

Board of Directors
Regular Session Board Meeting Agenda
Tuesday, January 6, 2026 - 6:00 P.M.
22200 Canyon Club Drive, Canyon Lake, CA 92587
This meeting may also be joined virtually at 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**
 - December 2, 2025
3. **Public Official Comments**
4. **Presentations**
 - Member of the Month – Paul Hawker
 - 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 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: Rules and Regulations Committee Charter Revision (Tiffany Cribbs)

Proposed Resolution: It is recommended that the Board of Directors approve the revision of the Rules and Regulations Committee Charter to remove the alternate position and establish a committee structure consisting of seven (7) permanent members with no alternates, as attached.

8.2 APPROVAL: Reserve Funding for Equestrian Arena Footing (Steve Schneider)

Proposed Resolution: It is recommended that the Board of Directors approve the funding of \$200,130 plus a 5% contingency from the Repair and Replacement Reserve Fund, 02-670 and \$20,000 plus a 5% contingency from the CIP fund 05-670, as attached.

9. Association Reports

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

10. Board Comments

11. Architectural Appeals

A. Patrick Henry 23609 Canyon Lake Drive North

Appealing ACC Denial for a Non-Conforming Shed and Roofing Material

Proposed Resolution: That the Board of Directors uphold the ACC Committee decision and deny the members request for the non-conforming shed and roofing material.

12. Next Meeting Date

- Tuesday February 3, 2026, at 1:00 p.m. – Executive Session
- Tuesday February 3, 2026, at 6:00 p.m. – Regular Session

13. Adjournment

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, December 2, 2025. President Bill Van Vleet called the meeting to order at 6:01 p.m. Directors present were, Jeff Bill, Bill Medved and Lainie Cooney. Four Board members were present, Director Doherty absent. Quorum was met. Also, present were Legal Counsel, Attorney Sean Kane; General Manager Eric Kazakoff; Director of Community Services Tiffany Cribbs; Senior Planning Compliance Manager Cheryl Mitchell; Community Patrol Manager Ken Toler; Member Services Manager Mary Castaneda; Planning and Compliance Supervisor Kati Trask; ACC Chairperson David Humphrey; and Clerk of the Board Andrea Moreno.

1. **Welcome and Call to Order**

Pledge of Allegiance was led by Member Ron Wilbur
Verification of Quorum by Clerk of the Board Andrea Moreno

2. **Approval of Minutes**

November 4, 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**

None.

4. **Presentations**

Director Medved recognized the Member of the Month – Jeannie Hoonirun
Allied Universal Security Services Chief Zachary Wells provided a Community Patrol Update.

5. **Announcements**

Boat Parade Gate Access.

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

None.

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

MOTION/RESOLUTION: Upon motion properly made by Director Medved, 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 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 APPROVAL: Revisions to PC Section IX; PC Section X; Fine Schedule Changes and PC.2.8, PC.5.13 and PC.6.3

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

8.2 APPROVAL: GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas

MOTION/RESOLUTION: Director Bill moved that the Board of Directors approve to modify General Rule GR.5.2i Prohibited Use of Personal Electric Vehicles in Designated Areas, as attached. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.3 APPROVAL: Removal of GR4.2b and GR.4.2c

MOTION/RESOLUTION: Director Cooney moved that the Board of Directors approve the removal of General Rules 4.2b and 4.2c to improve clarity, consistency and organization within the Rules and Regulations document, as attached. Director Medved seconded. Four votes in favor, Director Doherty absent. MOTION CARRIED

8.4 APPROVAL: GR.5.1u Right Turn Only

MOTION/RESOLUTION: Director Bill moved 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. Director Medved 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 January 6, 2026, at 1:00 p.m. – Executive Session

Tuesday January 6, 2026, at 6:00 p.m. – Regular Session

13. Adjournment

MOTION/RESOLUTION: Director Medved moved to adjourn the meeting. President Van Vleet seconded. Meeting adjourned at 6:40 p.m.

Minutes approved: _____ Approved on: _____

TO: Board of Directors

FROM: Controller

RE: Monthly Financial Statement Review

Background

5500.

Per Davis Stirling Code 5500 the Board shall: do all of the following:

- (a) Review, on a monthly basis, a current reconciliation of the association’s operating accounts.
- (b) Review, on a monthly basis, a current reconciliation of the association’s reserve accounts.
- (c) Review, on a monthly basis, the current year’s actual operating revenues and expenses compared to the current year’s budget.
- (d) Review, on a monthly basis, the latest account statements prepared by the financial institutions where the association has its operating and reserve accounts.
- (e) Review, on a monthly basis, an income and expense statement for the association’s operating and reserve accounts.
- (f) Review, on a monthly basis, the check register, monthly general ledger, and delinquent assessment receivable reports.

Fiscal Impact

None

Recommendation:

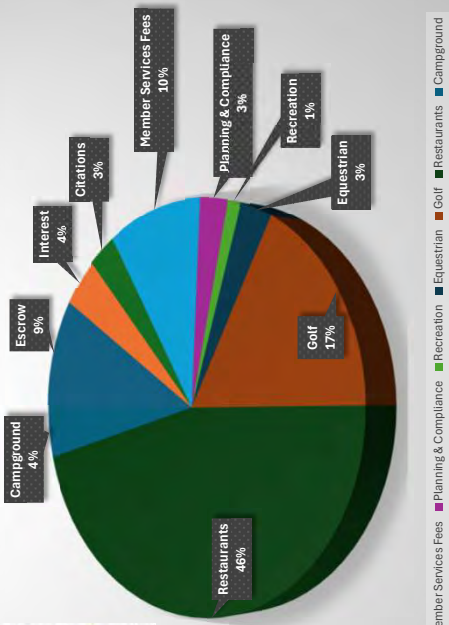
Staff recommends that the Board review all financial documents that have been uploaded to the CLPOA drop box per Davis Sterling Code Section 5500. In addition, Staff recommends that the Board of Directors review and approve the attached Financial Statement for the latest monthly close.

Susan C. Dawood, Controller

Actual to Budget	F/(U)
Escrow	\$41,841
Interest	\$157,676
Citations	\$38,867
Member Services Fees	(\$20,112)
Planning & Compliance	(\$188,385)
Recreation	(\$6,906)
Equestrian	(\$9,075)
Golf	\$50,393
Restaurants	(\$33,784)
Campground	(\$131,295)
Total	(\$100,780)

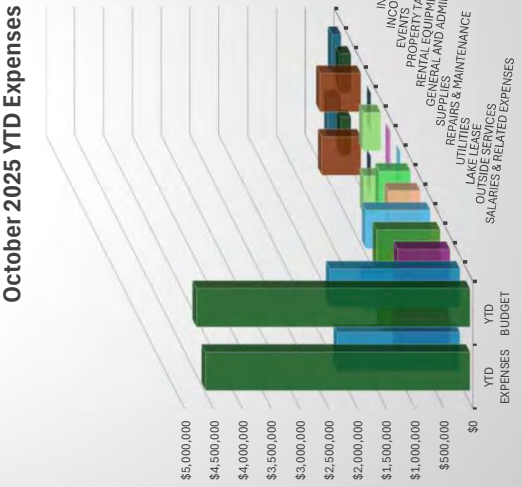
Non-Assessment Income

October 2025 YTD Income

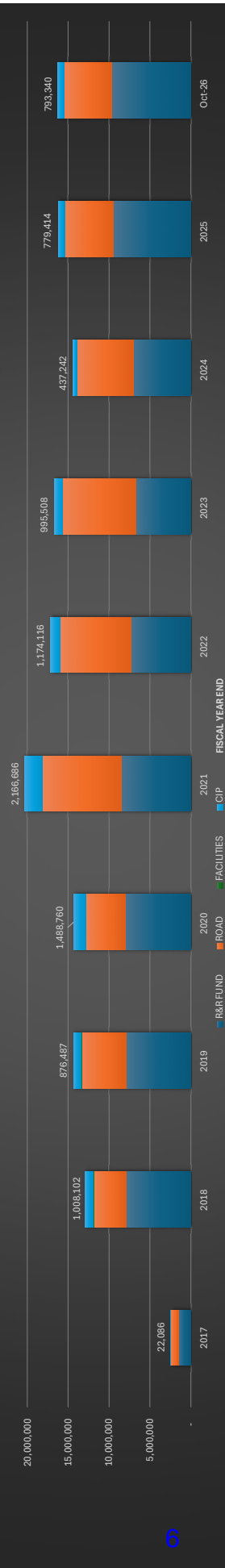


October 2025 YTD Expenses

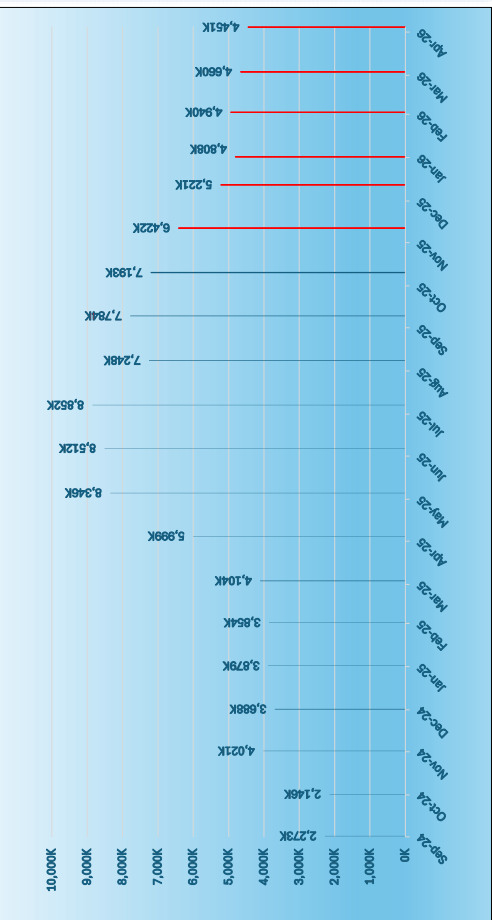
Actual to Budget	F/(U)
SALARIES & RELATED EXPENSES	\$157,840
OUTSIDE SERVICES	\$132,727
LAKE LEASE	\$295
UTILITIES	\$73,413
REPAIRS & MAINTENANCE	(\$40,266)
SUPPLIES	\$57,376
GENERAL & ADMINISTRATIVE	\$48,732
RENTAL EQUIPMENT	\$227
PROPERTY TAX	\$5,883
EVENTS	\$12,681
INCOME TAX	\$0
INSURANCE	\$32,321
LEGAL FEES	\$20,694
UNCOLLECTIBLE ASSESSMENTS	(\$62,689)
Total	\$439,235



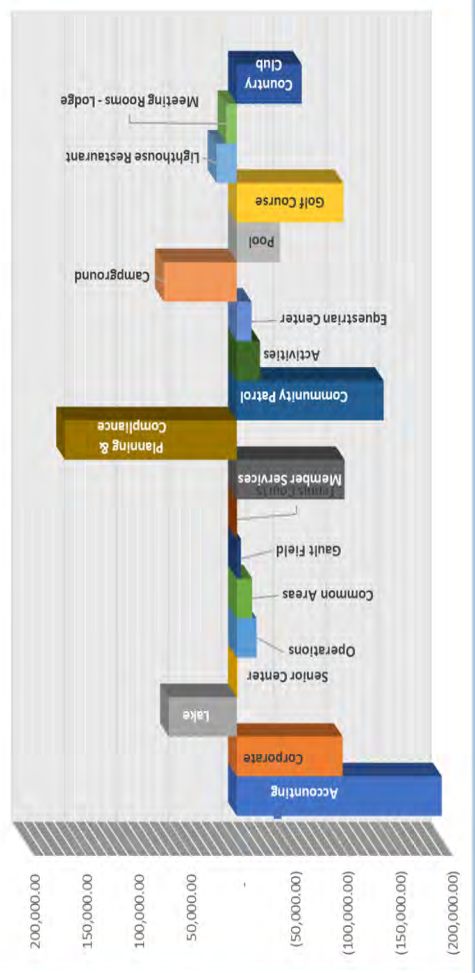
Fund Balances Summary



Operating Cash



October 2025 Actual to Budget (\$476,476)



Date: January 6, 2026

From: Andrea Moreno

APPROVAL: CLPOA Report of Executive Session

On behalf of the CLPOA Board of Directors, please see the Report of Executive Session for the Board Meeting held on Tuesday, January 6, 2026. 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 seven (7) 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: January 6th, 2026

To: Board of Directors

From: Accounting Department

Board Action/Resolution: Authorization of Liens

Background

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

Fiscal Impact

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

Recommendation

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

Assessor Parcel Number

1. 355-391-027
2. 355-044-010
3. 351-131-033
4. 355-103-043
5. 355-212-021
6. 355-212-019
7. 355-111-034
8. 351-131-019
9. 354-142-019
10. 351-131-021
11. 353-052-052
12. 355-053-021
13. 354-161-018
14. 355-173-001
15. 354-082-001
16. 351-131-029
17. 354-082-003
18. 354-152-034
19. 355-262-014
20. 354-132-038
21. 355-132-033
22. 355-231-032
23. 355-072-048
24. 355-183-015

Date: January 6, 2026

To: Board of Directors

From: Tiffany Cribbs, Director of Community Services

RE: 28 Day Reading for Rules & Regulations Review Committee Charter Revision

Background

The Rules & Regulations Review Committee has requested a revision to its committee charter to remove the alternate member position. The current charter provides for alternate participation; however, since the committee's formation, meeting attendance has remained consistently strong and the alternate position has not been utilized.

Based on actual operating experience, the committee believes the alternate role is unnecessary and that maintaining seven permanent members more accurately reflects the committee's needs.

Fiscal Impact

There is no fiscal impact associated with this charter revision.

Recommendation

It is recommended that the Board of Directors approve the revision to the Rules & Regulations Review Committee Charter to remove the alternate position and establish a committee structure consisting of seven (7) permanent members with no alternates.

Rules & Regulations Review Committee

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

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

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

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

RESPONSIBILITY

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

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

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

MEMBERSHIP

The Rules and Regulations Committee shall be composed of seven (7) members plus (in good standing) of the CLPOA. The chairperson shall be appointed by the BOARD to serve a three (3) year term. The additional committee members shall be appointed by the BOARD annually. Each appointment and term shall always be subject to change by the BOARD.

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

EX-OFFICIO MEMBERS

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

Date: January 6th, 2026

To: Board of Directors

From: Director of Operations – Steve Schneider

Board Action/Resolution: Reserve Funding for Equestrian Arena Footing

Background

The Equestrian Center has three arenas, two for riding and one for turn-out purposes with an additional round pen. All arenas and the round pen need new arena footing.

The Equestrian Work Group Board met with our arena vendor, Triple Crown Arenas, for their recommendations and guidance on the best solution for new arena footing. They recommended Athletex textile footing made from a combination of textiles and fibers which works great for jumping, dressage and pleasure riding.

This product also absorbs a higher amount of moisture which helps with dust control. However, for best efficiency and maintenance Triple Crown also recommends dragging and watering the arena daily. Even though the POA installed an automatic watering system last year, daily dragging will be a challenge with our current staffing and workload, so the work group has volunteered to assist with the arena dragging. To achieve this, it has been requested by the work group that the POA purchase a utility vehicle and an arena groomer that can be pulled by the utility vehicle.

Fiscal Impact

\$200,130 plus a 5% contingency from Reserves for the arena footing and \$20,000 plus a 5% contingency from CIP for a utility vehicle and new groomer.

Recommendation

Staff requests that the Board of Directors approve the funding of \$200,130 plus a 5% contingency from the Repair & Replacement Reserve Fund, 02-6700 and \$20,000 plus a 5% contingency from the CIP fund 05-6700.

Steve Schneider

Steve Schneider, CCAM-LS, CMCA
Director of Operations



COMMUNITY SERVICES REPORT

December 2025

DIRECTOR'S MESSAGE

Tiffany Cribbs, Director of Community Services

Our Community Services departments remain focused on service, engagement, and efficiency as we move through the winter season. While several committees were dark in December, teams continued prioritizing responsive member support, consistent communication, and preparation for upcoming community initiatives. All departments also completed the first round of budget development, ensuring we remain aligned with operational needs and long-term planning.

Communications

The Communications team continued supporting community engagement through event promotions, restaurant specials, and seasonal messaging, while also maintaining strong momentum in digital outreach across social media and email platforms. Ongoing efforts to improve website accessibility and enhance tools for tracking engagement metrics remain a priority as we enter the new year.

Member Services

Member Services maintained steady support for members through in-person, phone, and online interactions, while continuing to strengthen and expand online processes and digital forms. Feedback from the customer survey program remains consistently positive and reflects strong service delivery and resolution outcomes.

Recreation

Recreation continued coordinating facility use and supporting community functions, while shifting operations into the winter schedule. With the pool now closed for the season, focus has transitioned toward planning and preparation for spring reopening and upcoming community events. Although committees were dark in December, staff continued supporting club needs, facility scheduling, and internal planning efforts moving into 2026.

COMMUNICATION REPORT

Goals & Campaigns – December 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**
 - Lions Club Canned Soup Drive
 - Tennis Club Mixed Doubles Championship Tournament
 - Little League Baseball Season Registration
- **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*
 - Weekly Live Music
 - Live Band Karaoke with Lifetime Rocker
 - Line Dancing at Country Club
 - Comedy Night with Frank & Friends
 - Cocktails & Karaoke
 - Happy Hour Mondays
 - Sunday Brunch
 - Monthly Social Media Contest
- **Golf Promotions**
 - Golf Annual Membership Campaign
 - Golf Daily Play Promotion (Canyon Lake residents only)

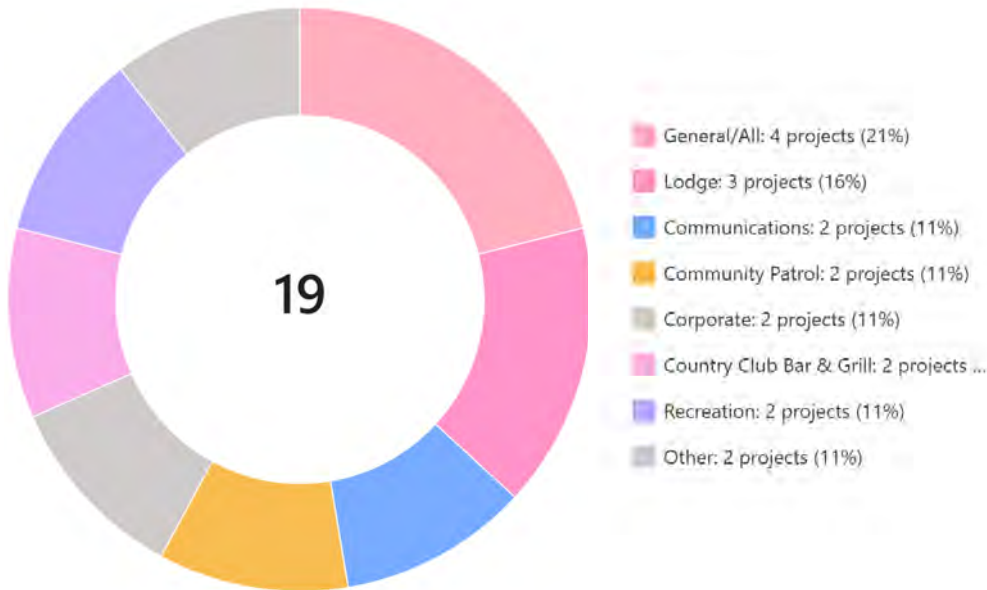
COMMUNICATION REPORT

KPI Dashboard – December 2025

ACTIVE CAMPAIGNS

December 2025

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



HIGHLIGHTS

435

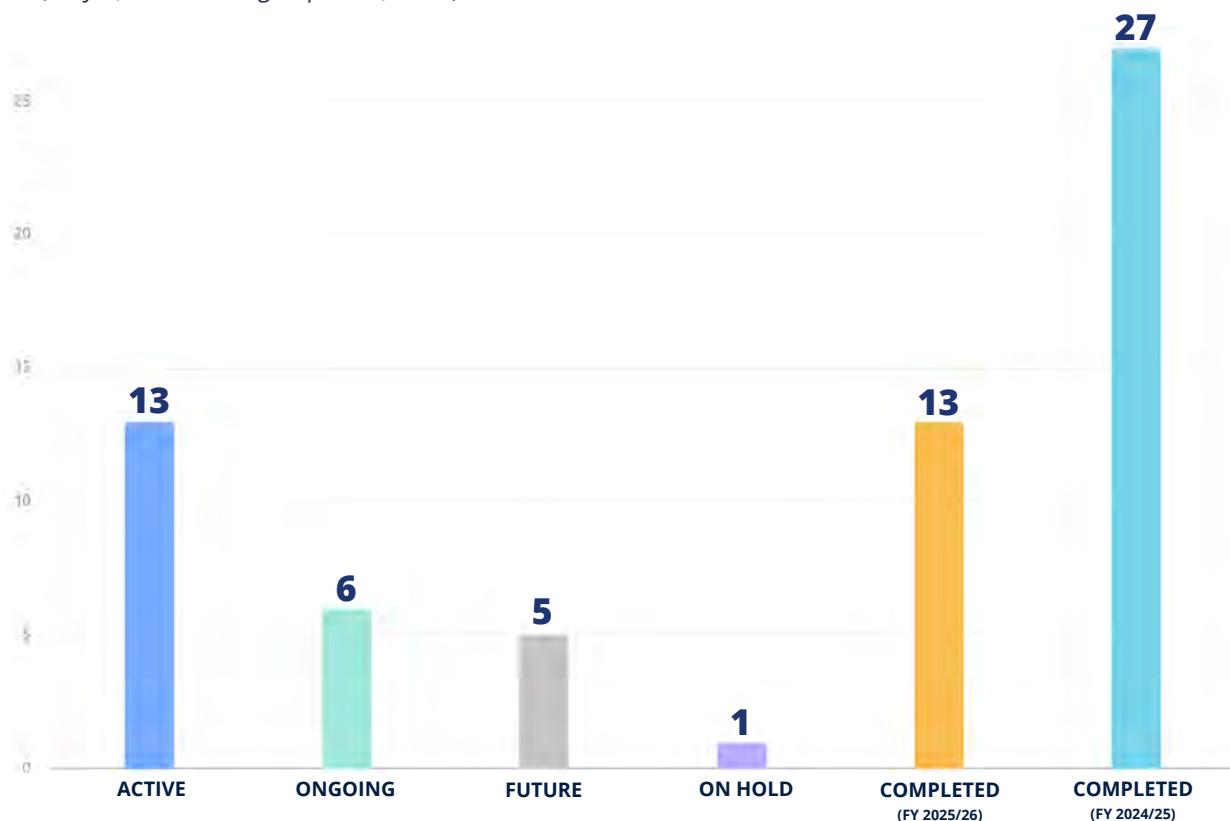
tasks completed
in December 2025

41

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

December 2025

Community Promotions

CANYON LAKE
PROPERTY OWNERS ASSOCIATION

Toy Drive & Christmas Parade

Sunday, December 7

PARADE STARTS AT 5 P.M. | AWARDS AT 6 P.M.
FOOD TRUCKS & ACTIVITIES AT 4 P.M. AT EASTPORT

JOIN THE PARADE, ALL CARTS WELCOME!!!
WWW.CLPOA.COM/TOYDRIVE

CANYON LAKE WOMEN'S CLUB

Holiday Home Tour

Welcome to
WHOVILLE
Est. 1957

DECEMBER 6TH, 2025
9 AM – 4 PM
CANYON LAKE LODGE
HOLIDAY BAY ROOM

CHECK IN BETWEEN 9-10 AM
DON'T FORGET YOUR MAP!

VENDOR HOURS: 9 AM – 4 PM
HOMES OPEN: 10 AM – 2 PM
TREE DRAWING: 3 PM

COMPLIMENTARY REFRESHMENTS PROVIDED

\$20 PER TICKET

TICKETS AVAILABLE ON 11/19 AT THE POA OFFICE AND PACK WRAP AND POST

Bring Your Favorite Beverage

Holiday PARTY

December 12, 2025
Doors Open at 5 PM

Dinner and Music at the Canyon Lake Senior Center

RSVP to the CLPOA
Seating is Limited

Canyon Lake Choraleers

Canyon Lake Yacht Club's
- 43rd Annual -

Parade of Lights

Merry & Bright
DECEMBER 13

BOAT PARADE STARTS AT 5:30 P.M.
FROM EASTPORT LAUNCH RAMP
www.clpoa.com/paradeoflights

Join Canyon Lake Yacht Club at Holiday Harbor Park from 6:30 p.m. to 10 p.m., for snacks and up-close boat views!

Canyon Lake CHORALEERS
SOZO JAZZ BAND
Holiday Concert

SWING INTO CHRISTMAS

DECEMBER 14TH AT 3 PM

\$25 / \$35
PurplePass.com
CLPOA
Choraleer Members
CANYONLAKECHORALEERS.ORG

LAKE EDUCATION ARTICLE

ALUM TREATMENTS

This article explains how alum treatments reduce phosphorus in Canyon Lake, improving water clarity and helping prevent harmful algae blooms as part of a long-term lake health strategy.

Alum Treatments

Read this article on our website
WWW.CLPOA.COM/ALUM-TREATMENTS

CANYON LAKE
@canyonlakepoa

Restaurant Promotions

CANYON LAKE COUNTRY CLUB BAR & GRILL
CANYON LAKE CHAMBER OF COMMERCE AND TRUSTED BUSINESS PARTNERS

WINTER SOLSTICE YEAR-END HOLIDAY PARTY

DECEMBER 21 | 4 P.M. – 7:30 P.M.

FOOD & DRINK SPECIALS
FEAT. 17-PIECE JAZZ ORCHESTRA PERFORMANCE!

CALL 951.246.1773 OR BOOK ONLINE AT
WWW.CANYONLAKECOUNTRYCLUB.COM/RESERVATIONS

CANYON LAKE COUNTRY CLUB BAR & GRILL

NEW YEAR'S EVE DINNER SERVICE

- FILET & SHRIMP SCAMPI DINNER SPECIAL FOR \$42
- BLUEBERRY COCONUT MARTINI FOR \$10
- LIVE MUSIC BY RAFFIA

THE COUNTRY CLUB BAR & GRILL WILL CLOSE AT 10 PM.

CANYON LAKE
@canyonlakecountryclub

CANYON LAKE LODGE PRESENTS

2026 NEW YEAR'S EVE

Diamonds & Sapphires

DECEMBER 31, 2025 | 7 P.M. TO 12:30 A.M.

\$99 GENERAL ADMISSION

TWO MEAT CARVING STATIONS, SEAFOOD TOWER, APPETIZERS, LOBSTER MAC & CHEESE, SALADS, DESSERTS, & MORE | PARTY FAVORS
CHAMPAGNE TOWERS | LIVE MUSIC BY BEACH VIBE BAND

BUY YOUR TICKETS NOW AT
WWW.CLPOA.COM/NYE

FOR CANYON LAKE RESIDENTS AND THEIR GUESTS

CANYON LAKE LODGE

BRUNCH with Santa

SUNDAY, DECEMBER 21 | 10 A.M. – 2 P.M.

ADULTS: \$60 | KIDS (4-12): \$25
SENIORS (65+): \$30
Kids 3 and younger free with each paid adult
Champagne bottle for \$27

Omelet and carving stations, eggs benedict, french toast, waffles, prime rib selection, fresh seafood, full salad bar, assorted desserts, a kid's fun station and more!

Reservations Required
www.thecanyonlakeridge.com

Don't forget to bring a camera!

20% server charge will be added to all parties.

COMMUNICATION REPORT

Website Highlights – December 2025

Website Analytics Highlights



Top 15 Visited Website Pages

<input type="checkbox"/>	Page title and screen class +	↓ Views	Active users	Views per active user	Average engagement time per active user	Event count All events
<input type="checkbox"/>	Total	42,302 100% of total	14,266 100% of total	2.97 Avg 0%	59s Avg 0%	103,661 100% of total
<input type="checkbox"/>	1 Canyon Lake POA Community, Recreation & Events in Canyon Lake, CA - Canyon Lake POA	4,220 (9.98%)	2,124 (14.89%)	1.99	24s	11,253 (10.86%)
<input type="checkbox"/>	2 Login - Canyon Lake POA	3,862 (9.13%)	1,763 (12.36%)	2.19	35s	9,138 (8.82%)
<input type="checkbox"/>	3 Home - Canyon Lake POA	2,945 (6.96%)	2,008 (14.08%)	1.47	22s	9,317 (8.99%)
<input type="checkbox"/>	4 Pickleball - Canyon Lake POA	2,224 (5.26%)	271 (1.9%)	8.21	1m 34s	4,554 (4.39%)
<input type="checkbox"/>	5 Events Reservation - Canyon Lake POA	1,727 (4.08%)	1,071 (7.51%)	1.61	17s	4,263 (4.11%)
<input type="checkbox"/>	6 Status - Canyon Lake POA	1,360 (3.21%)	1,308 (9.17%)	1.04	2s	4,644 (4.48%)
<input type="checkbox"/>	7 Canyon Lake Lodge - The Canyon Lake Lodge	1,314 (3.11%)	860 (6.03%)	1.53	22s	3,838 (3.7%)
<input type="checkbox"/>	8 Parade of Lights - Canyon Lake POA	1,254 (2.96%)	746 (5.23%)	1.68	37s	3,232 (3.12%)
<input type="checkbox"/>	9 My Info - Canyon Lake POA	1,146 (2.71%)	639 (4.48%)	1.79	45s	2,288 (2.21%)
<input type="checkbox"/>	10 Make Payment - Canyon Lake POA	1,077 (2.55%)	581 (4.07%)	1.85	1m 37s	2,006 (1.94%)
<input type="checkbox"/>	11 Events - Canyon Lake POA	1,012 (2.39%)	622 (4.36%)	1.63	27s	2,291 (2.21%)
<input type="checkbox"/>	12 Book Golf Tee Time - Canyon Lake POA	899 (2.13%)	169 (1.18%)	5.32	4m 35s	1,728 (1.67%)
<input type="checkbox"/>	13 Toy Drive & Christmas Parade - Canyon Lake POA	714 (1.69%)	422 (2.96%)	1.69	24s	1,630 (1.57%)
<input type="checkbox"/>	14 Happy Camp - Canyon Lake POA	682 (1.61%)	381 (2.67%)	1.79	1m 08s	1,911 (1.84%)
<input type="checkbox"/>	15 Reservations - The Canyon Lake Lodge	682 (1.61%)	515 (3.61%)	1.32	4s	1,730 (1.67%)

COMMUNICATION REPORT

Social Media Highlights – December 2025

PERFORMANCE SUMMARY

26,311

Followers
Total

444

Published
Posts

382,073

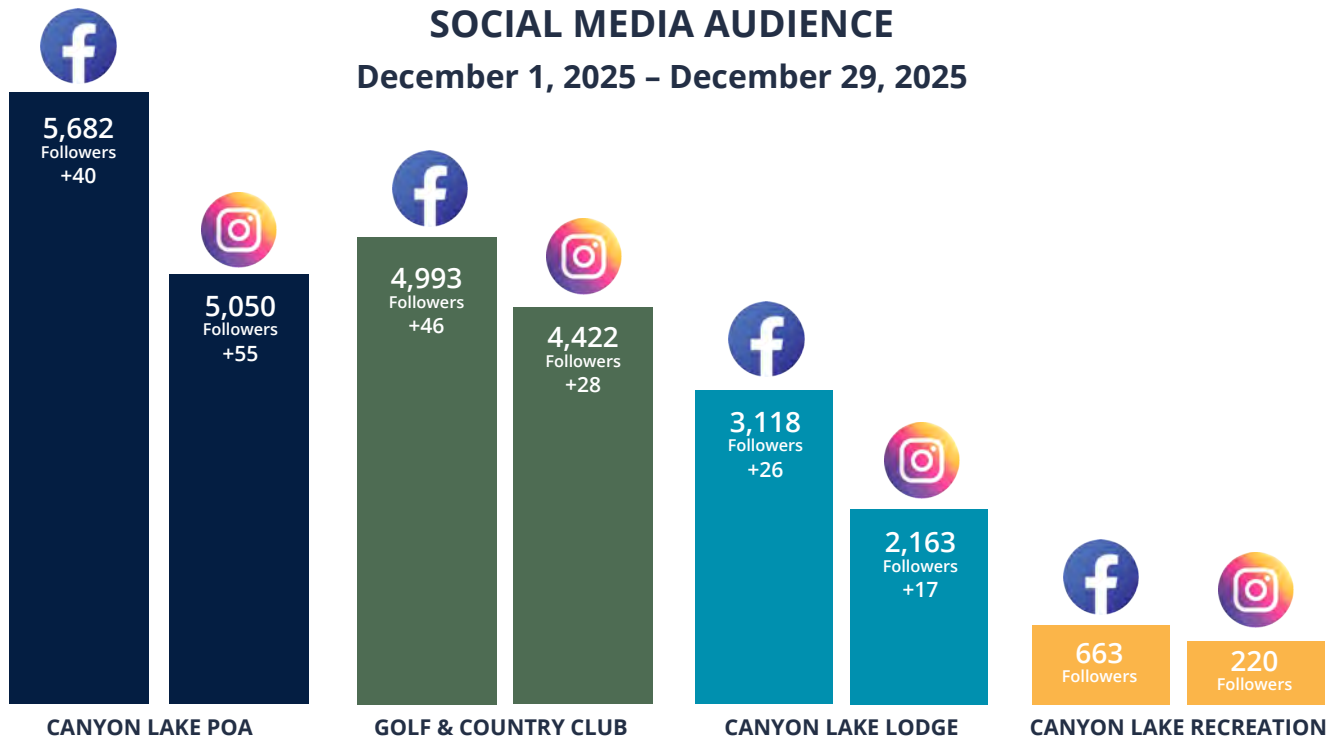
Page
Impressions

343,072

Post
Impressions

SOCIAL MEDIA AUDIENCE

December 1, 2025 – December 29, 2025



PROFILE SUMMARY

Profile	Followers	Growth	Posts	Engagment	Reach	Impressions
Canyon Lake POA Facebook	5,682	40	110	4,801	49,407	59,054
Canyon Lake POA Instagram	5,050	55	124	1,335	66,944	134,798
Golf & Country Club Facebook	4,993	46	41	3,266	22,329	28,938
Golf & Country Club Instagram	4,422	28	51	282	17,030	30,628
Canyon Lake Lodge Facebook	3,118	26	17	2,046	18,635	34,515
Canyon Lake Lodge Instagram	2,163	17	27	117	6,679	11,016
Canyon Lake Recreation Facebook	663	3	37	30	850	955
Canyon Lake Recreation Instagram	220	1	37	17	1,500	2,521

COMMUNICATION REPORT

Email Highlights – December 2025

EMAIL DASHBOARD – DECEMBER 2025

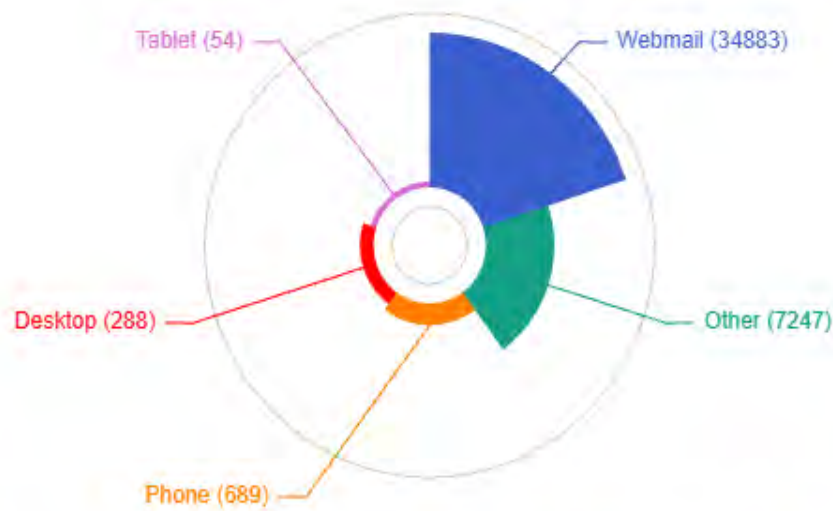
58161
DELIVERED



16618
UNIQUE OPENS



TOP DEVICE OPENS DECEMBER 2025



Webmail (34883) Other (7247) Phone (689) Desktop (288) Tablet (54)

DELIVERY BY EMAIL CLIENT DECEMBER 2025

Gmail (26826)
Yahoo (17965)
Microsoft Outlook (5611)
Microsoft 365 (2098)
Apple iCloud (1923)
Remaining (3768)



MEMBER SERVICES REPORT

Goals & Campaigns – December 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.
 - Implementing new digital tools in office for more efficient 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

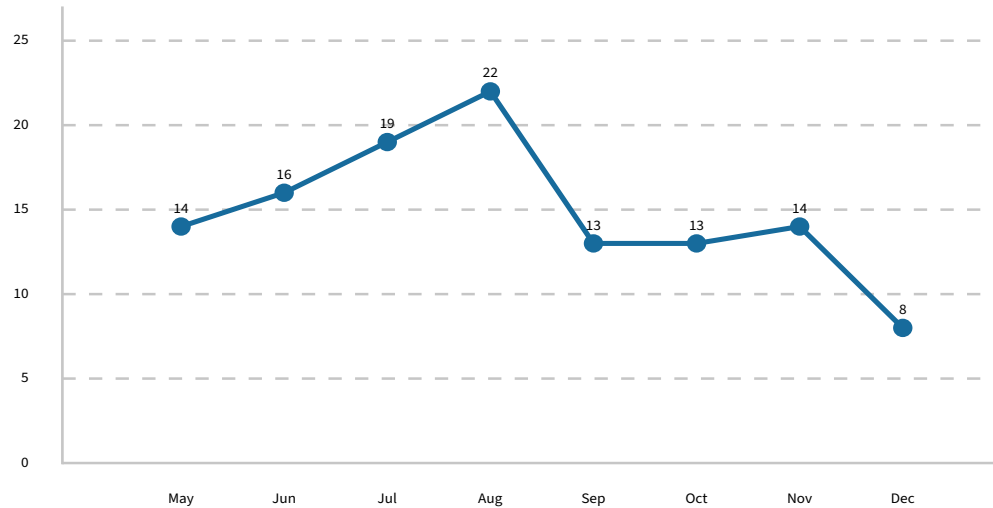
MEMBER SERVICES REPORT

KPI Dashboard – December 2025

NEW HOMEOWNERS

December 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

15,998

Memberships in
December 2025

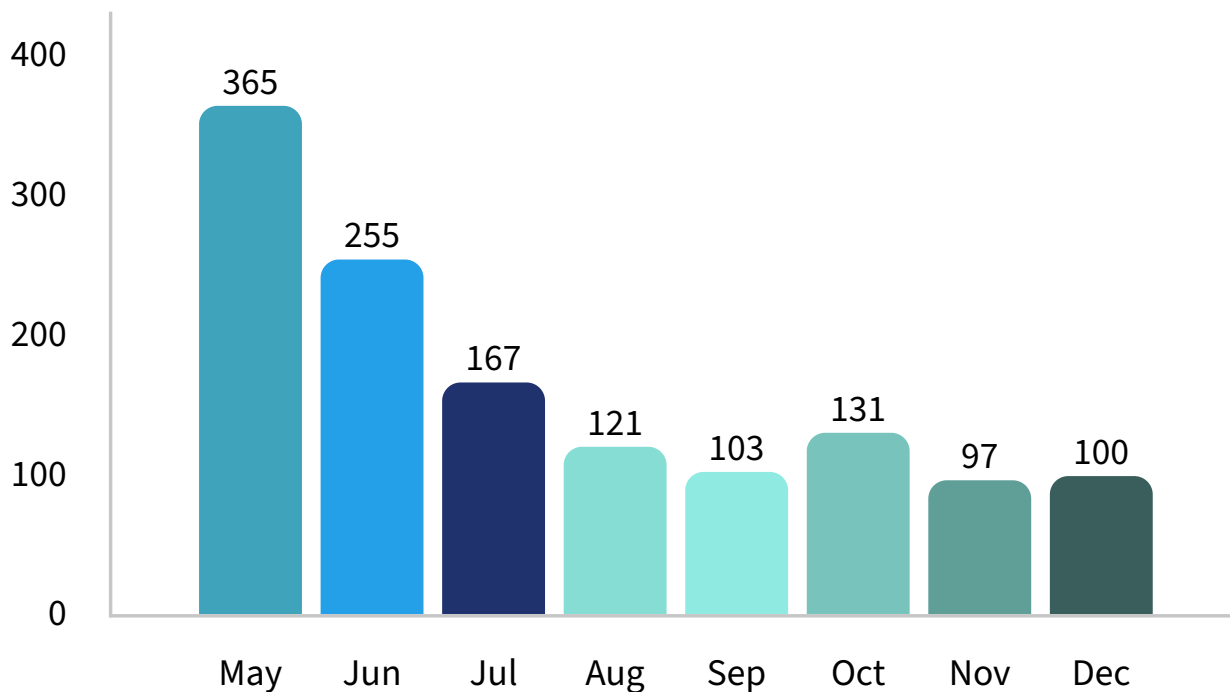
1,710

Tenants
December 2025

NEW MEMBERSHIPS

December 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 – December 2025

MEMBER SERVICES ACTIVITY

75

Member Office Visits

180

Decals Processed

2.47%

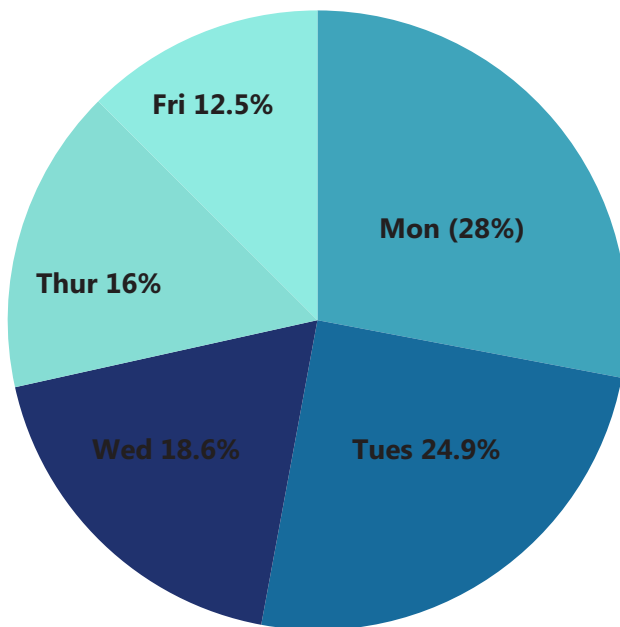
In Person Support

97.5%

Phone/Online Support

MEMBER VISITS BY DAY TO MEMBER SERVICES

December 2025



MEMBER SUPPORT

3,036

(+2,169 Nov)

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

1,521

(+10 Nov)

Members signed up for email communication

MEMBER EXPERIENCE FEEDBACK

December 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 – December 2025

DECAL OVERVIEW - DEC 2025

141 (+37 Nov)

Vehicle Decals
Issued

16 (+6 Nov)

Golf Cart Decals
Issued

13 (+2 Nov)

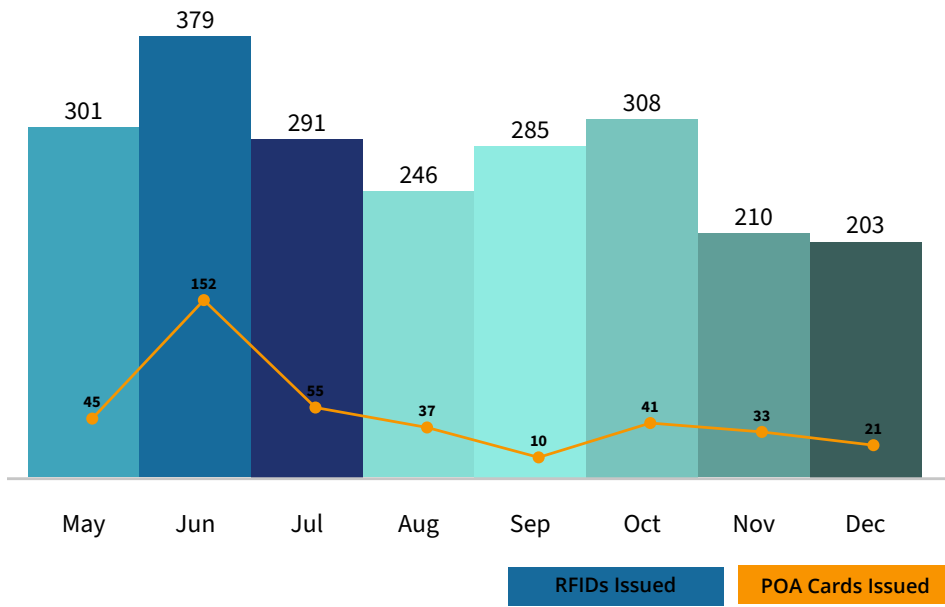
E-Bike Decals
Issued

10 (+5 Nov)

Boat Decals
Issued

RFIDS & POA CARDS ISSUED

December 2025



GO ACCESS HIGHLIGHTS

79%

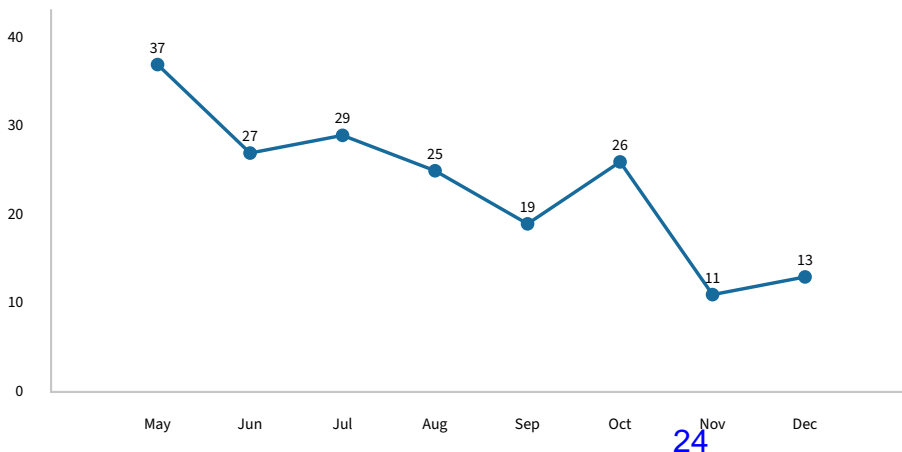
Members migrated
to GoAccess.

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

1,149

as of December 30, 2025

RECREATION REPORT

Goals & Campaigns – December 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:

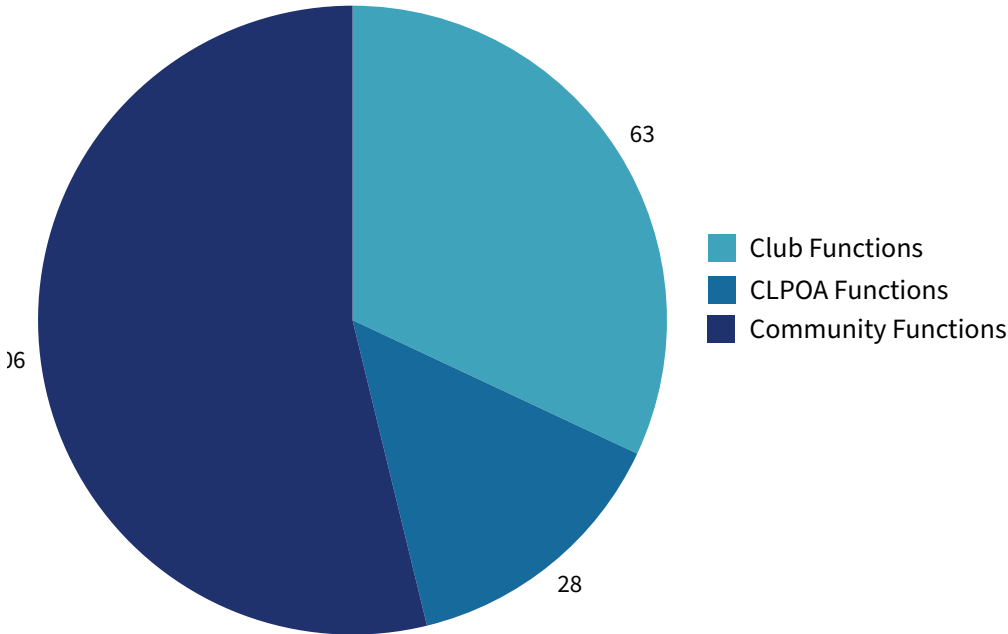
- **Event Coordination**
 - Concerts at the Lodge
 - The Marshall Tucker Band
 - The Romantics
 - Event Sponsorships
 - Club Support
- **Department Projects**
 - Club resanctioning and calendar request process underway
 - Coordinating club event support with Patrol, Recreation, and Operations year-round
 - Managing Community Bench Program
- **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:
 - Pool closed for season, reopening in March 2026.
 - Senior Center:
 - Monthly Potluck on Sunday, January 25
 - Lions Club Bingo first and third Sundays

RECREATION REPORT

KPI Dashboard – December 2025

TYPES OF FUNCTIONS

December 2025



HIGHLIGHTS

197

functions scheduled
in December 2025

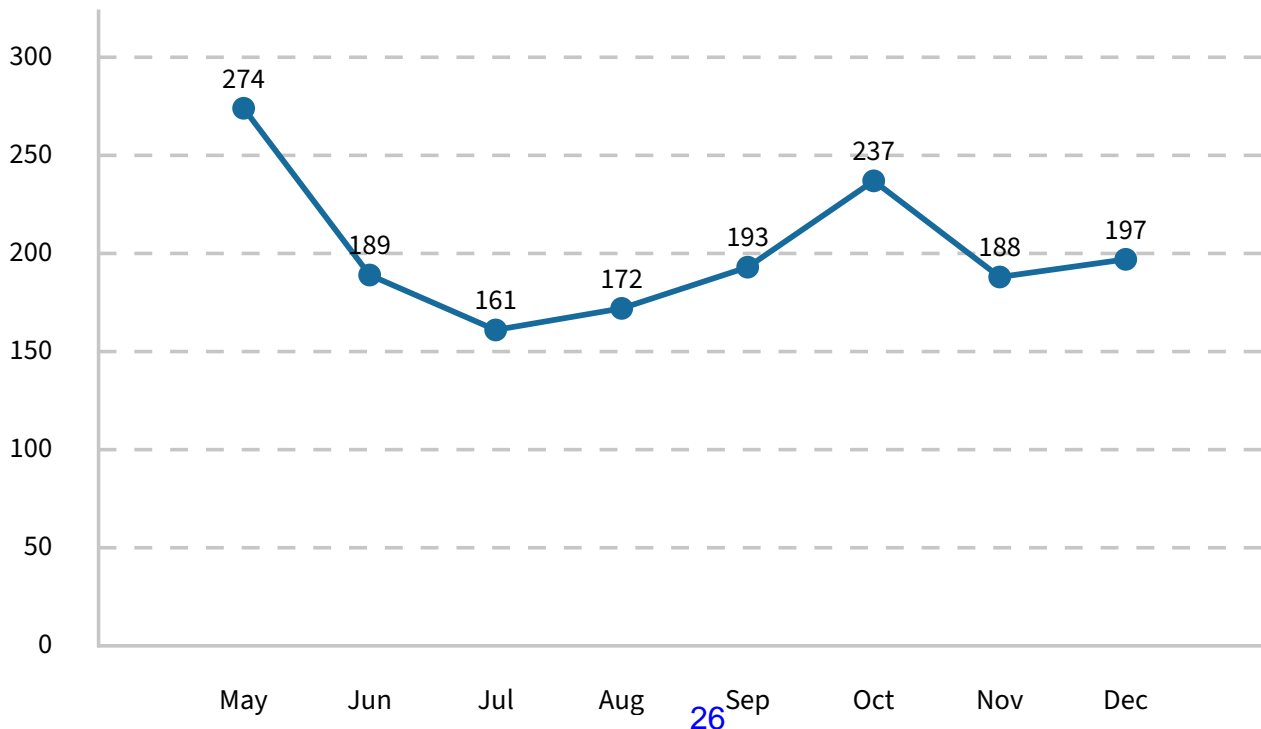
63

club functions
in December 2025

COMMUNITY FUNCTIONS

December 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

Community Events: Save The Date For These Upcoming Events!

JANUARY 2026

Jan 4 Lion's Club Bingo at Senior Center

Jan 10 Car Club's Cars & Coffee

Jan 18 Lion's Club Bingo at Senior Center

Jan 25 Senior Center Potluck

FEBRUARY 2026

Feb 1 Lion's Club Bingo at Senior Center

Feb 7 Canyon Lake Woman's Club Cooking Class

Feb 10 Canyon Lake Women's Golf Club Valentine's Tournament

Feb 15 Lion's Club Bingo at Senior Center

Feb 21 Junior Women's Club's Pickleball Tournament
Concerts at the Lodge: Marshall Tucker Band

Feb 22 Senior Center Potluck

Feb 26 Yacht Club's First Quarter Picnic

COMMUNITY PATROL REPORT

November 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	September		October		November	
	Calls for Service	Cites	Calls for Service	Cites	Calls for Service	Cites
Parking	28	51	17	35	17	27
Unauthorized Entry	25	3	30	6	28	3
Noise	21	3	24	1	26	6

E-Bike Violations	September	October	November
GR.5.2b- E-bike registration	9	1	0
GR.5.2e- Passengers	6	2	2
GR.5.2f- Reckless Behavior	9	0	1
GR.5.2g- Pedals	4	0	0
GR.5.2h- Failure to Yield	1	0	0
GR.5.2i- Designated Areas	5	0	0

Additional Information

	September	October	November
Total Calls for Service	319	238	165

Call for Service – Unable to Locate	53	42	72
Guest Citations	97	59	72
Service Provider Citations	4	0	1
Member Citations	192	80	111
Warning Citations	45	43	37
Vandalism	6	4	0
Property Damage	47	29	14
Prohibited Vehicles	10	6	2
Misc. Violations	44	56	37
School Bus Enforcement	7	1	2
Speeding	29	50	22
Failure to stop at a stop sign	54	22	23

Gate Entry Statistics

	September	October	November
Confiscated Guest Passes	53	90	50
Misuse of Access Identification	28	12	19

Two Guest Lane Entry Protocol*

	September	October	November
Total time in minutes	35	105	45
• Main Gate	35	98	45
• East Gate	0	7	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.

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

December 2025
 (11/24 -12/28)

Marine Patrol’s primary functions are to provide the community with services that include Quagga Mussel and boat safety inspections, Rules and Regulations compliance, and incident observation and reporting to the Association. In the table below, the “Calls for Service” column reflects the number of calls made by community members based on the violation type.

Citations Issued

CITATION		OCTOBER	NOVEMBER	DECEMBER
LM.2.5	Expired/No Reg (State)	6	1	5
LM.2.6	Expired/No Reg (CLPOA)	0	1	0
LM.2.7	Expired/No Reg at a dock or lift	24	1	28
LM.6.7	Excessive Wake in NO wake zone	1	0	0
LM.7.3	Reckless behavior while operating a motorized boat	0	0	0
LM.9.11	Plowing	0	0	0
GR.2.18a	Loud Noise	0	0	0
GR.4.4	Fishing License	0	2	0
LM.6.9	Failure to present CA Boater Card	0	1	0
	Other	2		0
TOTAL		33	6	33

Warnings Issued

WARNING		OCTOBER		NOVEMBER		DECEMBER	
		VERBAL	WRITTEN	VERBAL	WRITTEN	VERBAL	WRITTEN
LM.2.5	Expired/No Reg (State)	0	0	0	0	0	0
LM.2.6	Expired/No Reg (CLPOA)	0	0	1	0	2	0
LM.2.7	Expired/No Reg at a dock or lift	0	0	0	0	0	0
LM.6.7	Excessive Wake in NO wake zone	13	0	7	0	6	0
LM.7.3	Reckless behavior while operating a motorized boat	0	1	1	1	0	0
LM.9.11	Plowing	5	0	2	0	0	0
GR.2.18a	Loud Noise	0	0	0	0	0	0
GR.4.4	Fishing License	0	0	0	0	1	0
LM.6.9	Failure to present CA Boater Card	0	0	0	0	0	0
	Other	8	0	2	0	4	1
TOTAL		26	1	13	1	13	1

Additional Information

	OCTOBER	NOVEMBER	DECEMBER
Total Calls for Service	74	48	42
Boat Safety Inspections	16	4	11
Boat Tow (Out of Fuel/Mechanical)	5	2	6
Boat Tow (Adrift)	1	0	1
Battery Assist	2	2	3
P&C Inspector Escort Hours	12.5	12	7.75
Fish & Game/Other Escort Hours	15	0	14
Fishing License Checks	0	6	11
Quagga Inspection	31	10	12
White Tag Applied	18	10	11
Quarantine Tag Applied	0	1	0
Debris/Other Retrieval & Disposal	47	15	16
Days @ Yellow Flag *RED	0	6*	0

Boat Operating Hours

	Start Hrs	End Hrs	OCTOBER	NOVEMBER	DECEMBER
Boat 1	4448.6	4561.9	90.7	75.7	113.3
Boat 2	3610.4	3723.6	122.2	84.9	113.2
Boat 3	1306.4	1306.6	2.7	5	0.2
Boat 4	2233.3	2233	16.7	8.6	0
TOTAL			232.3	174.2	226.7

Boat Operating Hours & Percentage by Location

	OCTOBER		NOVEMBER		DECEMBER	
	Hours	%	Hours	%	Hours	%
Main Lake	135	58.1	103.1	59.1	131	57.8
East Bay	94.6	40.7	68.2	39.1	95.5	42.1
North Ski	2.7	1.2	5	2.9	0.2	0.1

Incident Report Summary

	OCTOBER	NOVEMBER	DECEMBER
Reports	0	0	2

Incident Report Details

Location	Incident Description
11/29 Rental Docks	Sinking vessel secured/Spill contained/Salvaged
12/25 Rental Docks	Sinking vessel secured/Spill contained/Salvaged TBT
12/28 Main Lake	Call for Service - Temporarily secured detached private dock

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

Date: 1/6/26

To: Board of Directors

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

Total current items monitored by department **1747** which include permit due dates, violations, extension, and escrow inspections, last month **1829**.

Permit Breakdown

1. **953** Open permit – down
 - a. **41** - new home– down
 - b. **14** - Additions – no change
 - c. **17** – ADU/JADU – up
 - d. **101** - lakeside permits - up
 - e. **71** - solar panel permits - down
 - f. **37** - fence permits – down
 - g. **30** - pool permits – no change
 - h. **12** - dumpster/pod permits – up
 - i. **266** – Same Day Permits - down
 - j. **364** - Improvements (multiple types) – down

Violation/Escrow Breakdown

1. **716** Open violations – down
2. **41** Open escrows – up

ACC Committee Overview

1. Total of **194** items reviewed – down
2. Total of **132** permits approved - up

Items reviewed – Permit Breakdown

1. New Home Reviewed/Permit (**0**)
2. Additions – (**1**)
3. ADU/JADU (**0**)
4. Grading Permit (**0**)
5. Improvements (**61**)
6. Lakeside Improvement (**16**)
7. Recorded Variance (**9**)
8. Rejected Applications (**15**)
9. Re-Submittal's (**2**)
10. Permit issued same day (Over the counter) (**43**)
11. Preliminary Applications (**1**)

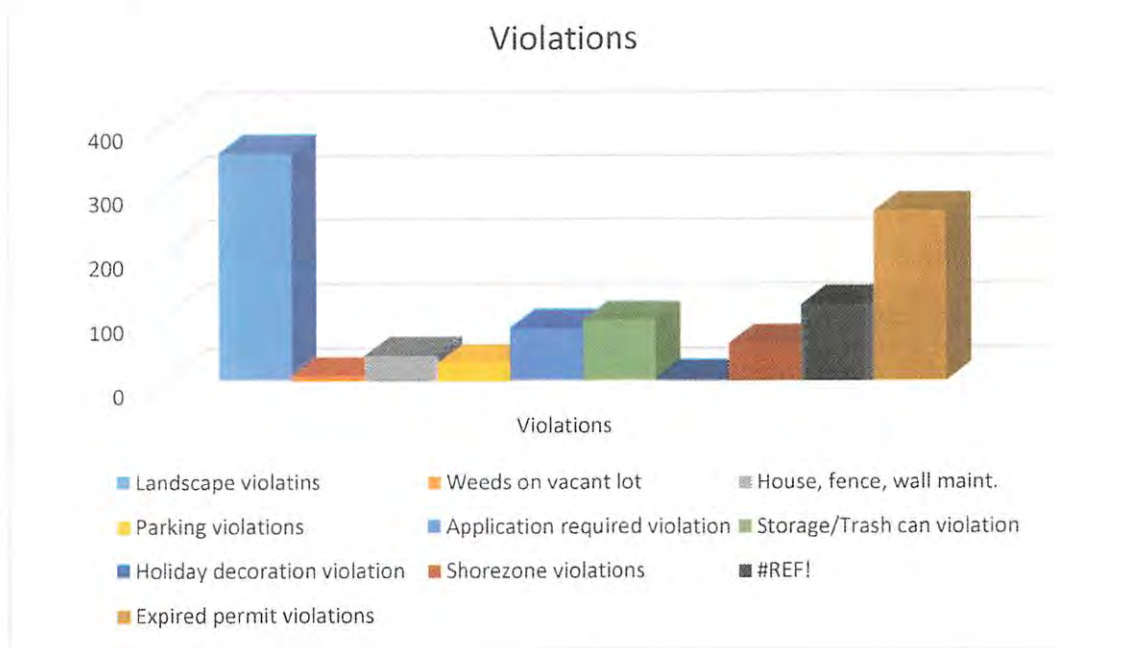
Member Complaints

1. **15** Complaints investigated (**2** months)
2. **5** already written.

Letter - Compliance

1. **208** - compliances
2. **144** 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 Oct/Nov</u>	<u>Submitted</u>	<u>Rejected</u>	<u>Approved</u>	<u>%</u>
• September 4	22	2	20	91%
• September 11	23	2	21	95%
• September 18	22	1	21	95%
• September 25	41	4	37	90%
• October 2	42	4	38	90%
• October 9	37	3	35	92%
• October 16	35	6	29	83%
• October 23	33	8	25	76%
• October 30	28	2	26	93%
• November 6	27	4	23	85%
• November 13	32	4	28	88%
• November 20	47	3	44	94%
• December 4	42	2	40	95%
• December 11	51	10	41	80%
• December 18	56	3	53	95%

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 December. Refer to attached reports for additional information.

OPERATIONS DEPARTMENT

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

Developing Projects

- **Paving Project Year Three** – Work on this phase of the project is nearing completion.
- **Gault Field Maintenance Project** – Clay leveling has been completed.
- **Gault Field Restroom Building Flooring** – The flooring was successfully upgraded, improving overall aesthetics.
- **Motorcycle Parking at Main Gate** – Gate operator and correlated card reader are being scheduled for installation.
- **Artificial Turf Lawn at Lighthouse Restaurant** – Plans to install turf on the front lawn of the Lodge.

Functions with Staff Assistance

- Operations staff provided support with the setup and breakdown for multiple club and POA events across various community locations, including the Coldwell Banker event, Men's Golf event, Choraleers practice sessions, and Donuts with Santa.
- 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** – The vandalism reports included reflect incidents from the previous month (November). The vandalism report for the current month is still in progress. Vandalism remains a serious issue throughout the community; residents who witness any such activity are encouraged to 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 Promotions** – Play your first round of golf at the Canyon Lake Golf & Country Club for FREE! This offer is valid for new customers only and only one person per tract and lot.

Parks and Beaches

- **Gault Field** – Overseeding underway, fields set to reopen on January 12th.

Regulatory / Compliance

- **South Coast AQMD / Happy Camp** – Western Pump completed their annual Weights & Measures inspection of the Happy Camp fuel systems for South Coast AQMD.

Safety / Training

- **GHS / SDS Right to Know in the Workplace** – This month's safety meeting was conducted by Chuck Hippensteil of the Safety Compliance Company and focused on GHS/SDS Right-to-Know training, including how to identify hazardous chemicals, understand Safety Data Sheets, and follow proper safety procedures to ensure a safe work environment.
- **Chemical Safety in the Workplace** – Staff were trained to follow proper chemical safety procedures, use required PPE, and check equipment to prevent injuries.
- **Electrical Panel Safety in the Workplace** – Staff received training to build the knowledge and skills needed to work safely with electrical panels, emphasizing the identification of electrical hazards, proper lockout/tagout procedures, and precautions to prevent shock or other injuries while maintaining safe practices at all times.

EQUESTRIAN CENTER

- No major issues to report this month.

HAPPY CAMP CAMPGROUND

- No major issues to report this month.

COMMITTEES / WORK GROUPS

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

Green Committee: The Green Committee met on December 11th, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Green Committee:

- Golf Course Inspection: Tuesday, January 6th, 2026, at 9:00am.

The Green Committee meets on the 2nd Thursday of the month in the Magnolia Room at the Country Club. The next meeting scheduled is on January 8th, 2025, at 1:00pm.

Facilities Planning Committee (FPC): The Facilities Planning Committee met on November 13th, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Facilities Planning Committee:

- FPC to be scheduled as an AD HOC Committee

Lake Advocacy Committee: The Lake Advocacy Committee met on November 20th, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the Lake Advocacy Committee:

- Copper Treatment
- Reviewing Water Testing & Monitoring Practices
- LAC Member Training
- December Meeting Postponed to January 2026

The Lake Advocacy Committee meets on the 4th Thursday of the month in the Magnolia Room at the Country Club. The next meeting scheduled is on January 22nd, 2026, at 3:00pm.

Equestrian Work Group (EWG): The Equestrian Work Group met on December 16th, 2025, in the Magnolia Room at the Country Club. The following agenda items were addressed by the EWG Group:

- Plants on Property, Footing for the Arenas, Dragging Schedules, Space for Storage, Hay, Bedding

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 January 20th, 2026, at 4:00pm.

Tuesday Work Group (TWG): The Tuesday Work Group met on November 25th, 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 January 27th, 2026, at 1:00pm.

DIRECTOR'S MESSAGE

As we begin the new year, we take a moment to recognize a year marked by continued progress, teamwork, and dedication to our community. Throughout the year, staff and volunteers worked diligently to maintain our facilities, support community activities, and move forward with long-term improvements. These efforts have created a strong foundation for the future, and we look forward to launching new projects and initiatives that will further enhance our amenities, safety, and overall quality of life in the year ahead.



Presented By: *Steve Schneider, Director of Operations*

VANDALISM REPORT
November 2025

W.O. #	I.R. #	DATE	LOCATION	WORK REQUESTED	MATERIAL COST	HRS	TOTAL	MATERIAL USED
335793	4372211	8/4/2025	LAKE	WELD WIRE MESH ON THE GATE TO RENTAL DOCKS	\$10.74	2.00	\$120.74	WIRE
335899	4398888	8/13/2025	COMMON AREA	CLEAN-UP GLASS IN THE STREET ON CANYON LAKE DR SOUTH	\$0.00	0.50	\$27.50	LABOR TIME ONLY
N/A	N/A	8/27/2025	COMMON AREA / HOLIDAY HARBOR	FIX TIRE TRACKS IN UPPER TURF	\$788.90	0.00	\$788.90	INVOICE #28206
336426	4529662	10/7/2025	COMMON AREA	CLEAN-UP PAINT IN THE STREET AT CANYON LAKE DR NORTH & WHITE WAKE DR.	\$0.00	0.50	\$27.50	LABOR TIME ONLY
336507	N/A	10/14/2025	MAIN GATE	REPLACE STOPSICLE IN THE FAR RFID LANE	\$35.00	0.50	\$62.50	STOPSICLE
336714	N/A	11/3/2025	COMMON AREA	CHECK PERIMETER FENCING	\$31.80	3.00	\$196.80	BARBED WIRE, FENCE CAPS, AND HOG RINGS
336754	N/A	11/6/2025	COMMON AREA	FILL IN TIRE TRACKS IN THE GRASS ON THE MAIN CAUSEWAY	\$0.00	0.50	\$27.50	LABOR TIME ONLY
336790	N/A	11/7/2025	LAKE	REPLACE FIRE EXTINGUISHER AND THE CABINET COVER AT THE RENTAL DOCKS	\$101.99	0.50	\$129.49	FIRE EXTINGUISHER AND ACRYLIC CABINET COVER
336803	N/A	11/10/2025	COMMON AREA	REPAIR PERIMETER FENCING BEHIND FISHERMAN CT.	\$39.60	1.00	\$94.60	BARBED WIRE
336815	N/A	11/13/2025	COMMON AREA / SUNSET BEACH	REPLACE DAMAGED VOLLEYBALL NET AT SUNSET BEACH	\$221.00	2.00	\$331.00	VOLLEYBALL NET
336935	N/A	11/24/2025	COMMON AREA	CHECK PERIMETER FENCING	\$7.00	3.00	\$172.00	HOG RINGS

\$1,236.03 \$ 13.50 \$1,978.53

\$ 742.50

Date: 1/6/26

To: Board of Directors

From: Planning and Compliance Department

Board Action/Resolution: Member Patrick Henry Appealing ACC Denial for a Non-Conforming Shed – Roof Material is in Violation of the CC&Rs

T/L: 3863-60

Address: 23609 Canyon Lake Dr N

Permit/BOD Appeal

P2-5580, V9-1161

Rule Violation

CC&R Section 8 (t)

PC.5.3 Roofing Materials

PC.5.7 Accessory Structures

Member Since August 22, 2025

Exhibits for Review

Exhibit 1 Plot Plan
Exhibit 2 Inspector Pictures (a-e)
Exhibit 3 Signed Declaration August 22, 2025

Background

Non-permitted shed in violation of the CC&R, Section 8, (t) for roofing materials – current materials composite shingles – roof must match the home with tiles, per PC.5.3.

Summary of Events

1. Open Escrow – Escrow letter sent August 5, 2025, to the escrow co, as well as Mr. Daniels.
2. August 14, 2025 – Application reviewed by the ACC and denied.
3. Escrow letter – notifying escrow of the decision.
4. August 21, 2025 – Application reviewed by the ACC with the exception of shed; shed was removed. All other items were approved.
5. Escrow letter – notifying escrow of the decision.
6. Escrow closed August 22, 2025 – New owner Patrick Henry
7. August 22, 2025, Declaration page signed by both owners – (Exhibit 3)
8. September 9, 2025 – new home owner letter sent – notifying the new owner about the non-permitted shed.
9. October 10, 2025 – inspection conducted – shed still present-no permit.
10. October 20, 2025 - Courtesy notice sent – informing the shed is still not permitted.

11. **October 23, 2025** – Application submitted for committee review – denied – roofing material.
12. **December 9, 2025** – inspection conducted – shed still present – no permit.
13. **December 15, 2025** – Discipline Hearing notice sent
14. **November 18, 2025** – member appealing to the board regarding the ACC denial

Rules Description

8. GENERAL PROHIBITIONS AND REQUIREMENTS

The following general prohibitions and requirements shall prevail as to the construction or activities conducted on any lot in the Unit or Subdivision:

(t) Every building, dwelling or other improvement having a roof shall use a roof covering material of cedar shakes, wood shingles, clay or cement tile or built-up roofing and colored rock.

PC.5.3 Roofing Materials

Every building, dwelling, or other improvement having a roof shall use a roof covering of tile (clay or cement), cedar shake, wood shingle, or built-up roofing and colored rock. Shake or wood shingle roofs are not recommended. All roofing materials must be approved by the Committee and highly reflective roof colors are discouraged.

PC.5.7 Accessory Structures

A separate storage building, or permanent shade structure may be installed on a lot, but it shall conform to all provisions of the restrictive declarations. A separate storage building cannot be of a temporary nature and shall have a cement or wood floor. The roof must match the roof of the main structure in color and materials, and the walls must also match the main structure. Metal sided buildings will not be approved without skins covered in plywood or like material, then matched to the main structure (N/A Tract 3961 Mobiles). Thatching, if used, must be sprayed with fire retardant. Structures must be attached to cement in case of high winds. Maximum size is one-hundred twenty (**120**) square feet. Over that size requires structural plans and a city permit. Plastic storage containers are considered portable and do not need to meet **PC.5.3** for matching roof material and **PC.5.7** for matching colors. They may have a plastic floor. Temporary shade structures shall be removed within twenty-four (**24**) hours.

Committee Results

The Committee met and the application was denied:

1st Meeting Rejected August 1, 2025: the shed roof must match the home in roof color, per **PC.5.3**. The walls must match in color as per **PC.5.7**. (**Submitted by previous owner – Craig Daniels**)

2nd Meeting October 30, 2025: the shed must meet the five (**5'**) foot setback restrictions, per **PC.3.1**. Must match roofing material and siding color to home, per **PC.5.3** & **PC.5.7**. (**Submitted by Current Owner Patrick Henry**)

Members Appeal – The shed is **5' 3"** from the setback. The shed siding matches the color of the house. Roof color matches color of the house. I talked to seller of the house, and they have documents showing that the ACC checked the shed and it was ok.

Fiscal Impact

None

Committee In-Conclusion:

The homeowner wishing to sell the home was advised of numerous unpermitted items in the backyard. The homeowner then submitted an application to properly permit these items. The shed specifically was the only structure that the ACC Committee found to be non-permittable due to the roof being composite shingles instead of matching the home.

The planning and compliance letter stated that the application was rejected due to the non-permittable shed. Specifically, the shed's roof did not meet PC.5.7 as it did not match the main home structure.

This type of shed could easily support matching roofing to the home precluding a variance due to structural problems.

This member then submitted a change to application by literally whiting out the shed on the application. This was non-permittable, and the committee knew they would see this problem again soon. All other items on the application were now approvable.

The new member that purchased the home was notified of problems with this structure. They then submitted an application which was rejected by the committee for the same reason noted above.

Staff Recommendation

Staff recommends that the Board of Directors upholds the ACC Committee decision and deny the members request for the non-permitted, non-conforming roofing material on the shed, in violation of PC.5.7, a CC&R violation, as attached.

Cheryl Mitchell

Senior Planning and Compliance Manager
ACC Staff Liaison for ACC Committee

EXHIBIT “1”

Plot Plan (1)

Plot Plan

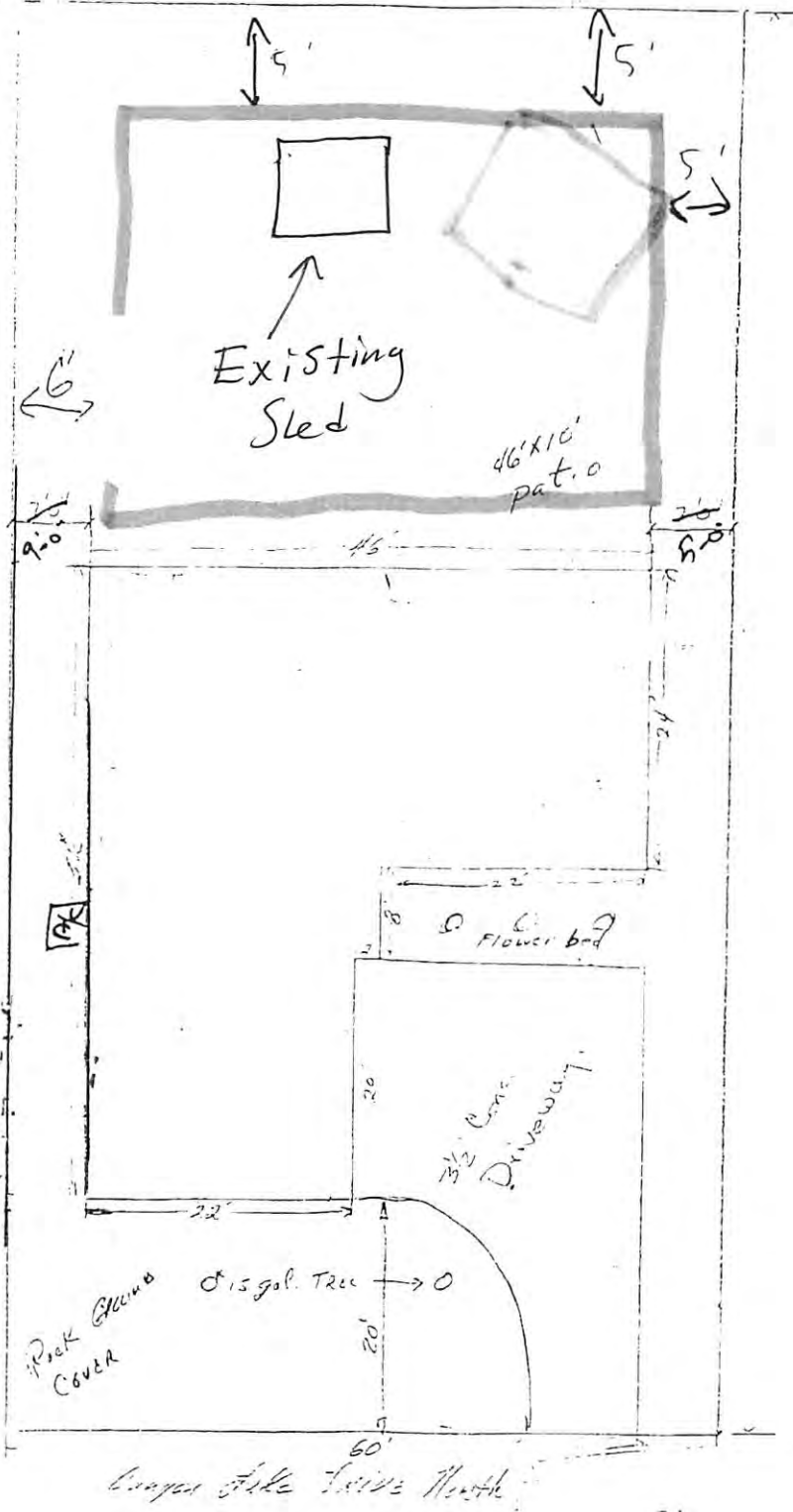


EXHIBIT “2”

Inspectors Pictures (a-e)





08/04/2025
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d

