bed of the Lake.

No approval by CLPOA regarding the placement and use of any Shoreline Improvement shall be deemed, either specifically or by implication, a representation that said Shoreline Improvement is free from danger to any person, persons, or property. All Shoreline Improvements are used at the sole risk of the Lakefront Owner, their residents, family, guests and or invitees.

### **PC.9.7 Docks**

The following applies to all docks:

**PC.9.7a Criteria for Dock, Ramp, or Similar Structure** - As with all Shoreline Improvements, only Lakefront Owners may apply for permission to install a dock, ramp, or similar structure.

**PC.9.7b Dock Covers** - Dock covers with a hip roof on a "U" shaped dock may be allowed. The frame must be sized to carry the load. The cover and frame shall be of quality material and a sample, and specifications must accompany the Shoreline Application for ACC approval. The cover must be maintained in a manner that keeps it attractive. If the cover deteriorates so that it is no longer neat and attractive, the cover must either be replaced or the cover and frame removed, upon an approved Shoreline Application prior to the removal.

**PC.9.7c Common Docks** - Common docks or marinas with 3 or more slips are recommended in corner areas and coves. 2 or more Lakefront Owners shall submit Shoreline Applications for a dock designed to be used jointly.

**PC.9.7d Dock Anchorage** - Dock anchorage should be designed to allow the dock to stay near the Waterline at all Lake levels; this can be accomplished by manual relocation of the dock when the Lake rises or falls, or may be a mechanical arrangement, which achieves the same result. Docks must have tie-down cables. Ropes are not allowed.

**PC.9.7e Dock Placement** - The leading edge of the dock or the portion of the dock closest to the Waterline shall be set at 1372' MSL contour.

**PC.9.7f Dock Numbers** - All docks must be identified with the tract and lot numbers. These numbers must be visible and legible from the Lake. Minimum 3-inch letter size and of a contrasting color is required.

**PC.9.7g Enclosed Storage** - Enclosed storage may be allowed on a dock with prior ACC approval.

**PC.9.7h Mooring Privileges** - Mooring privileges at private docks are available only to Lakefront Owners. Others must use CLPOA-owned docks or accesses.

**PC.9.7i Disposal / Removal of Old Dock** – As part of the application process to remove or replace a dock, the Lakefront Owner needs to provide a plan for removal of the old dock, such as disposal or sale. Further, as a condition of final approval, the Lakefront Owner will need to provide written proof that the old dock has been properly disposed of and not dumped or sunk in or around the Lake. Lakefront Owners will be charged for:

(1) The cost of removing the dock from the Lake in the event the dock is dumped or sunk somewhere in the Lake; and

(2) Additional fines to deter littering in the Lake, in an amount set forth in GR.2.9. For purposes of this rule, unauthorized dumping of a dock into the Lake expressly constitutes a violation of GR.2.9.

### **PC.9.8 General Design Data for New or Replacement Docks**

The ACC will rule on the type and color of dock allowed. Super structures will not be allowed. The ACC may, in its sole discretion, deviate from these guidelines.

- U dock: twenty-eight (28') feet long including a six (6') feet header, sixteen (16') feet wide, four (4') feet fingers, ten (10') feet opening.
  - Maximum slip length in tight coves: twenty-two (22') feet long.
  - Maximum slip length in open water area: twenty-five (25') feet long.
  - Maximum header depth: six (6') feet long.
- W dock: twenty-eight (28') feet long including a six (6') feet header, thirty-one (31') foot wide, two, four (4') feet fingers on each side, with one, three (3') feet finger in the middle, and two ten (10') feet openings.
  - Maximum slip length in tight coves: twenty-two (22') feet long.
  - Maximum slip length in open water area: twenty-five (25') feet long.
  - Maximum header depth: six (6') feet long.
- L dock: twenty-five (25') feet long including four (4') feet header, eleven (11') feet wide.
- T dock: twenty-five (25') feet long including four (4') feet header, sixteen (16') feet wide
- Finger dock: twenty-five (25') feet long, four (4') feet wide.

Minimum length of a ramp fixed to the top of a 1383' MSL seawall: twenty (20') feet (shorter than twenty (20') feet is harder to walk on when the water in the Lake goes down.)

Typical dock design is based on width of rear property line. These are guidelines only. The ACC has the authority to deviate from these guidelines.

- Lakefront Lots with over twenty-six (26') feet at rear property line: "U" dock.
- Two adjacent Lakefront Lots with less than twenty-six (26') feet each and more than twenty (20') feet each at rear property line: single "W" dock.
- More than two adjacent Lakefront Lots of twenty (20') feet each at rear property line: joint use "L" or "Finger dock".

- More than two adjacent Lakefront Lots with less than twenty (20') feet each at rear property line; joint use "T", "L", or "Finger dock".
- Oversized docks, or "W" docks: only possible for single properties with at least ninety-five (95') feet of shoreline, to avoid congestion.

This is general design information and subject to specific review by the ACC for approval. Where the ACC deems it would be appropriate, a master plan shall be created by Lakefront Owners for placement of docks in coves. All coves are different with some coves being extremely tight when it comes to dock placement. A marina in a cove made up of 3 or more slips with 3 or more Lakefront Lots is highly recommended as a marina takes less space. The ACC will evaluate open water placement versus cove placement location. Navigation and placement of future docks where there are none will be considered for all dock changes and also determine if there is sufficient room for a side-tie lift. The ACC has the authority to require dock relocation and or removal as needed.

### **PC.9.9 Dock Application Requirements**

Plans must show the placement of all proposed structures and be adequately dimensioned so the installation can be checked for accuracy of location. Application requirements, in addition to those generally required for Material Changes and Non-Material Changes (PC 9.1 and 9.2) are:

- For Material Changes to docks, site plans must be prepared, signed, and stamped by a Licensed Surveyor, drawn to scale, and must say what the scale is. Plans need to show only the rear of the property with emphasis on the rear property line location and the dock.
- The plan must show side and rear property lines as well as those of adjoining properties.
- The plan must also show other docks with distances and all other structures on both sides of the applicant's Lakefront Lot (i.e., seawall, gazebo, etc.). For docks in coves, distance to the dock(s) across the cove must be shown.
- Dock and ramp drawing must show size, openings, a ramp labeled fixed or adjustable, ramp wedge labeled (if needed) with degrees, metal cable tie hookups or strong arm, and canopy and /or lift (if applicable).
- The plan must show the low water contour at 1372' MSL of the Lake floor. The innermost point of the dock closest to the shoreline, usually the header, can encroach no farther out than the 1372' MSL.

NOTE: Fixed ramps are mounted to a seawall, retaining wall, or support posts. Adjustable ramps usually have wheels and are mounted on tracks near the shoreline. Adjustable ramps are designed to move in or out from the Waterline depending on the water level. For high water, move the dock in. For low water, move the dock out.

### **PC.9.10 Seawalls**

Elevation at the top of the footing ("TOF") is to be no lower than 1377' MSL and staked by a Licensed Surveyor with a survey map showing footage from the rear property line corners. Stakes must be visible on the footing inspection. Seawalls cannot encroach beyond the 1377-foot TOF and be no higher than 1383' MSL top of the wall ("TOW"). Plans must be wet stamped by a Registered Civil Engineer with the seawall, seawall side elevation, detailed specifications (including, without limitation, a cross section of the seawall design), and dock and ramp location with all requirements of PC.9.9 included. Seawall shall be built with split-faced block facing the water for the entire seawall face. For coves, seawall width and location must be computed by

using the apex center point at the end of the cove. The plan must include what will be placed behind the seawall, e.g., concrete, landscaping, etc.

#### **PC.9.11 Dredging / Grading**

CLPOA is not responsible for dredging any portion of the Lake. It is exceptionally unlikely EVMWD would approve dredging any portion of the Lake, nevertheless any request to do so must comply with the process for a Material Change. The existing Waterline, and Shoreline may not be altered. When silt or eroded material is removed from the Lake, the plan for same must indicate the destination for the exported material. Any grading on the Shoreline would also be considered a Material Change, for which such process must be followed.

#### **PC.9.12 Lakefront Owners and Related Parties Assume All Risk**

CLPOA does not make any express or implied representations as to the water levels of the Lake or as to the safety, quality, or suitability of the District Property for installation, construction, use, repair, and maintenance of any Shoreline Improvements. Further, CLPOA makes no representation, express or implied, as to the safety, quality, or suitability of any Shoreline Improvements, notwithstanding CLPOA's approval of any Material or Non-Material Change. In exchange for permission by CLPOA to maintain and or use Shoreline Improvements on CLPOA's leasehold, Lakefront Owners, their residents, tenants, guests and invitees of each, assume all risk of loss, injury, or damage to person or property resulting from, caused by, or related to the installation, construction, use, maintenance and or repair of any Shoreline Improvements for any reason whatsoever, including without limitation due to the water levels of the Lake fluctuating, wave action, or hazardous conditions of any Shoreline Improvements.

#### **PC.9.13 Transportation Permit**

No materials, improvements or products are permitted to be transported on the Lake, without a transportation permit, issued by CLPOA. To be eligible for a transportation permit, among other requirements CLPOA may in its sole discretion impose, the Lakefront Owner must have approval from the ACC for a Shoreline Improvement. Transportation permits are valid for a specific length of time which will be expressly stated on the transportation permit – most always 1 day.

#### **PC.9.14 No New Swimming Pools, Habitable Structures, or Bathrooms in the Shoreline; Rules for Existing Swimming Pools**

EVMWD is not permitting any new swimming pools to be built in the Shoreline, presently. Any existing swimming pools in the Shoreline are expressly governed by CLPOA's Operating Rules. There shall be no contact between waters / chemicals from a swimming pool or related improvements located in whole or in part upon the Shoreline and the Lake waters. Any swimming pool in the Shoreline must have protections keeping water, chemicals or other pollutants from the swimming pool and related improvements from entering the Lake.

Additionally, no habitable structures or bathrooms are permitted in the Shoreline.

#### **PC.9.15 No Commercial Use**

No Shoreline Improvement, including without limitation any pre-existing pools, may be used for any commercial purpose. This includes, but is not limited to professional photography, movies,

commercials, television, business parties and event rentals, such as where the Shoreline Improvements or surrounding area are rented out for a wedding, seminar, anniversary party, etc.

### **PC.9.16 Applicable Processing Fees**

Lakefront Owners are responsible for all processing fees associated with existing or proposed Shoreline Improvements, as CLPOA may from time to time set, including without limitation the following:

**PC.9.16a** – The applicant must make payment of the applicable Shoreline Application fee(s) and improvement bond. Bonds are returned upon satisfactory completion of the improvements as determined by the ACC, or if the permit is cancelled, or if not approved. Additionally, the property must be in compliance with all CLPOA Governing Documents for return of the bond. All associated fees, however, are non-refundable.

**PC.9.16b** – The applicant must pay the applicable fees and enter into a Conformance Bond Agreement, requiring the payment of a bond.

## **SECTION X – IMPROVEMENTS ON OR IN CLOSE PROXIMITY TO EVMWD SEWER EASEMENTS**

Elsinore Valley Municipal Water District (“EVMWD”) owns and maintains a large sewer system servicing the Canyon Lake community. This sewer system runs through many homeowners’ separate interest properties. Consequently, EVMWD owns a large number sewer *easements* over homeowners’ separate interest properties, which generally permit EVMWD to enter onto homeowners’ separate interest properties to access and maintain those sewers (“EVMWD Sewer Easement(s)”). An easement is an interest in real property, that entitles the owner of the easement to conduct certain actions on another’s property.

Homeowners are strictly and solely responsible for knowing the location of all easements over their property, including EVMWD Sewer Easements, and depicting all easements in any application to the ACC, whether such easements are impacted by, or in close proximity of, the proposed improvements or not. For purposes of these rules, a proposed improvement is “in close proximity” to an easement if it is within 5 feet of the easement.

EVMWD Sewer Easements are different from the Shoreline. The rules in Section X govern improvements within the Owner’s separate interest property, which are, or would be, over an EVMWD Sewer Easement, or in close proximity thereto. Both processes in Section IX, and Section X must be followed if a proposed improvement plan would;

1. Have, or affect, any Shoreline Improvements, and
2. Also modify or install improvements over, or in close proximity to, an EVMWD Sewer Easement in the Owner’s separate interest property.

### **PC.10.1 Improvements Located on or Within 5 Feet From to EVMWD Sewer Easement**

No improvement may be constructed or maintained on, or within 5 feet from, an EVMWD Sewer Easement, without approval from CLPOA and EVMWD as set forth herein. The footings, or other subterranean components, if any, for any proposed improvement cannot encroach on an EVMWD Sewer Easement. Further, any proposed improvements cannot interfere with

EVMWD's access to their EVMWD Sewer Easement. For any proposed improvement on, or within 5 feet of, an EVMWD Sewer Easement, the Owner must submit an application therefor ("Easement Application").

The Easement Application must:

1. Depict all easements, including the EVMWD Sewer Easement, on their separate interest property.
2. Meet any other requirements set forth in the Easement Application itself, which CLPOA may update in its sole discretion from time to time.
3. Meet all the requirements of PC.5.13 (use the checklist provided by CLPOA).

EVMWD has its own criteria for what it will allow on an EVMWD Sewer Easement, which the Owner is solely responsible for adhering to. CLPOA has no control over what EVMWD will allow on an EVMWD Sewer Easement. Notably, however, EVMWD does not permit pools, or other permanent structures, on any EVMWD Sewer Easement. Approval for any such improvement may be subject to conditions imposed by EVMWD and or CLPOA, in their sole discretion.

### **PC.10.2 Easement Application Requirements**

An Easement Application for ACC approval for an improvement located on, or within 5 feet from, an EVMWD Sewer Easement, is available at the Planning and Compliance Department. The requirements are:

**PC.10.2a** – A completed Easement Application form signed by all record Owners of the Lot, including a plan for the proposed improvements.

**PC.10.2b** – Depending on numerous factors, including without limitation the nature of the proposed improvement, and the location / configuration of the EVMWD Sewer Easement, either the ACC and or EVMWD may, in each's sole discretion, require a survey. If required, the survey must be prepared by a California-licensed land surveyor and must be attached as an exhibit depicting the proposed improvements, their proposed location, and distances from the proposed improvements to:

- The property lines of the separate interest Lot;
- The boundaries of the EVMWD Sewer Easement;
- The location of the proposed and existing improvements on the Lot, all of which must comply with setback and other requirements in CLPOA's CC&Rs;
- And any existing Shoreline Improvements on District Property, if applicable such as a seawall and dock ramp (all existing improvements must be labeled as "existing");
- Any proposed grading changes, with the cut/fill and import/export amount listed on the plan.

**PC.10.2c** - The applicant must make payment of the applicable Easement Application fee(s) and improvement bond. Bonds are returned upon satisfactory completion of the improvements as determined by the ACC, or if the permit is cancelled, or if not approved. Additionally, the property must be in compliance with all CLPOA Governing Documents for return of the bond. All associated fees, however, are non-refundable.

**PC.10.2d** – The applicant must pay the applicable fees and enter into a Conformance Bond Agreement, requiring the payment of a bond.

**PC.10.3 ACC Review**

Once all the Easement Application requirements are satisfied, the ACC will review and consider the Easement Application. The ACC shall deny the Easement Application if it believes, in its sole discretion:

- The proposed improvements, in whole or in part, will not be in harmony with the general surroundings or adjacent buildings, structures and neighboring properties; the proposed improvements, or any part thereof, will be contrary to the interest, welfare or rights of other property owners.
- The proposed improvements negatively impact "District Property," as defined in PC Section IX.
- The proposed improvements are not consistent with CLPOA's Governing Documents, including these rules.

Without limiting ACC's right to deny the Easement Application for other reasons, the ACC may also deny the Easement Application if the application is incomplete in any way.

\* \* \* \* \*

**FINE SCHEDULE CHANGES:**

**PC.9.1 (Failure to Follow Process for Material Changes):** \$1,000, plus CLPOA's self help costs, if any.

*Justification:* CLPOA, along with Elsinore Valley Municipal Water District ("EVMWD") manage improvements within the Lake, such as docks. Installing or modifying an improvement such as a dock, ramp, or other structure on the Lake or Shoreline, without permission from CLPOA and or EVMWD poses a navigational hazard in the congested Lake, and may otherwise risk of injury to person and property.

**PC.9.2 (Failure to Follow Process for Non-Material Changes):** \$500, plus CLPOA's self help costs, if any.

*Justification:* CLPOA, along with Elsinore Valley Municipal Water District ("EVMWD") manage improvements within the Lake, such as docks. Installing or modifying an improvement such as a dock, ramp, or other structure on the Lake or Shoreline, without permission from CLPOA and or EVMWD poses a navigational hazard in the congested Lake, and may otherwise risk of injury to person and property.

**PC.9.1e (License Agreement Rejected for Recordation):** \$500 each time the License Agreement is rejected.

*Justification:* The Lake is a drinking water reservoir. All improvements installed within the Lake must be sufficiently documented.

**PC.9.5 (Failure to Comply With CLPOA Order to Modify or Remove Shoreline Improvements):** \$250 / 1st week / \$500 2nd week / \$750 3rd week / continuing fine of \$1000 per week thereafter.

*Justification:* Failing to comply with CLPOA's directives for maintaining or modifying Lakefront Improvements may result in a hazardous condition in the water / wet areas of the Shoreline, resulting in significant risk of injury and damage to property.

**PC.9.6 (Shoreline Maintenance):** \$200 per month, plus CLPOA's self help costs, if any.

*Justification:* Failing to maintain Shoreline Improvements, may result in a hazardous condition in the water / wet areas of the Shoreline, resulting in significant risk of injury and damage to property.

**PC.9.7b (Dock Covers):** \$100 per month.

*Justification:* Unkept improvements and items in the Lake degrade and threaten contamination of the Lake, posing risk of injury to person and property.

**PC.9.7d (Dock Anchorage):** \$200 per month.

*Justification:* Failure to properly secure a dock may cause it to drift into boats, other docks, and interfere with navigable water, posing risk of injury to person and or property.

**PC.9.7e (Dock Placement):** \$200 per month.

*Justification:* Failure to place and configure docks properly may interfere with navigable water, and during low water periods cause the dock to run aground, damaging property and causing risk of injury to persons.

**PC.9.7f (Failure to Maintain Dock Numbers):** \$100 per month.

*Justification:* The Lake is a narrow and congested body of water with numerous tight coves. Posting dock numbers serves as a navigational aid to boaters to orient them on the Lake. Additionally, if a dock breaks loose from its mooring, the numbers identify the owner allowing prompt return of the dock. Both reasons mitigate risk of collision on the Lake.

**PC.9.7h (Mooring Privileges):** \$100 per occurrence.

*Justification:* The Lake is a narrow and congested body of water with numerous tight coves. Mooring boats where unauthorized presents a navigational hazard, and therefore risk of injury to persons and or property.

**PC.9.7i (Disposal / Removal of Old Dock):** \$1,000 plus CLPOA's self help costs, if any.

*Justification:* Improper disposal of a dock by sinking it in the Lake poses a serious risk of injury to persons and contamination of the Lake.

**PC.9.11 (Dredging / Grading):** \$1,500 per occurrence plus CLPOA's self help costs, if any.

*Justification:* Altering the bathymetry of the Lake poses a serious navigational hazard on the Lake, alters the shoreline and consequently risks injury to persons and property.

**PC.9.13 (Failure to Obtain Transportation Permit):** \$500 per occurrence.

*Justification:* Failure to obtain approval before towing a large improvement, such as a dock, through the Lake poses serious risk of collision with other boaters, swimmers and or water craft operators, and consequent risk of personal injury and property damage.

**PC.9.14 (Failure to Maintain Pool):** \$1,500 per occurrence.

*Justification:* Failure to maintain a pool, spa or water feature, pursuant to these standards, threatens injury to person by way of insect infestation, slip and fall / drowning risk – it also threatens damage to property through contamination of the Lake.

**PC.9.15 (No Commercial Use):** \$500 per occurrence.

*Justification:* Pools and other Shoreline Improvements pose an inherent risk of drowning which increases significantly if they are used for commercial purposes such as swim lessons, or other commercial purposes which increase traffic over and use of such improvements. Additionally, commercial use of a pool increases wear and traffic on the pool, which threatens property due to erosion and contamination of the Lake.

**PC.10.1 and or PC.10.2 (Building Improvements Over / In Close Proximity to EVMWD Easements Without Approval):** \$250 per month.

*Justification:* Failure to obtain approval for improvements impacting EVMWD's easements may damage sewer lines, risking contamination of the Lake, a drinking water reservoir, and pose other risk to property and person resulting from damage to sewer lines.

\* \* \* \* \*

**OTHER INCIDENTAL OPERATING RULE CHANGES**

**PC.2.8 Lakefront Lot / Boundary Line**

A Lakefront Lot is a lot that is immediately adjacent to the lake, ~~as demonstrated by a lot boundary line shared with the lake property leased by the Association.~~ Only lots which have a lakefront boundary line, as shown on the original tract map creating such lots, shall qualify as Lakefront Lots. Lakefront Lots may not be created by lot line adjustments, grants of easement or other alterations of the original property rights and boundaries. **Refer to PC Section IX for more detail on what constitutes a Lakefront Lot.**

**PC.5.13 Swimming Pool, Spa, and Water Feature/Pond**

A swimming pool or spa or water feature eighteen (18") inches or deeper shall not be installed in the Community setback or front yard. A water feature less than eighteen (18") inches deep may be installed in the front yard setback. The water of a swimming pool, spa, or water feature shall be a minimum of five (5') feet away from any property line except for a corner lot (see PC.3.1c).

For a swimming pool a plot plan prepared by a licensed land surveyor and must be attached as an exhibit depicting the proposed improvements, their proposed location and distances, and property lines marked. For all Lakefront Lots, as defined in PC.9, the minimum height of decking for a pool or trough or a water feature is 1388' MSL. All swimming pools, spas, and water features shall be drained to the sanitary sewer and not the yard, street, or lake per legal agreement with Elsinore Valley Municipal Water District. Simulated rock, and real rock formation and slides shall be subject to height restrictions set by the Architectural Control Committee. All equipment shall be screened from street, lake, and golf course view. Screening must be of a permanent nature: no plants, bushes, or trees. If screened with lattice, the openings shall be one (1") inch or smaller. Stuccoed or split-faced block wall is recommended.

### **PC.6.3 Plan Requirements**

The plans must include a plot plan as a cover sheet, specific information about the proposed improvement(s) and elevations.

**PC.6.3a Contents of Plans** - *All existing and proposed structures, including fences, decks, patios, driveways, walks, walls, retaining walls, etc., shall be shown on the submitted plans.* The plans must also be accurate and to scale, show locations of setbacks and include dimensions of the proposed improvement(s) and distances from the proposed improvement(s) to existing improvements, setbacks and property lines. Construction specifications are not required to be submitted to the Committee except **as may be required for Shoreline Improvements, and improvements on or within close proximity to an EVMWD Sewer Easement – refer to PC Section IX and PC Section X for further details.** ~~seawalls (Refer to paragraph PC.9.6).~~

**PC.6.3b Plan Specifications** - The plans must include information on the improvements / modifications for which approval is sought, including, but not limited to, *size, height, dimensions, proposed color and, where appropriate, roof material.* The plans must clearly depict any proposed grade change and color change.

**PC.6.3c Elevations** - Plans must include elevations depicting views of the improvements / modifications for which approval is sought.

**Date: November 4, 2025**

**To: Board of Directors**

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

**RE: 28 Day Reading GR.5.2i**

**Background**

Community Patrol has identified an increase in unsafe operation of personal electric vehicles (PEVs), particularly electric bicycles, on vacant lots throughout the community. Many of these lots contain uneven terrain, debris, or unmarked hazards, posing safety risks for riders and pedestrians.

Currently, General Rule 5.2i prohibits the use of PEVs in specific public areas such as the Lodge peninsula and Holiday Harbor Park but does not extend to vacant lots. As a result, Patrol officers have limited enforcement authority to address unsafe or unauthorized use of PEVs in these areas.

To improve community safety and provide clear enforcement authority, an amendment to GR.5.2i is proposed to include vacant lots as restricted areas unless the rider has written permission from the property owner.

**Fiscal Impact**

General Rule 5.2i imposes a \$250 fine for the first offense and \$500 for subsequent offenses. Extending the rule to cover vacant lots will improve enforcement and could increase citation revenue.

**Recommendation**

It is recommended that the Board of Directors approve the 28 Day Reading to modify General Rule 5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas.

Ken Toler  
Community Patrol Manager

## CURRENT RULE

**GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas** - The use of personal electric vehicles—including but not limited to electric bicycles, electric scooters, electric skateboards, and wheeled boards—is prohibited in the following locations:

- Lodge peninsula, including the Lodge parking lot and Canyon Club Drive beyond the first stop sign past Lighthouse Drive.
- Holiday Harbor Park, parking lot, and launch ramp.

Members on these devices may still access these areas with a PEV but must dismount and walk their device once reaching the restricted zone.

## PROPOSED CHANGES TO RULE

**GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas** - The use of personal electric vehicles—including but not limited to electric bicycles, electric scooters, electric skateboards, and wheeled boards—is prohibited in the following locations:

- Lodge peninsula, including the Lodge parking lot and Canyon Club Drive beyond the first stop sign past Lighthouse Drive.
- Holiday Harbor Park, parking lot, and launch ramp.
- Vacant lots, unless the rider has the property owner's consent.

Members on these devices may still access these areas with a PEV but must dismount and walk their device once reaching the restricted zone.

## PROPOSED FINAL RULE

**GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas** - The use of personal electric vehicles—including but not limited to electric bicycles, electric scooters, electric skateboards, and wheeled boards—is prohibited in the following locations:

- Lodge peninsula, including the Lodge parking lot and Canyon Club Drive beyond the first stop sign past Lighthouse Drive.
- Holiday Harbor Park, parking lot, and launch ramp.
- Vacant lots, unless the rider has the property owner's consent.

Members on these devices may still access these areas with a PEV but must dismount and walk their device once reaching the restricted zone.

**Date: November 4, 2025**

**To: Board of Directors**

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

**RE: 28 Day Reading Removal of GR.4.2b and GR.4.2c**

**Background**

The Rules & Regulations Review Committee reviewed proposed updates to streamline and clarify the Rules and Regulations document. The committee is recommending the removal of GR.4.2b and GR.4.2c, which outline processes for garage sales rather than enforceable operating rules.

Removing these items helps eliminate redundancies, ensures consistency across sections, and supports the goal of keeping the Rules focused on governing behavior rather than administrative procedures. The processes for garage sales will continue to be managed internally through established permit procedures.

**Fiscal Impact**

There is no fiscal impact as these rules do not have fines attached to them.

**Recommendation**

It is recommended that the Board of Directors approve the removal of General Rules 4.2b and 4.2c as a 28-Day Reading to improve clarity, consistency, and organization within the Rules and Regulations document.



Director of Community Services

## PROPOSED RULE CHANGE

### Remove:

- **GR.4.2b – Member in Good Standing:** The Member must be a “Member in Good Standing” in order to obtain a permit.
- **GR.4.2c – Maximum Number of Permits:** No more than three (3) permits per household in a fiscal year.

**Date: November 4, 2025**

**To: Board of Directors**

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

**RE: 28 Day Reading GR.5.1.u**

**Background**

A request was submitted by the Community Patrol Manager to address an identified gap in traffic enforcement. Within the Canyon Lake community, certain intersections are designated as “Right Turn Only” for traffic safety. These intersections are clearly marked with signage and road markings indicating the restriction. However, no existing violation currently addresses vehicles that fail to comply with the “Right Turn Only” designation and make a left-hand turn at these intersections.

To improve roadway safety and enable consistent enforcement, a new rule is being proposed under General Rule 5.1, which governs vehicle and traffic violations.

**Fiscal Impact**

The adoption of General Rule 5.1u – Right Turn Only a new \$100 fine.

**Recommendation**

It is recommended that the Board of Directors approve the addition of General Rule 5.1u – Right Turn Only, to establish a clear traffic violation and fine for failure to comply with “Right Turn Only” intersection designations.



Director of Community Services

**PROPOSED RULE:**

**GR.5.1u – Right Turn Only**

Failure to make a right turn at intersections designated 'Right Turn Only'.

**Date: November 4, 2025**

**To: Board of Directors**

**From: Corporate**

**Board Action Item: Approval 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 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: 11/4/25**

**To: Board of Directors**

**From: Andrea Moreno**

**Board Action Item: Approval 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 proposed fine changes to PC.1.2 and PC.4.1, as attached.

**Date: November 4<sup>th</sup>, 2025**

**To: Board of Directors**

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

**Board Action/Resolution: Artificial Turf – Lodge Lawn**

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**Background**

In 2023 the Lodge lawn was redone for the new stage venue. Due to the large increase in lawn venue usage, the lawn has become more difficult to maintain and keep attractive. The increase in the usage is harder on the lawn because of water scheduling, increased traffic and event setups. We would like to replace the lawn with artificial turf. Some of the positives of making this change are:

- Artificial turf can withstand heavy use, foot traffic, and sports without wearing down like natural grass.
- Doesn't get muddy or patchy.
- Stays lush and uniform year-round regardless of weather, shade, or soil conditions.
- No mowing, edging, fertilizing, or reseeding.
- Reduces landscaping costs and labor.
- Requires little to no irrigation (except for occasional rinsing).

**Fiscal Impact**

\$95,783 from Reserves. Potential savings of \$14,000/ year in maintenance and water usage.

**Recommendation**

Staff requests that the Board of Directors approve the funding of \$95,783 plus a 5% contingency from the Repair & Replacement Reserve Fund, 02-6700.

*Steve Schneider*

Steve Schneider, CCAM-LS, CMCA  
Director of Operations



# COMMUNITY SERVICES REPORT

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## October 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**

The Communications team managed more than 550 creative tasks in October, producing promotions for major fall events, holiday activities, and restaurant specials. The team continued expanding digital reach through social media growth, event-specific campaigns, and email engagement. Efforts are also underway to improve website accessibility and develop new tools for tracking community engagement metrics.

#### **Member Services**

Member Services assisted more than 1,100 members in October through in-person, phone, and online interactions, maintaining strong satisfaction ratings across service categories. The team continued refining its digital forms and online processes to improve accessibility and efficiency. *Feedback from the new customer survey program shows consistently positive results, with members rating overall service and issue resolution above 90%.*

#### **Recreation**

Recreation coordinated 237 functions in October, including 94 club events and 114 community functions. Planning is underway for large-scale events such as the Turkey Trot, Tree Lighting Festival, and Holiday Golf Cart Parade. The pool transitioned to its fall schedule and will close for the season at the end of November. The Recreation Committee also met to review new program ideas, including a digital trail map, a community fitness challenge for January, and a proposed Mermaid and Pirate Festival for summer.

# COMMUNICATION REPORT

## Goals & Campaigns – October 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**
  - Senior Center Holiday Boutique
  - Turkey Trot
  - Annual Tree Lighting Festival
  - Annual Golf Cart Parade
  - Annual Parade of Lights
- **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**
  - Family Matters Quarter Mania
- **Restaurant Dining and Event Promotions**
  - Lodge*
    - Dinner For Two Special
    - Monday Night Football Special
    - Burger & Penny Draft
    - Weekly Live Music
    - Monthly Social Media Contest
  - Country Club*
    - Prime Rib Wednesday 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)

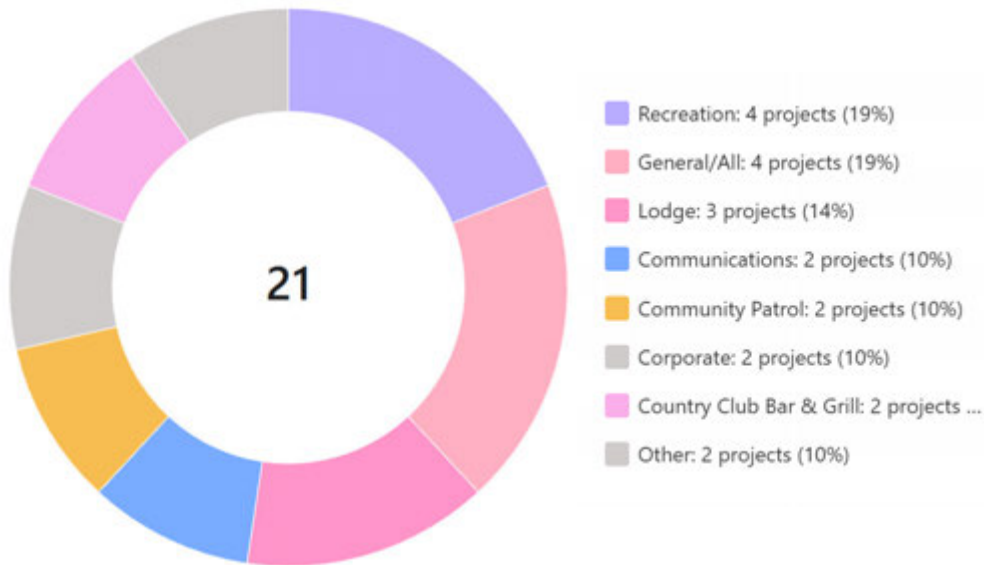
# COMMUNICATION REPORT

KPI Dashboard – October 2025

## ACTIVE CAMPAIGNS

October 2025

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



## HIGHLIGHTS

**552**

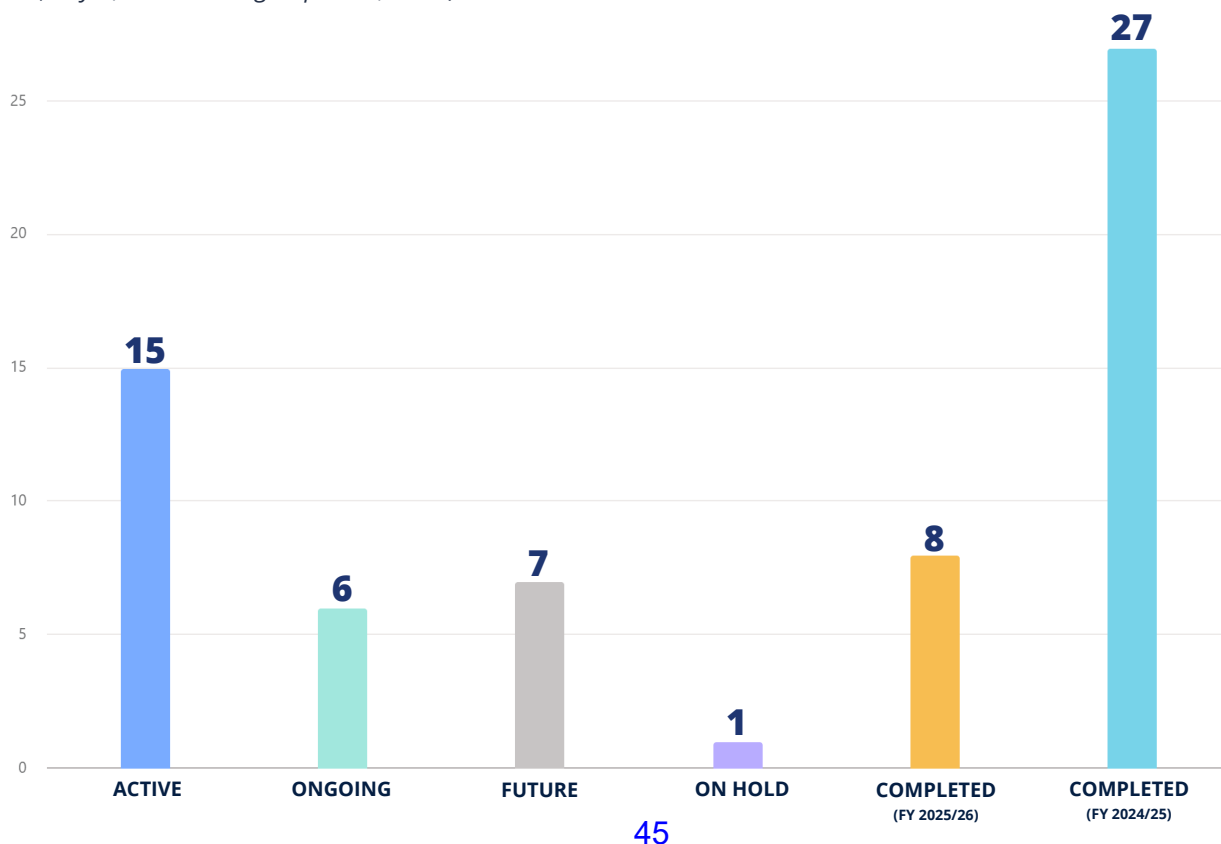
tasks completed  
in October 2025

**32**

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

October 2025

## Community Promotions



**19th Annual CANYON LAKE Car Show 2025**

**SATURDAY, OCTOBER 4, 2025**  
9 A.M. – 3 P.M. AT CANYON LAKE LODGE

HUNDREDS OF CLASSIC CARS • VENDORS • RAFFLES • ENTERTAINMENT

VISIT [WWW.CLPOA.COM/CARSHOW](http://WWW.CLPOA.COM/CARSHOW) FOR EVENT DETAILS!



**ROCKTOBERFEST**  
OCTOBER 11, 2025  
CANYON LAKE, CA

SCAN HERE

Or use this link to buy your tasting cards  
[eventcreate.com/jwrocktoberfestix2025](http://eventcreate.com/jwrocktoberfestix2025)

Entry to enjoy event is **FREE** for all  
Brewery Tasting cards sold separately

Join the Canyon Lake Junior Women's Club for Rocktoberfest, an annual celebration of music, brews, and community fun! You don't want to miss this event!

**Holiday Harbor | 12PM – 5PM**  
Come dressed to impress for our **Costume Contest!**



**CANYON LAKE YACHT CLUB**

**DOCK-OR-TREAT**

**SATURDAY, OCTOBER 18**  
5 P.M. TO 8 P.M. ON THE LAKE

[WWW.CLVOCAL.COM](http://WWW.CLVOCAL.COM)

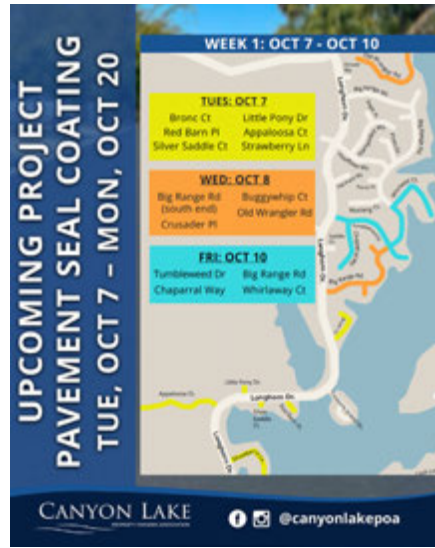


*Canyon Lake Golf*

**HOLLYWOOD YATES TRIBUTE TO TOBY KEITH**

**OCT. 25th SATURDAY AT 7PM**

VIP RESERVED SEATING \$60  
GENERAL ADMISSION \$45  
[WWW.CANYONLAKEGUILD.ORG](http://WWW.CANYONLAKEGUILD.ORG)  
SCAN CODE FOR TICKETS



**UPCOMING PROJECT PAVEMENT SEAL COATING**  
TUE, OCT 7 – MON, OCT 20

WEEK 1: OCT 7 - OCT 10

<b>TUES: OCT 7</b>	Bronc Ct, Little Pony Dr, Red Barn Pl, Appaloosa Ct, Silver Saddle Ct, Strawberry Ln
<b>WED: OCT 8</b>	Big Range Rd (South end), Old Wrangler Rd, Crusader Pl
<b>FRI: OCT 10</b>	Tumbleweed Dr, Big Range Rd, Chaparral Way, Whirlaway Ct

**CANYON LAKE** @canyonlakepoa



**2025 PAVEMENT IMPROVEMENT PROJECT**

**PHASE 1 STARTS OCTOBER 20**

**PHASE 1 (OCT 20 – OCT 28)**  
Golden Gate Drive (cul-de-sac)  
Emperor Drive North (from Buck Tail Drive to Cinnamon Teal Drive)  
Moccasin Circle  
Marblehead Circle  
Black Duck Drive

**CANYON LAKE** @canyonlakepoa

## Restaurant Promotions



**CANYON LAKE GOLF & COUNTRY CLUB**

**Overseeding SCHEDULE**

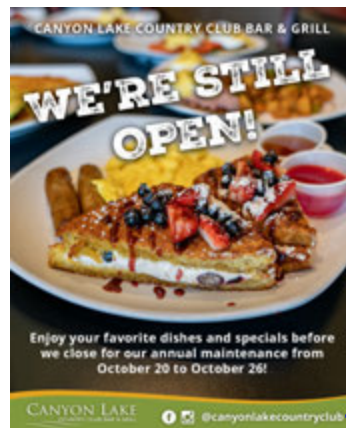
**OCTOBER 6 - OCTOBER 26**  
Golf Course & Pro Shop Closed for Annual Overseeding

**OCTOBER 26 - OCTOBER 26**  
Country Club Bar & Grill Closed for Annual Maintenance

**OCTOBER 27**  
Golf Course & Pro Shop Opens

**OCTOBER 27**  
Country Club Bar & Grill Opens

**CANYON LAKE** @canyonlakecountryclub



**CANYON LAKE COUNTRY CLUB BAR & GRILL**

**WE'RE STILL OPEN!**

Enjoy your favorite dishes and specials before we close for our annual maintenance from October 26 to October 26!

**CANYON LAKE** @canyonlakecountryclub



**SUNSET LOUNGE AND TERRACE**

**+ HALLOWEEN PARTY**

Friday, October 31 | 7 p.m. to 11 p.m.

- LIVE MUSIC BY BEACH VIBE BAND
- COSTUME CONTEST AND PRIZES
- CHILLING DRINK SPECIALS

Reservations available at: [WWW.THECANYONLAKELODGE.COM](http://WWW.THECANYONLAKELODGE.COM)

2208 CANYON CLUB DRIVE, CA 92501, CANYON LAKE, CA



**SUNSET LOUNGE AND TERRACE**

Available Wed & Thurs

**DINNER for Two** Only \$29.99

**CHOOSE TWO FOR \$29.99**

- SPAGHETTI AND MEATBALLS
- LASAGNA
- 16" PEPPERONI PIZZA

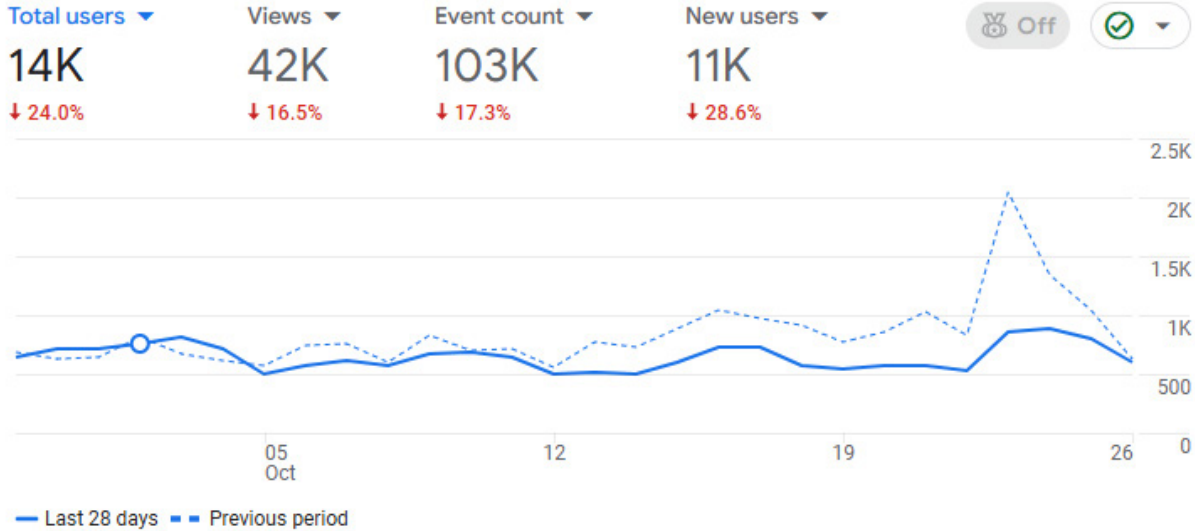
INCLUDES ONE LARGE DINNER SALAD. NOT TO BE COMBINED WITH ANY OTHER OFFER.

Reservations online: [WWW.THECANYONLAKELODGE.COM](http://WWW.THECANYONLAKELODGE.COM)

# COMMUNICATION REPORT

## Website Highlights – October 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
<input type="checkbox"/>	Total	42,425 100% of total	13,037 100% of total	3.25 Avg 0%	1m 36s Avg 0%	102,628 100% of total
<input type="checkbox"/>	1 Canyon Lake POA   Community, Recreation & Events in Canyon Lake, CA - Canyon Lake POA	4,538 (10.7%)	2,268 (17.4%)	2.00	28s	11,955 (11.65%)
<input type="checkbox"/>	2 Login - Canyon Lake POA	3,709 (8.74%)	1,728 (13.25%)	2.15	39s	8,720 (8.5%)
<input type="checkbox"/>	3 Home - Canyon Lake POA	2,985 (7.04%)	2,005 (15.38%)	1.49	23s	9,245 (9.01%)
<input type="checkbox"/>	4 Events Reservation - Canyon Lake POA	1,603 (3.78%)	1,055 (8.09%)	1.52	19s	4,202 (4.09%)
<input type="checkbox"/>	5 Pickleball - Canyon Lake POA	1,531 (3.61%)	261 (2%)	5.87	1m 01s	3,211 (3.13%)
<input type="checkbox"/>	6 Canyon Lake Lodge - The Canyon Lake Lodge	1,309 (3.09%)	798 (6.12%)	1.64	22s	3,881 (3.78%)
<input type="checkbox"/>	7 Events - Canyon Lake POA	1,259 (2.97%)	756 (5.8%)	1.67	44s	2,877 (2.8%)
<input type="checkbox"/>	8 My Info - Canyon Lake POA	1,177 (2.77%)	699 (5.36%)	1.68	45s	2,315 (2.26%)
<input type="checkbox"/>	9 Make Payment - Canyon Lake POA	1,153 (2.72%)	602 (4.62%)	1.92	1m 38s	2,125 (2.07%)
<input type="checkbox"/>	10 Happy Camp - Canyon Lake POA	1,147 (2.7%)	654 (5.02%)	1.75	1m 06s	3,250 (3.17%)
<input type="checkbox"/>	11 Search - Canyon Lake POA	792 (1.87%)	390 (2.99%)	2.03	54s	1,577 (1.54%)
<input type="checkbox"/>	12 Canyon Lake Car Show - Canyon Lake POA	747 (1.76%)	444 (3.41%)	1.68	32s	1,986 (1.94%)
<input type="checkbox"/>	13 Y2 Seal Coating - Canyon Lake POA	595 (1.4%)	336 (2.58%)	1.77	50s	1,498 (1.46%)
<input type="checkbox"/>	14 Restaurant - Canyon Lake POA	586 (1.38%)	429 (3.29%)	1.37	24s	1,333 (1.3%)
<input type="checkbox"/>	15 Calendar - Canyon Lake POA	550 (1.3%)	320 (2.45%)	1.72	47s	1,143 (1.11%)

# COMMUNICATION REPORT

Social Media Highlights – October 2025

## PERFORMANCE SUMMARY

**25,957**

Followers  
Total

**476**

Published  
Posts

**413,542**

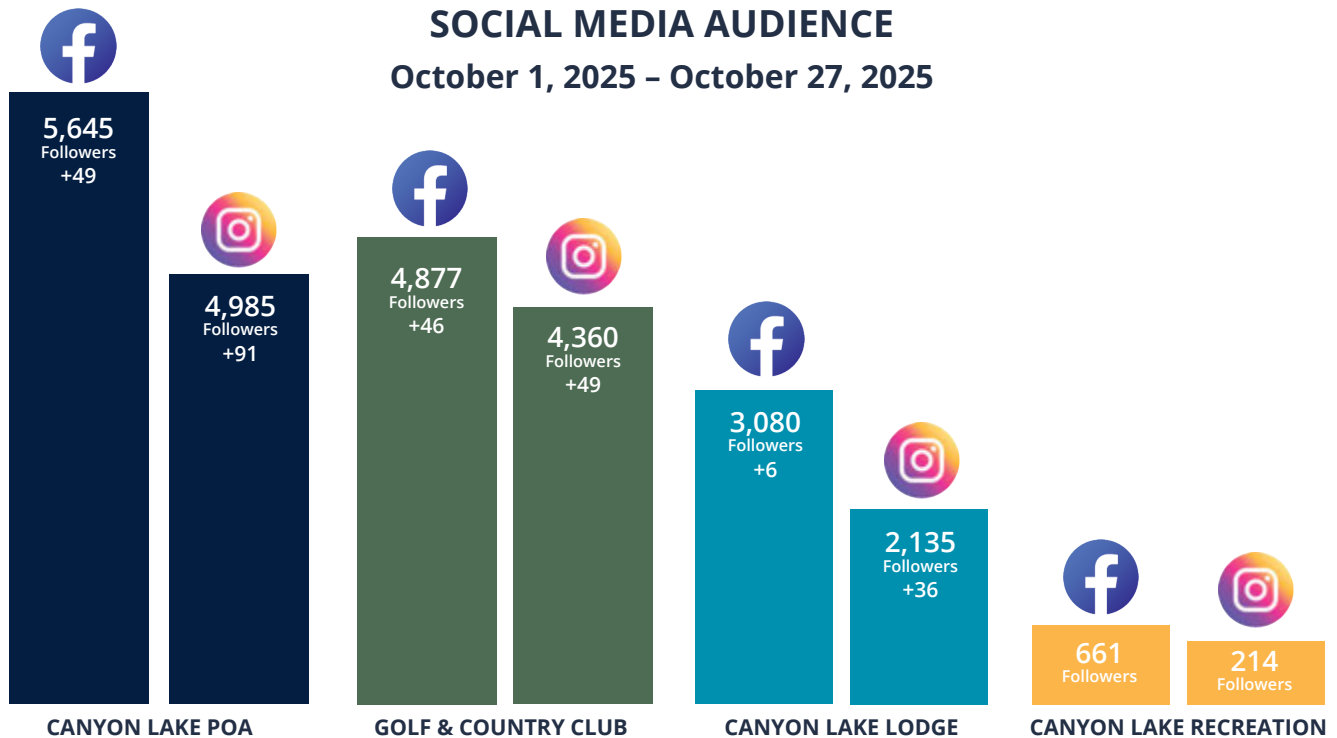
Page  
Impressions

**305,332**

Post  
Impressions

## SOCIAL MEDIA AUDIENCE

October 1, 2025 – October 27, 2025



## PROFILE SUMMARY

Profile	Followers	Growth	Posts	Engagment	Reach	Impressions
Canyon Lake POA   Facebook	5,645	49	101	7,267	79,268	100,316
Canyon Lake POA   Instagram	4,985	91	159	1,075	74,360	156,605
Golf & Country Club   Facebook	4,877	46	27	1,852	10,722	15,803
Golf & Country Club   Instagram	4,360	49	46	125	13,773	24,639
Canyon Lake Lodge   Facebook	3,080	6	25	739	7,944	9,291
Canyon Lake Lodge   Instagram	2,135	36	32	168	7,274	14,635
Canyon Lake Recreation   Facebook	661	7	43	16	883	993
Canyon Lake Recreation   Instagram	214	5	43	11	1,025	1,920

# COMMUNICATION REPORT

## Email Highlights – October 2025

### EMAIL DASHBOARD – OCTOBER 2025

52454

DELIVERED

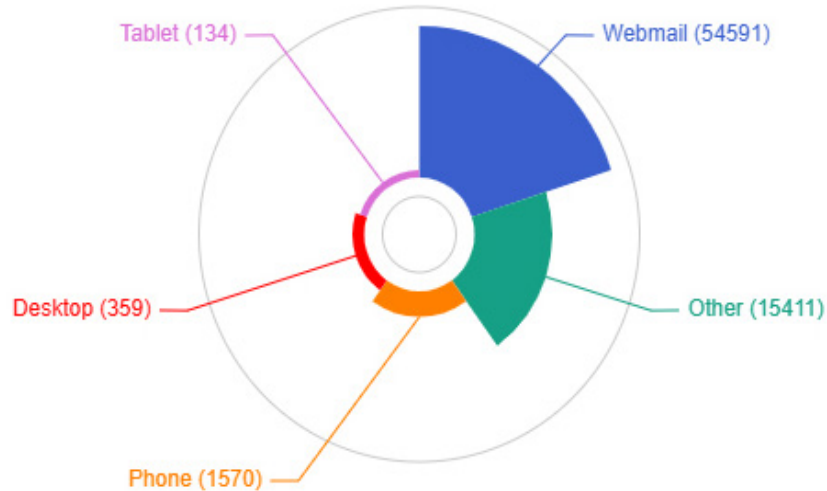
92.16%

29732

UNIQUE OPENS

52.24%

### TOP DEVICE OPENS OCTOBER 2025



Webmail (54591) Other (15411) Phone (1570) Desktop (359) Tablet (134)

### DELIVERY BY EMAIL CLIENT OCTOBER 2025

Gmail (24090)  
Yahoo (16295)  
Microsoft Outlook (5011)  
Microsoft 365 (1969)  
Apple iCloud (1721)  
Remaining (3356)



# MEMBER SERVICES REPORT

## Goals & Campaigns – October 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
- **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

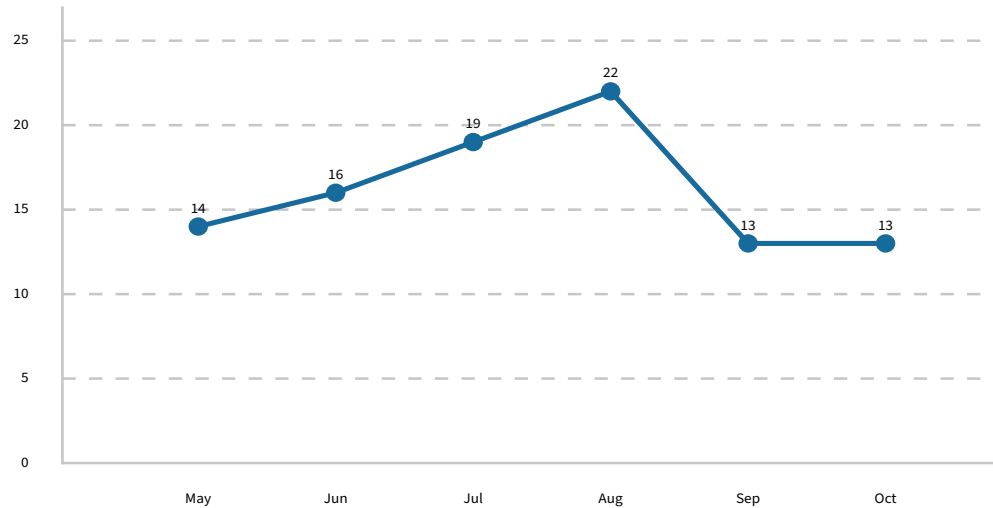
# MEMBER SERVICES REPORT

KPI Dashboard – October 2025

## NEW HOMEOWNERS

October 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

**16,109**

Memberships in  
October 2025

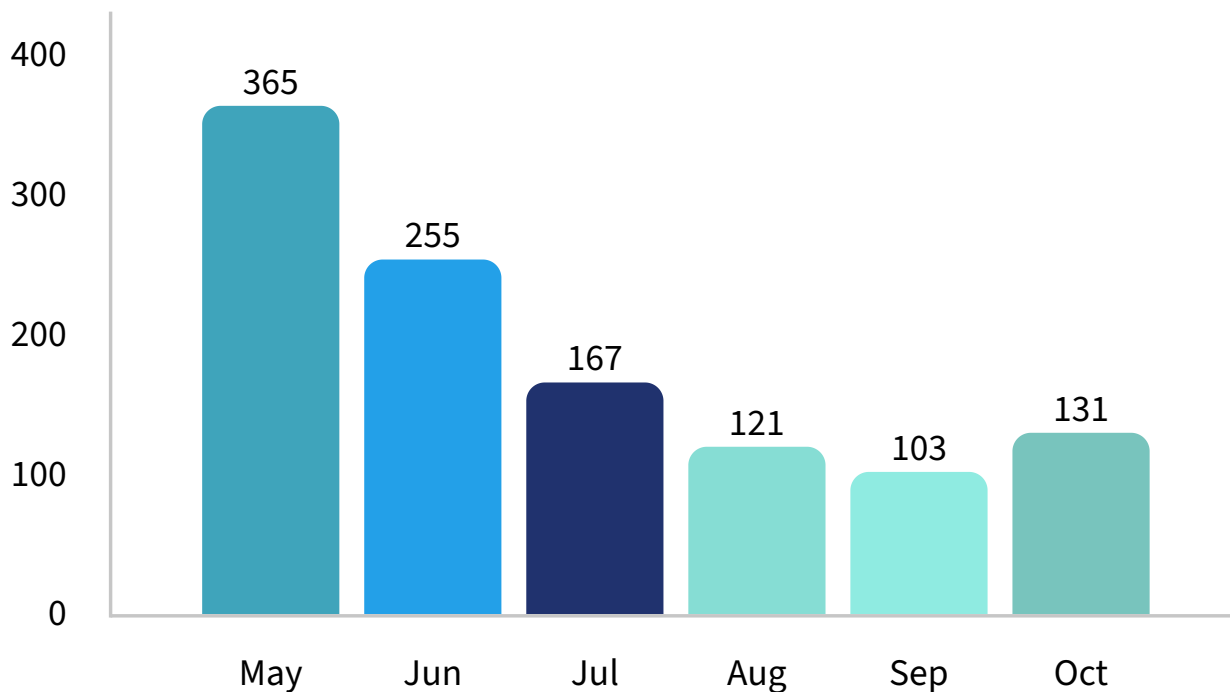
**1,729**

Tenants  
October 2025

## NEW MEMBERSHIPS

October 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 – October 2025

## MEMBER SERVICES ACTIVITY

**200**

Member Office Visits

**205**

Decals Processed

**17.7%**

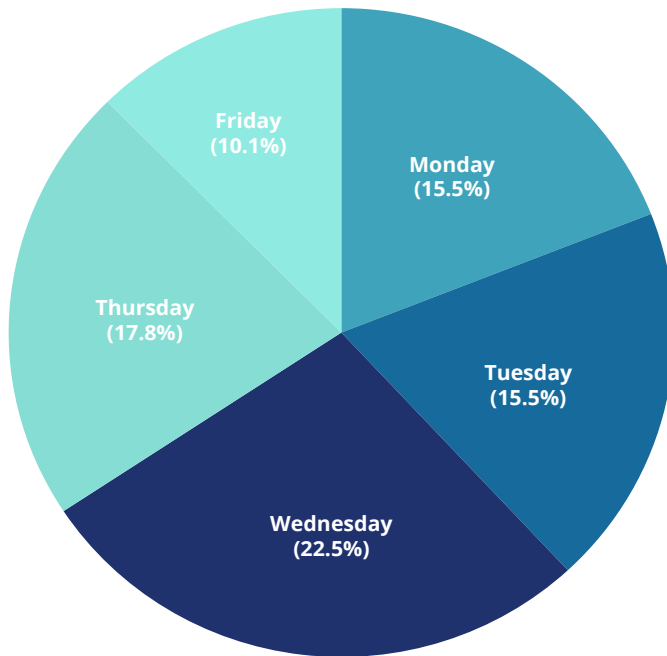
In Person Support

**82.3%**

Phone/Online Support

## MEMBER VISITS BY DAY TO MEMBER SERVICES

October 2025



## MEMBER SUPPORT

**1,133** (+64 Sep)

Members assisted in October  
(in person, online/email, phone)

**1,522** (+5 Sep)

Members signed up for email communication

## MEMBER EXPERIENCE FEEDBACK

October 2025

Feedback from surveys sent to members after each visit to the Member Services office.

Overall Satisfaction



Overall Helpfulness



Issue Resolved



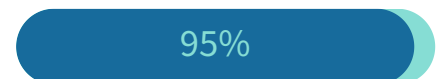
Wait Time



Issue Resolution Time



Recommendation Rating



# MEMBER SERVICES REPORT

KPI Dashboard – October 2025

## DECAL OVERVIEW - OCT 2025

**150** (+2 Sep)  
Vehicle Decals  
Issued

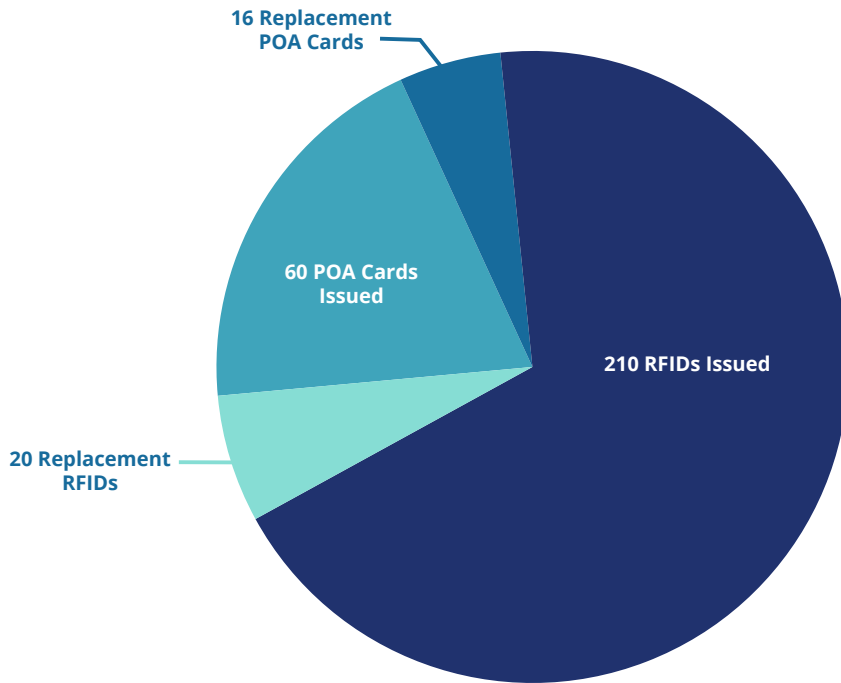
**20** (+2 Sep)  
Golf Cart Decals  
Issued

**26** (+7 Sep)  
E-Bike Decals  
Issued

**19** (+13 Sep)  
Boat Decals  
Issued

## RFIDS & POA CARDS ISSUED

October 2025



## GO ACCESS HIGHLIGHTS

**79%**

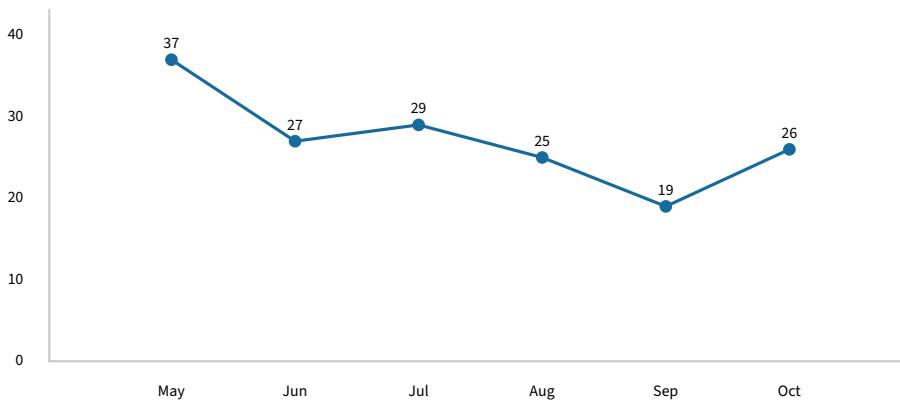
Members migrated to GoAccess.

**4,190**

Members migrated to GoAccess.

## 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

**1,135**

as of October 28, 2025

# RECREATION REPORT

## Goals & Campaigns – October 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:

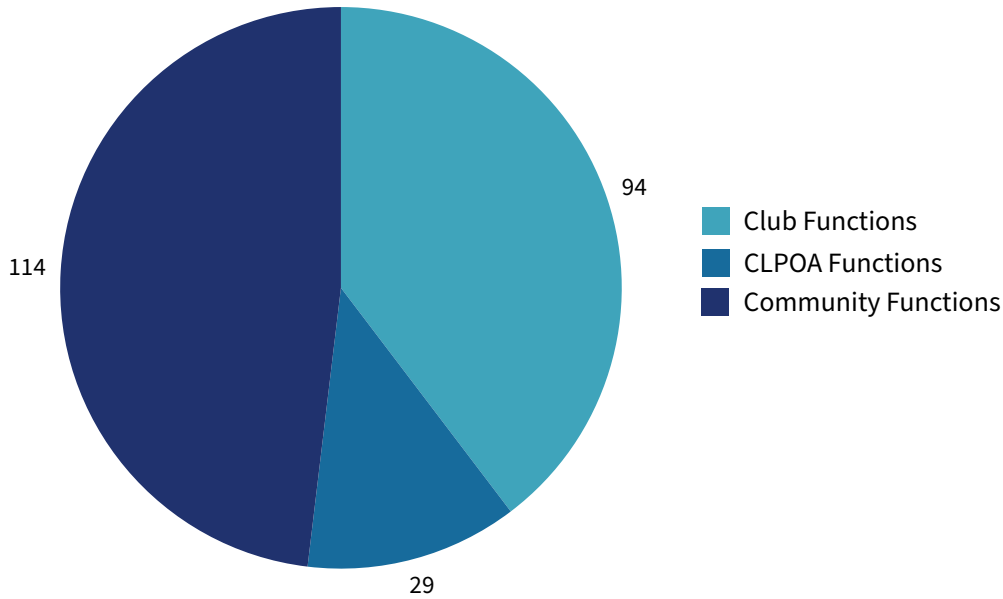
- **Event Coordination**
  - Canyon Lake POA Events
    - Turkey Trot Run
    - Annual Tree Lighting Festival
    - Toy Drive & Christmas Parade
  - Concerts at the Lodge
    - The Drifters, The Coasters, & The Platters
  - Event Sponsorships
  - Club Support
- **Department Projects**
  - Club resanctioning 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:
    - Starting Nov 1 pool hours are 7 a.m. to 10 a.m. for lap swim and 10 a.m. to 8 p.m. for open swim.
    - Aqua Fitness Evening Classes ended Oct 29
    - Pool closed on Thanksgiving, Nov 27
    - Pool closed for season on Nov 30

# RECREATION REPORT

KPI Dashboard – October 2025

## TYPES OF FUNCTIONS

October 2025



### HIGHLIGHTS

**237**

functions scheduled  
in October 2025

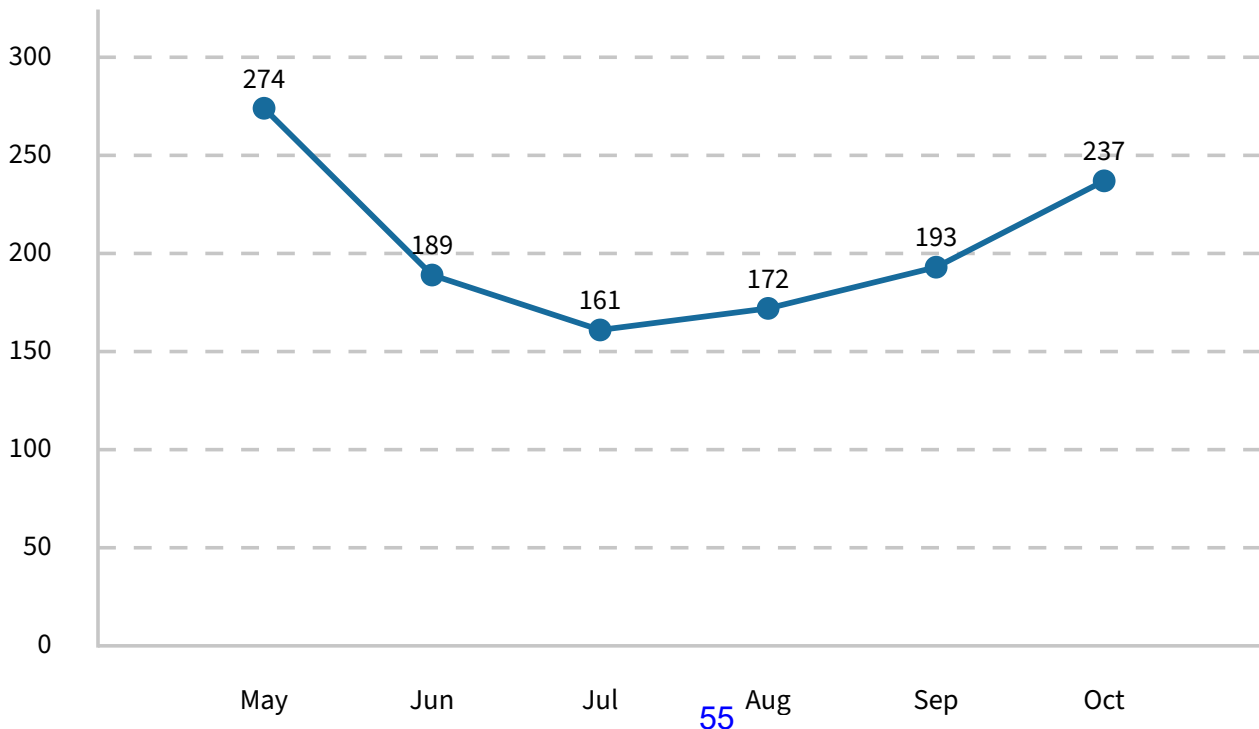
**94**

club functions  
in October 2025

## COMMUNITY FUNCTIONS

October 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).



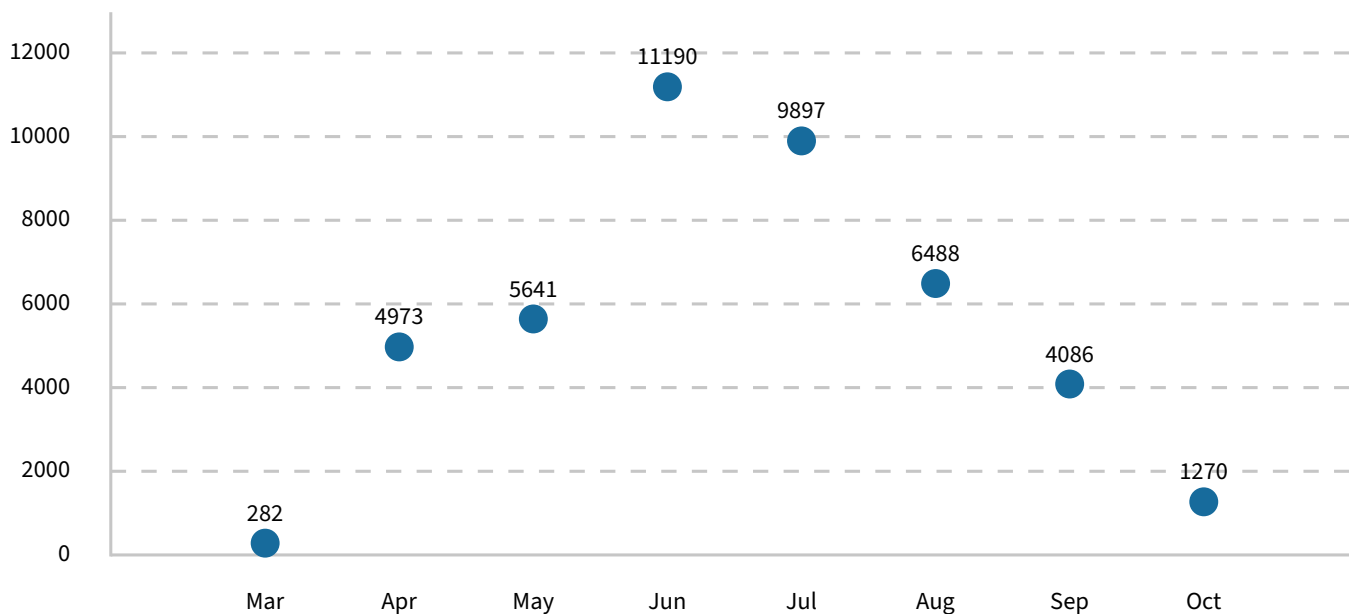
# RECREATION REPORT

## Pool KPI Dashboard – October 2025

### POOL USAGE

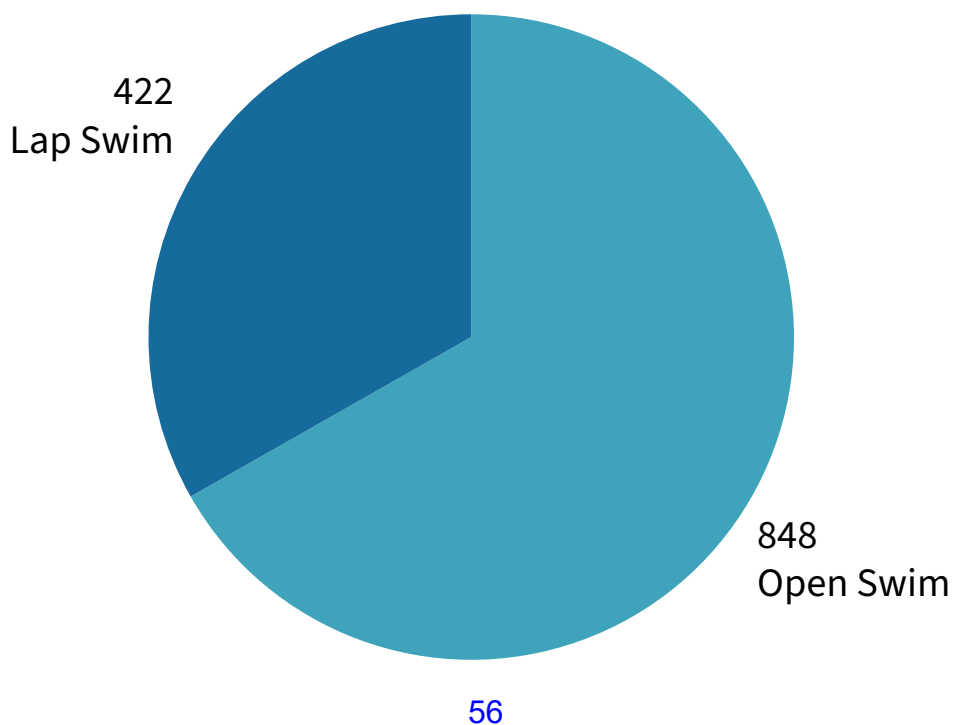
October 2025

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

October 2025



# RECREATION REPORT

Community Events: Save The Date For These Upcoming Events!

## November 2025

Nov 1

Halloween Extravaganza

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

Nov 15

Canyon Lake Junior Women's Club Sip & Shop Event

Nov 16

Yacht Club's Parade of Lights Boat Decorating Workshop

Nov 20

Pickleball Club Social

Nov 22

Bassmasters Open Tournament

Nov 23

Family Matters Quartermania Auction

Nov 25

Canyon Lake Turkey Trot

Nov 30

Canyon Lake's Annual Tree Lighting Festival at the Lodge

# RECREATION REPORT

Community Events: Save The Date For These Upcoming Events!

## DECEMBER 2025

Dec 4 - Dec 6

Community Theater Show

Dec 4

Yacht Club's Full Moon Cruise

Dec 6

Woman's Club Holiday Home Tour

Pickleball Club Tournament

Dec 7

Holiday Golf Cart Parade

Dec 11 - Dec 12

Community Theater Show

Dec 12

Senior Center Christmas Party

Ski Club's Breakfast with Santa at North Ski Area

Dec 13

Woman's Club's Ho! Ho! Ho! Bunco

Yacht Club's Parade of Lights

Dec 14

Community Theater Show

Choraleers Concert

Dec 18

Pickleball Club Social

Dec 20

Salvation Army Donation Drive at Senior Center

Dec 21

Brunch with Santa at the Lodge

Dec 31

Senior Center New Year's Eve Party

# COMMITTEES REPORT

October 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 October 14, 2025. The group discussed upcoming event support (volunteers and sponsorships), improved dog-park drinking fountains, and kayak storage lockers at Indian Beach. The committee also discussed potential new projects, including creating a digital trail map highlighting hiking, walking, and biking routes in and around Canyon Lake; launching a community fitness challenge in January using tracking apps such as All Steps or Strava; and exploring a Mermaid and Pirate Festival for summer in collaboration with the Mermaids Club and Yacht Club.

The next meeting is on December 9, 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 October 21, 2025. The committee discussed ongoing issues involving e-bikes and general use of vacant lots and submitted a recommendation to proceed with developing or modifying a rule to reduce activity on vacant lots. The committee also agreed to interview candidates next month for the alternate committee position. The group voted to begin consolidation of the Restaurant Facilities section next and approved forwarding the removal of GR.4.2b and GR.4.2c, and the addition of GR.5.1u (Right Turn Only), as action items for the Board's November meeting.

The next meeting is scheduled for November 18, 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.

The group met in October and discussed upcoming Senior Center activities, including final preparations for the Holiday Boutique and the Mermaids' free dinner, which will feature tacos and desserts. Vendor slots for the Holiday Boutique are now full. The group also scheduled Christmas tree decorating for December 5 at 10 a.m., submitted a maintenance request for a second wall-mounted soap dispenser in the women's restroom, and agreed that clubs should not be booked back-to-back on weekends.

The next meeting is scheduled for November 4, 2025, at 9 a.m. at the Senior Center.

# COMMUNITY PATROL REPORT

September 2025

Community Patrol’s primary functions are to provide the community with services that include access control at the entry gates, Rules and Regulations for 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	July		August		September	
	Calls for Service	Cites	Calls for Service	Cites	Calls for Service	Cites
Parking	45	43	27	43	28	51
Unauthorized Entry	57	13	45	5	25	3
Noise	25	2	22	4	21	3

E-Bike Violations	July	August	September
GR.5.2b- E-bike registration	37	12	9
GR.5.2e- Passengers	6	6	6
GR.5.2f- Reckless Behavior	2	10	9
GR.5.2g- Pedals	2	1	4
GR.5.2h- Failure to Yield	1	2	1
GR.5.2i- Designated Areas	6	11	5

## Additional Information

	July	August	September
Total Calls for Service	406	318	319

Call for Service – Unable to Locate	47	59	53
Guest Citations	64	83	97
Service Provider Citations	6	1	4
Member Citations	117	163	192
Warning Citations	33	52	45
Vandalism	5	4	6
Property Damage	29	24	47
Prohibited Vehicles	4	5	10
Misc. Violations	38	39	44
School Bus Enforcement	0	1	7
Speeding	<b>20</b>	<b>24</b>	<b>29</b>
Failure to stop at a stop sign	63	72	54

---

**Gate Entry Statistics**

	<b>July</b>	<b>August</b>	<b>September</b>
Confiscated Guest Passes	68	89	
Misuse of Access Identification	9	8	28

**Two Guest Lane Entry Protocol\***

	<b>July</b>	<b>August</b>	<b>September</b>
Total time in minutes	21	40	35
• Main Gate	21	40	35
• 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

October 2025  
(9/29 - 10/26)

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		AUGUST	SEPTEMBER	OCTOBER
LM.2.5	Expired/No Reg (State)	0	0	6
LM.2.6	Expired/No Reg (CLPOA)	0	3	0
LM.2.7	Expired/No Reg at a dock or lift	1	3	24
LM.6.7	Excessive Wake in NO wake zone	3	4	1
LM.7.3	Reckless behavior while operating a motorized boat	2	0	0
LM.9.11	Plowing	0	0	0
GR.2.18a	Loud Noise	1	0	0
GR.4.4	Fishing License	0	0	0
LM.6.9	Failure to present CA Boater Card	3	4	0
	Other	4	11	2
TOTAL		14	25	33

### Warnings Issued

WARNING		AUGUST		SEPTEMBER		OCTOBER	
		VERBAL	WRITTEN	VERBAL	WRITTEN	VERBAL	WRITTEN
LM.2.5	Expired/No Reg (State)	0	0	1	0	0	0
LM.2.6	Expired/No Reg (CLPOA)	0	0	2	0	0	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	13	2	16	0	13	0
LM.7.3	Reckless behavior while operating a motorized boat	2	1	1	1	0	1
LM.9.11	Plowing	4	0	6	0	5	0
GR.2.18a	Loud Noise	0	0	0	0	0	0
GR.4.4	Fishing License	2	0	0	0	0	0
LM.6.9	Failure to present CA Boater Card	2	0	0	0	0	0
	Other	16	0	16	1	8	0
TOTAL		39	3	42	2	26	1

**Additional Information**

	AUGUST	SEPTEMBER	OCTOBER
Total Calls for Service	173	123	74
Boat Safety Inspections	50	25	16
Boat Tow (Out of Fuel/Mechanical)	27	10	5
Boat Tow (Adrift)	2	2	1
Battery Assist	2	2	2
P&C Inspector Escort Hours	9.75	11.5	12.5
Fish & Game/Other Escort Hours	0	3	15
Fishing License Checks	4	0	0
Quagga Inspection	58	35	31
White Tag Applied	24	18	18
Quarantine Tag Applied	0	0	0
Debris/Other Retrieval & Disposal	11	12	47
Days @ Yellow Flag	0	0	0

**Boat Operating Hours**

	Start Hrs	End Hrs	AUGUST	SEPTEMBER	OCTOBER
Boat 1	4282.2	4372.9	178.4	211.9	90.7
Boat 2	3403.3	3525.5	179.5	226.1	122.2
Boat 3	1298.7	1301.4	5.8	6	2.7
Boat 4	2208	2224.7	0	0	16.7
TOTAL			363.7	444	232.3

**Boat Operating Hours & Percentage by Location**

	AUGUST		SEPTEMBER		OCTOBER	
	Hours	%	Hours	%	Hours	%
Main Lake	205.1	56.4	247.9	55.8	135	58.1
East Bay	152.8	42	190.1	42.8	94.6	40.7
North Ski	5.8	1.6	6	1.4	2.7	1.2

**Incident Report Summary**

	AUGUST	SEPTEMBER	OCTOBER
Reports	0	0	0

**Incident Report Details**

Location	Incident Description

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

**77 Date: 11/4/25**

**To: Board of Directors**

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

Total current items monitored by the department **1814** which includes permit due dates, violations, extension, and escrow inspections, last month **1843**.

**Permit Breakdown**

1. **981** Open permit – down
  - a. **42** - new home– down
  - b. **14** - Additions – down
  - c. **8** – ADU/JADU – no change
  - d. **94** - lakeside permits - down
  - e. **65** - solar panel permits - down
  - f. **41** - fence permits – up
  - g. **34** - pool permits – no change
  - h. **10** - dumpster/pod permits – no change
  - i. **285** – Same Day Permits - down
  - j. **382** - Improvements (multiple types) – down

**Violation/Escrow Breakdown**

1. **783** Open violations – up
2. **29** Open escrows – up

**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 **(1)**
2. Additions – **(1)**
3. ADU/JADU **(0)**
4. Grading Permit **(0)**
5. Improvements **(85)**
6. Lakeside Improvement **(17)**
7. Recorded Variance **(4)**
8. Rejected Applications **(28)**
9. Re-Submittal's **(7)**
10. Permit issued same day (Over the counter) **(69)**
11. Preliminary Applications **(4)**

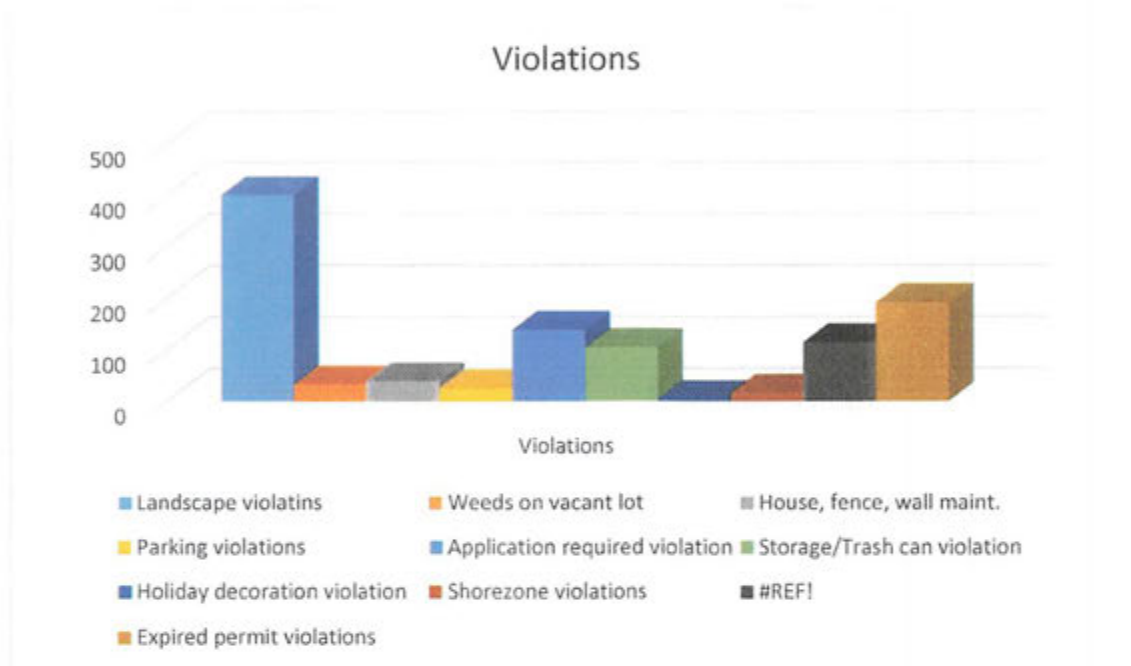
**Member Complaints**

1. **25** Complaints investigated **(2 months)**
2. **1** already written.

**Letter - Compliance**

1. **425** - compliances
2. **254** Courtesy Notices

**Violation Breakdown Chart**

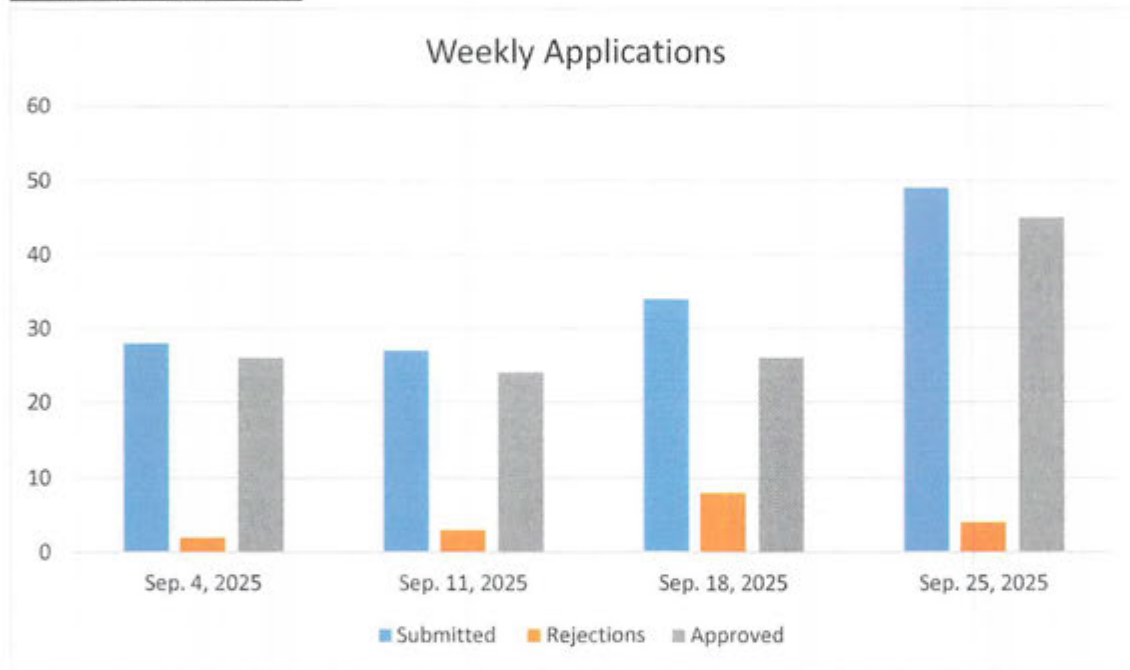


**Violations graph -greatest to least**

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

Average time from submittal to Committee review is approximately 7-14 days depending on if the application is new. All added items require public notice. Approximately 50-70 percent of the application are over the counter same day issue. The graph below are the applications submitted review minus the over the counter. This is to show the average approvals issued per week. This month was more difficult than most due to a cove meeting that did not fair very well, and several applications were denied due to the projects would be in violation of the CC&Rs.

**Percentage of Approvals**



<u>Week Of September</u>	Submitted	Rejected	Approved	%
• October 2	26	4	22	84%
• October 9	25	3	22	88%
• October 16	26	6	20	77%
• October 23	20	8	12	60%

Cheryl Mitchell  
Planning and Compliance Manager

## RESERVE ITEMS & CIP SUMMARY

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

## OPERATIONS DEPARTMENT

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

### Developing Projects

- **Paving Project Year Three** – Project is currently in progress and proceeding smoothly according to plan. Project encompasses three distinct phases of work: slurry seal application, sealcoating of previously paved areas, and full asphalt reconstruction in various areas.
- **Gault Field Maintenance Project** – Clay leveling is being scheduled for field one later this month.
- **Motorcycle Parking at Main Gate** – Chain link fence, lights, and cameras have been installed. Gate operator and card readers are being scheduled for installation.

### 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 Toby Keith Tribute concert, the Women's Club Witches Gathering, the Car Club Annual Picnic, and a Sweet 16 Birthday Bash.
- 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 (September); 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 have 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 Overseeding & Pro Shop Closures** – The golf course and pro shop were closed from October 6<sup>th</sup> through October 26<sup>th</sup>. The course reopened on the 27<sup>th</sup>.

## Parks and Beaches

- **Algaecide Treatment** – Plans have been established between the Canyon Lake POA and EVMWD to conduct a chelated copper algaecide treatment in the lake to help mitigate Golden Algae blooms and reduce fish mortality. All water contact will be strictly prohibited for up to 72 hours following the treatment.

## Regulatory / Compliance

- **Semi-Annual Ansul Certifications** – Country Club Restaurant and Lodge Restaurant hood cleanings and Ansul Certifications were completed.
- **Stormwater Testing** – Following the recent rainfall, samples were collected on October 16 for testing, and we are pleased to report that the results showed only minor levels, indicating no bacterial concerns associated with the rainfall.

## Safety / Training

- **Ladder Safety** – This month's safety meeting was conducted by Chuck Hippensteil of the Safety Compliance Company and focused on training staff on proper safety precautions and regulatory requirements for ladder use in the workplace.
- **Foot Protection** – Staff received training on proper foot protection in the workplace under Cal/OSHA.
- **Bloodborne Pathogens & Helping the Injured in the Workplace** – Staff received training to develop the knowledge and skills necessary to safely assist individuals injured in the workplace while maintaining awareness of the risks associated with blood exposure and open wounds.

## EQUESTRIAN CENTER

- **Gutter Maintenance** – Annual gutter maintenance was finished at the Equestrian Center.
- **Retaining Wall** – 40' of retaining wall was added to the upper stables to help reduce erosion.

## 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! Offer valid for new reservations only, through December 31<sup>st</sup>, 2025.
- **Road Maintenance** – Pavement was slurry sealed as part of the Paving Year Three Project.

## COMMITTEES / WORK GROUPS

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

**Green Committee:** The Green Committee met on October 9<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, November 11<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 November 13<sup>th</sup>, 2025, at 1:00pm.

**Facilities Planning Committee (FPC):** The Facilities Planning Committee met on October 9<sup>th</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Facilities Planning Committee:

- Outrigger Park South Walking Trail Plan
- Happy Camp Site DG Pilot Program Updates
- Eastport Driveway Apron
- Trail Map Proposal

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 November 13<sup>th</sup>, 2025, at 3:30 pm.

**Lake Advocacy Committee:** The Lake Advocacy Committee met on October 23<sup>rd</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Lake Advocacy Committee:

- Golden Algae Levels
- Fish Mortality Rates
- GEI Reports & Recommendations

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.

**Equestrian Work Group (EWG):** The Equestrian Work Group met on October 21<sup>st</sup>, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the EWG Group:

- Equestrian Center Retaining Wall
- Gutter Maintenance
- Work Group Position Selections

The group meets on the third Tuesday of the month in the Magnolia Room at the Country Club. The next EWG meeting is scheduled for November 18<sup>th</sup>, 2025, at 4:00pm.

**Tuesday Work Group (TWG):** The Tuesday Work Group met on October 28<sup>th</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 November 25<sup>th</sup>, 2025, at 1:00pm.

## DIRECTOR'S MESSAGE

As the leaves change and the air turns crisp, Canyon Lake embraces a time of growth, collaboration, and shared enthusiasm. Our teams have been actively supporting recent events, while making significant progress on key projects, including the enclosed motorcycle parking area at the Main Gate and the ongoing Year Three Paving Project. Annual maintenance has successfully completed at the Equestrian Center, as preparations are underway with EVMWD for an algaecide treatment to help preserve the health of our lake. With the holidays approaching, our staff is excited to bring festive décor and community gatherings that celebrate the spirit of the season. Together, we continue to make Canyon Lake a welcoming place filled with warmth, connection, and shared pride.



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Presented By: *Steve Schneider, Director of Operations*

**VANDALISM REPORT**  
**September 2025**

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
335880	N/A	8/11/2025	SENIOR CENTER	REPLACE BROKEN WELL LIGHT AT MAIN GATE PALM TREES	\$110.96	0.75	\$152.21	WELL LIGHT
336062	4440469	9/2/2025	COMMON AREA / HOLIDAY HARBOR	REPAIR DAMAGED FENCING AT BOAT TRAILER PARKING AREA	\$32.19	8.00	\$472.19	STEEL SQUARE TUBING
336064	4443743	9/2/2025	COMMON AREA / EASTPORT PARK	RE-SECURE STALL PARTITION IN THE MEN'S RESTROOM	\$0.00	0.50	\$27.50	LABOR TIME ONLY
336202	4476888	9/15/2025	COMMON AREA / ROADRUNNER PARK	REPAIR DAMAGED OUTLET IN THE MEN'S RESTROOM	\$13.00	1.75	\$109.25	OUTLET
336204	N/A	9/15/2025	COMMON AREA	REPLACE BENT STREET SIGN AT BRONC CT.	\$135.94	2.00	\$245.94	SIGN
336222	4479511	9/16/2025	COMMON AREA / OUTRIGGER PARK	REPLACE DAMAGED IRRIGATION BOX	\$30.00	1.00	\$85.00	IRRIGATION VALVE BOX
336223	N/A	9/16/2025	MAIN GATE	REPAIR DAMAGED FENCE POST AT THE PEDESTRIAN GATE	\$0.00	0.50	\$27.50	LABOR TIME ONLY
336228	4481985	9/17/2025	COMMON AREA / VACATION PARK	REPLACE BROKEN GATE CLOSER AT THE PUMP TRACK	\$726.02	2.00	\$836.02	GATE CLOSER
336292	4501848	9/25/2025	COUNTRY CLUB	CLEAN EXCESS TOILET PAPER & UNCLOG TOILET IN THE MEN'S RESTROOM	\$0.00	0.50	\$27.50	LABOR TIME ONLY
336265	N/A	9/22/2025	GOLF COURSE / HOLE #6	REPAIR DAMAGED FENCING BY THE BRIDGE	\$24.00	2.00	\$134.00	CHAIN LINK FENCE & HOG RINGS
336272	N/A	9/22/2025	COMMON AREA	CHECK PERIMETER FENCING	\$10.00	2.00	\$120.00	CHAIN LINK FENCE
336314	4511192	9/29/2025	COMMON AREA / INDIAN BEACH	REPLACE BROKEN TOILET SEAT IN THE WOMEN'S RESTROOM	\$29.98	3.00	\$194.98	TOILET SEAT

\$ 1,001.13 \$ 23.25 \$2,279.88  
\$ 1,278.75

# Canyon Lake Property Owners Association

## Repair & Replacement Fund Expenditures

	2025-2026 To Date Ending September 2025
#1020 Admint Int - Furniture	22,691
#1036 Admin IT - Servers	13,306
#1050 Admin IT - Cameras	5,494
#70-7360 HVAC #11	15,000
#70-7370 HVAC #12	18,900
#40-6800 HVAC - Marine Patrol	5,250
#2-2503-00 Gault Field LED Lighting & Pol	519,460
#20-1038 Equestrian - Tractor	31,164
#18030 Lodge - Holiday Bay Door repairs	25,430
#18056 Lodge - Holiday Bay, Stage Lights	846
#70-6641 Lodge - Sewer Line Repairs	28,376
#70-6850 Lodge - Holiday Bay Pillars	10,050
#80-1440 Country Club - Ice Machine	14,800
#20-7741 Operations - Radio Communication System	31,343
#20-1022 Operations - Pontoon Tubes	6,362
#54-94140 Heater #2	5,500
#54-9030 Pool Lift	5,954
#13-247 Dock - Lion's Park	48,000
Lake Maintenance	20,420
#22-3250 East Gate - Access System	1,727
#22-3480 Main Gate - Motor Controller	5,153
#22-3310 East Gate - Heat Pump	9,800
#22-5310 GC Irrigation - Backflow Device	10,050
#14003 East Port Landscaping Monument	19,359
#1848 Mailbox Slabs	40,021
#14013 Grounds - Sign Stone Monumnets	22,089
Fairweather - Retention Basin	7,080
#22-5360 Lodge- Parking Lot Planters	7,743
#22-5340 ADA Ramps at Evan's Park Entrances	
#24-9920 Tennis Courts Resurfacing	
#54-9181 Pool - Lift Station	
#23-4250 Gault Field Pitching Cages	
\$53-1231 Happy Camp RV Pads	
#13-255 Lucky Cove - Railing, Stairs	17,925
<b>Total Repair &amp; Replacement Fund Acct 02-0670</b>	<b>1,163,533.97</b>

# Canyon Lake Property Owners Association

## Road Reserve Fund Expenditures

YTD September 2025
29,576
19,513
4,937
<b>54,026</b>

03-2507-00 Year 3 Construction Oversight (\$295,735)  
 19-227-03 Geotechnical Investigation  
 19-227-22 Additional Streets  
 Total Road Reserve Fund Acct 03-0670

# Canyon Lake Property Owners Association

## FUND 05 CAPITAL IMPROVEMENT PROJECTS

Ending September 30, 2025

- 80-1781 Country Club AC Units
- Outrigger Pathway Surveying, Design & Engineering
- 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
12,752.50
6,450.00
<b>3,750.00</b>
<b>8,348.00</b>
<b>6,274.08</b>
<b>6,600.00</b>
<b>6,680.50</b>
<b>25,128.63</b>
<b>6,080.58</b>
<b>82,064.29</b>