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**Date: October 7, 2025**

**To: Board of Directors**

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

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

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**Background**

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

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

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

**Fiscal Impact**

There is no fiscal impact associated with this change

**Recommendation**

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



Director of Community Services

***Section Proposed for Removal:***

## **ACTIVITIES (AD)**

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

### **SECTION I - INTRODUCTION**

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

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

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

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

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

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

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

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

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

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

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

## **AD.2.4 Decorations**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **AD.3.4 Removal**

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