



# CANYON LAKE

PROPERTY OWNERS ASSOCIATION

## PROPERTY OWNER'S MANUAL

**Articles of Incorporation**

**Bylaws**

**Rules & Regulations**

**Updated August 3, 2021**

For the most current version visit [www.clpoa.com/rules](http://www.clpoa.com/rules)

**Canyon Lake Property Owners Association  
31512 Railroad Canyon Road – Canyon Lake, California, 92587**

The purpose and intent of said rule changes is to incorporate information required by law, comply with changes in state and local ordinances, clarify entries by removing unnecessary verbiage and better understanding of our Association's rules and procedures with the goal of enhancing the beauty of our neighborhoods while increasing the value of all our properties.

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## ARTICLES OF INCORPORATION

WHEREAS, Corona Land Co., a California Corporation, hereinafter sometime referred to as “the Developer” is now developing parts of Riverside County, California, as a complete residential community to be known as Canyon Lake which is hereinafter sometimes referred to as “the Project”; and

WHEREAS, it is desirable that a cooperative maintenance system be established, governed, and operated by the owners of the residential lots in the Project in such a manner as to promote the creation and preservation of peaceful enjoyment of the property and the protection of property values in the Project; and

WHEREAS, plat restrictions and restrictive covenants are to be recorded with respect to the Project: KNOW ALL MEN BY THESE PRESENTS, that we the undersigned, each of who is a citizen of the United States, do hereby undertake to form a not for profit corporation without capital stock under the provisions of the General Non-profit Corporation Law of California.

### ARTICLE I (5/3/68)

The name of the Corporation is Canyon Lake Property Owners Association, and it is hereinafter referred to as “the Association”.

### ARTICLE II (5/3/68)

The specific and primary purpose for which the Association is formed is to preserve, protect and police the commonly owned facilities and covenants, conditions and restrictions and agreements applicable to the Project.

The Association shall do whatever is necessary conducive, incidental or advisable to accomplish and promote its object and purposes, except carrying on a business or trade for profit, and in connection therewith shall have but shall not be limited to, the following powers:

- a) To acquire real or personal property by gift, purchase or other means;
- b) To own, hold, enjoy, lease, operate, maintain, mortgage or otherwise encumber, or dedicate for public use, any real or personal property owned by it;
- c) To exercise the powers and functions granted to it in the recorded Declaration of Restrictions, Agreements and/or Deeds affecting property in the Subdivision;
- d) To construct, maintain and operate recreational facilities of all kinds within the Subdivision;
- e) To care for vacant, unimproved or unkept lots;
- f) To maintain, rebuild, repair, beautify and otherwise care for all streets, project parks pedestrian easements and drainage improvements within the Subdivision not subject to maintenance by governmental authority.
- g) To pay taxes and assessment, if any, levied by any governmental authority on property owned by it;
- h) To enforce charges, easements, restrictions, covenants, conditions and agreements existing upon or created for the benefit of the real property in the Sub-division;
- i) To appoint such committees as may be necessary to, or convenient in, the discharge of any of its obligations or powers;

- j) To levy an annual charge upon its members and to declare the same a lien against the property subject thereto in accordance with the recorded Declaration of Restrictions, Agreements and/or Deeds affecting property in the Subdivision;
- k) To prescribe and enforce motor vehicle speed limits within the Subdivision;
- l) To sue to collect any charge not paid and in connection therewith to foreclose any lien granted to it;
- m) To borrow money, contract debts, and issue bonds, notes and debentures, and to secure the payment or performance of its obligations;
- n) To expend its moneys for the payment and discharge of all proper costs, expenses and obligations incurred in carrying out all of any of these powers in furtherance of its purposes and objectives;
- o) To contract for and pay any premiums for fire, casualty, liability and other insurance, including indemnity and other bonds;
- p) To contract and pay for maintenance, gardening, utilities, materials, supplies and services relating to property or facilities owned or operated by it and to employ personnel reasonably necessary for the administration of its affairs including legal counsel and accountants.
- q) To do all other acts necessary or expedient for the administration of its affairs and the attainment of its purposes; and
- r) To levy such dues and assessments, fines and penalties on members as may be provided in the By-Laws and to take such action to collect or enforce the same as said By-laws or the covenants, conditions and restrictions may authorize.

**ARTICLE III** (5/3/68)

This corporation is organized pursuant to the General Non-profit Corporation Law of California.

**ARTICLE IV** (5/3/68)

The county in this State where the principal office for the transaction of business of the corporation is located in Riverside County.

**ARTICLE V** (5/3/68)

The names and addresses of the persons who are to act in the capacity of directors until the selection of their successor are as follows:

W. Gordon Heath,  
17140 McAllister, Riverside, California

Dino E. Serafini,  
6961 Alviso, Riverside, California

Roy H. Mann  
1934 Main Street, Corona, California

**ARTICLE VI** (5/3/68)

The authorized number and qualifications of members of the association, the different classes of membership, the property, voting and other rights and privileges of members and their liability to dues or assessments and the method of collection thereof shall be as set forth in the By-Laws.

**ARTICLE VII** (5/3/68)

The affairs and business of the Association shall be managed by a Board of Directors consisting of not less than three nor more than seven members, the exact number to be stated in the By-Laws of the

Association. In the absence of such a statement in the By-Laws, the number of Directors shall be three for such term as may be prescribed by the By-Laws.

The Board of Directors of the Association shall have power to adopt By-Laws of the Association not inconsistent with these Articles, with the recorded Declaration of Restrictions, Agreements and/or Deeds affecting property in the Project, or with the laws of the State of California, provided, however, that after the Association has members other than the Developer or its officers, the By-Laws may be amended only by the vote or written assent of members entitled to exercise a majority of the votes represented, in person or by proxy, and voting represented, in person or by proxy, and voting at a duly held meeting at which a quorum is present or by written ballots solicited in conformity with the Corporations Code.

**ARTICLE VIII** *(5/3/68)*

No part of the income of the Association shall inure to the benefit of any member, associate member, director or officer of the Association.

IN WITNESS WHEREOF, for the purpose of forming this corporation under the General Non-profit Corporation Law of the State of California, the undersigned, constituting the incorporators of this corporation, including the persons named hereinabove as the first directors of the corporation, have executed these Articles of Incorporation this 3rd day of May, 1968.

W. Gordon Heath  
Dino E. Serafini  
Roy H. Mann

# CONTACT INFORMATION

## CONTACT INFORMATION

### SECTION I - INTRODUCTION

Canyon Lake Property Owners Association is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California. The Canyon Lake Property Owners Association (CLPOA) holds elections to choose a Board of Directors, which is responsible for the overall operation and management of the community. The CLPOA owns, maintains and operates common property and facilities, such as streets, parks, greenbelts, recreational and service facilities. It adopts and administers rules and regulations to promote a quality living environment. It levies assessments to generate the revenues necessary to finance its operations and to perform the responsibilities placed upon the CLPOA by its Articles of Incorporation, By-Laws and Declarations of Restrictions recorded against the tracts within the community.

The CLPOA's relationship with its members is contractual rather than governmental, and this contract consists of the Declaration of Restrictions which is recorded against each residential lot within the community. When you buy a home or lot within the Canyon Lake Property Owners Association, you purchase it subject to this contract. This contract regulates, among other things, what kind of structures can be erected on a lot, their appearance and that of the site in general, and how the site and improvements thereon must be maintained.

The planned, private community is, by definition and function, a regulated environment. In order to function effectively, Canyon Lake Property Owners/Members should realize that the very characteristics that drew them to this community, such as consistently clean, attractive neighborhoods and homes, recreational amenities and exclusivity, depend on the Owners/Members abiding by and submitting to personal identification and regulations requirements.

It is the Association's job to maintain and protect the special nature of the Canyon Lake Property Owners community. The following rules and regulations have evolved over several years of history to accomplish this task as well as promote the health and safety of its members. A thorough understanding of them by all owners / members is essential to avoiding inadvertent mistakes and unnecessary penalties.

### SECTION II - FACTS ABOUT CLPOA

Did you know just how many amenities CLPOA has? Here are a few facts we wanted to share with you. For the complete list, visit the CLPOA web site. For those who have friends or guests who are curious what Canyon Lake is about or for prospective buyers looking to move into Canyon Lake, this offers a lot of information about the Community.

Established: 1968

Total # of Units: 4,800

Lake Front Lots: 1,100

Golf Course Lots: 254

Condo / Townhouse Complexes: 7

Hotels: 1

Vacant Lots Remaining: 303

Acres of Project: 2,017

Miles of Road: 36

Acres of Lake: 383

Miles of Shoreline: 14.90

Number of Square Miles of Association: 3.15

# CONTACT INFORMATION

Spill Level of Lake: 1,381.76 M.S.L.  
Parks and Beaches: 15  
Boat Launch Ramp: 4  
Professional Slalom Course: 1  
Professional Ski Jump: 1  
Golf Course: 18 Holes and Driving Range  
Equestrian Center: 17 Barn Stalls, 36 Pipe Corrals and 4 Arenas  
Campground: Leveled Sites (Some Sites with Full Hookups)  
Docks / Marina: 103 Spots  
Tennis Courts: 6  
Basketball Courts: 2  
Ball Fields: 4  
Senior Center: 1 (Averages 25 member per day)  
Swimming Pool

## SECTION III - CLPOA MAIN LINE

The number for the main line is 951.244.6841

## SECTION IV - VITAL DEPARTMENTS, EXTENSIONS AND FUNCTIONS

The proper department should be contacted for CLPOA business needs. The appropriate extensions have been provided for the Corporate Office and Other CLPOA Numbers as follows:

### Corporate Office

General Manager	951.244.6841 x210
Assistant General Manager	951.244.6841 x210
Controller	951.244.6841 x231
PIO/Clerk of the Board	951.244.6841 x212

### CLPOA Numbers

Accounting	951.244.6841 x230
Activities	951.244.6841 x610
Campground	951.244.6841 x650
Community Patrol	951.244.6841 x410
Country Club	951.244.6841 x730
Equestrian Center	951.244.6841 x660
Golf Shop	951.244.6841 x820
Lighthouse Restaurant & Bar	951.244.6841 x771
Marine Patrol	951.244.6841 x415
Operations	951.244.6841 x510
Planning & Compliance	951.244.6841 x320
Senior Center	951.244.6841 x421
Swimming Pool	951.244.6841 x617

### 4.1 Accounting Department.

Contact the Accounting department for:

ACH Payments  
Assessments  
Club Support

# CONTACT INFORMATION

Credit Card Payments  
Delinquent Assessments  
Dock Rentals  
Fine Payments  
Hearing Services  
Payment Coupon Books

## **4.2 Activities Department.**

Contact the Activities department for:  
Classes and Activities  
Club Support  
Parks and Beaches / Reservations and Rentals  
Pool Services  
Recreation and Events / Classes

## **4.3 Member Services.**

Contact the Member Services department for:  
General Information  
Guest Call Ins / Guest Passes  
Car Decals  
Photo ID's  
Boat Registration  
Golf Cart Registration  
Golf Membership  
Signs for Garage Sales  
Lessee / Renter Services

## **4.4 Operations Department.**

Contact the Operations department for:  
Association-Owned Equipment  
Buildings  
Campground Services  
Common Areas (both Developed and Undeveloped)  
Equestrian Center Billings / Services  
Facilities Maintenance  
Gault Field Maintenance  
Golf Course Maintenance  
Park and Beach Maintenance  
Perimeter Fencing  
Lake Ops and Dock Maintenance  
Road System and Projects  
Street and Gate Maintenance  
Storm Drain System

## **4.5 Planning and Compliance.**

Contact the Planning and Compliance department for:  
Architectural Review  
New Construction and Improvements

## **SECTION V - CLPOA WEB SITE**

The CLPOA web site address is [www.canyonlakepoa.com](http://www.canyonlakepoa.com)

# CONTACT INFORMATION

Contact information is provided for the current Board of Directors, Senior Management, Staff and Departments.

Property owners may view important notices, download forms and applications, review reports, agendas of upcoming meetings and learn about upcoming events and schedules of activities.

Additionally, information on Standing-Committees (including rosters, meeting times, meeting locations, AD-Hoc Committee schedules, etc.) may also be found on the CLPOA Web Site.

## **SECTION VI - THE CITY OF CANYON LAKE**

In 1990, Canyon Lake was incorporated as a City. The City is responsible for the health, safety, and welfare of its Canyon Lake residents. In carrying out its jurisdictional responsibilities, the City has the Police Department, Fire Department, Animal Control, Building Code, Building Safety, Planning and Engineering. Accordingly, the City passes various City Ordinances that must be adhered to by the citizens of Canyon Lake. Both the City Council and the CLPOA Board of Directors cooperate with one another in carrying out their respective responsibilities.

## **SECTION VII - CLPOA FACILITY / PARK ADDRESSES**

Provided is a list of CLPOA facility / park addresses.

The zip code is: 92587.

Facility / Park Name	Address	Phone Number
Blue Bird Hall	23066 CLDS	951.246.1787
CLPOA Main Office	31512 Railroad Canyon Road	
Country Club Restaurant	32001 Railroad Canyon Road	951.246.1773
Dam Viewing / Trailer Parking	Loch Lomand Drive	
Diamond Point Park	22751 Blue Teal Drive	
Eastport Recreation Ctr. / Launch Ramp	24331 CLDN	
Emerald Park	22760 Gray Fox Drive	
Equestrian Center	29221 Longhorn Drive	951.244.6841 x660
Evans Park East	CLDN	
Evans Park West	23590 CNDN	
Evans Park West (Undeveloped)	Schooner Drive	
Fire Station 60	28730 Vacation Drive	
Gault Field	29335 Longhorn Drive	
Golf Course Maintenance	22700 Railroad Canyon Drive	951.246.1782
Guard Building - East	24331 CLDN	
Guard Building - Main	23315 CLDS	951.246.1741

## CONTACT INFORMATION

Guard Building - North	22004 Vacation Drive	
Happy Camp / Campground	30550 Longhorn Drive	951.246.1765
Harrelson Park	30270 Longhorn Drive	
Harrelson Park (Opposite Side by Appaloosa Court)	Appaloosa Court Corner Lot	
Holiday Harbor Park	22130 Village Way Drive	
Indian Beach	23380 Continental Drive	
Jump Lagoon	29849 Longhorn Drive	
Jump Lagoon Main Lake Side (Corner, Undeveloped)	Longhorn Drive	
Green Belt on Lighthouse & Vacation	29931 Vacation Drive	
Lighthouse Restaurant / Lodge / Pool / Tennis Courts	22200 Canyon Club Drive	951.246.9657
Lion Center Wilson Park (Lion's Park)	30250 Yellow Feather Drive	
Lucky Cove Park	24075 CLDN	
Moonstone Beach	22332 Whirlaway Court	
North Ski Restrooms / Docks / Launch Ramp	22300 Vacation Drive	
Old Wrangler Dock and Corner Property	Old Wrangler / Vacation	
Operations Office & Yard	29081 Longhorn Drive	951.246.1751
Outrigger Park	23950 Outrigger Drive	
Pebble Cove	Continental Drive	
Roadrunner Park	22850 Gray Fox Drive	
Rob Caveney Park	30440 Early Round Drive	
San Jacinto Park (Undeveloped)	Gold Rush / Fawn Lake	
Senior Center	23307 CLDS	951.244.6841 x421
Sierra Park (Main Driveway of Park)	29475 Vacation Drive	
Sierra Park (East Side of Main Driveway)	Vacation Drive	
Sierra Park (Back of Main Park)	Vacation Drive	
Sierra Park (Undeveloped)	Vacation Drive	
Steelhead Park	30050 Steelhead Drive	
Sunset Beach Playground	22200 Canyon Club Drive	



# Frequently Asked Questions (FAQ)

## FREQUENTLY ASKED QUESTIONS (FAQ)

### NEW HOMEOWNER INFORMATION

#### **Q. What is the difference between the City and the CLPOA?**

The City Council is the elected body of City Government. The City Council is a five-member, non-partisan board, elected at large from the citizens of Canyon Lake. The City Council is responsible for formulating the policies for the City and approving the major actions through which the municipal functions are conducted. For more information about the City, visit their web site at: [www.cityofcanyonlake.com](http://www.cityofcanyonlake.com).

The Canyon Lake Property Owner's Association (CLPOA or Association) is a private entity. The CLPOA is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California. The CLPOA holds elections to choose a Board of Directors which is responsible for the overall operation and management of the community. The CLPOA owns, maintains and operates common property and facilities. For more information on the CLPOA visit our web site at: [www.canyonlakepoa.com](http://www.canyonlakepoa.com).

#### **Q. I've just closed escrow. What do I need to access the community?**

Congratulations! Please bring the following items to the Member Services counter:

Recorded copy of the grant deed OR  
Copy of the grant deed certified by escrow AND  
Copy of the final closing statement AND  
Valid vehicle registrations

#### **Q. What do I need to lease within the Community?**

The homeowner or eligible property manager needs to complete the CLPOA Lease Authorization Form found online at: [www.canyonlakepoa.com](http://www.canyonlakepoa.com) or through the Member Services Department.

#### **Q. Where do I get my mailbox key if I am a new homeowner?**

For more information regarding your mailbox keys, please contact USPS – Sun City Annex Post Office located at 29700 Haun Road in Sun City, California. Their phone number is 951.679.7885

#### **Q. Do I have to register my pet with the CLPOA?**

No, you are not required to register your pet with the CLPOA; however, all pets must be registered with the City of Canyon Lake at 951-244-2955.

### ASSESSMENTS AND FEES

#### **Q. When are the monthly assessments due?**

Monthly assessments are due on the 1st of every month and late after the 15th. If the CLPOA office is closed on the 15th, please make sure that payment is received prior to the 15th.

#### **Q. What forms of payment do you accept for charges and fees?**

All forms of payment including check or credit card. NO CASH.

#### **Q. What do I need to get a car decal?**

Please provide your valid car registration and your CLPOA card or drivers license at the Member Services counter.

#### **Q. How many decals may be obtained for my vehicle(s)?**

# Frequently Asked Questions (FAQ)

A prescribed limit of four (4) decals annually will be provided per household at no charge. Additional decals may be obtained for an additional fee at the Member Services counter.

## **CITATIONS AND FEES**

### **Q. I've received a citation within the community. What are my options?**

You have three (3) options to choose from:

1. Attend traffic school - If you've received a moving violation and you haven't attended traffic school within the last 36 months, you may want to consider this option. Applications can be picked-up at the Member Service counter and the cost is \$25. After the successful completion of traffic school, the citation is removed from the account.
2. Appeal the citation - If you would like to dispute the validity of the citation, an appeals form must be completed. The appeals form must be signed by the homeowner.
3. Pay the citation. Payment can be made at the Member Services office or via phone. Be sure to have the lot/tract and citation number available.

## **HOMEOWNER COMPLAINTS**

### **Q. What if I experience a situation with a pot hole?**

If the pothole is located outside the gates of the CLPOA, call City Hall at 951.244.2955. Depending on the severity and number of pot holes the City will call their contractor to come out and repair the pot hole(s).

If the pothole is located inside the streets of the CLPOA, please call the Operations Department at 951.244.6841 x510.

### **Q. Who do I call if my neighbor has a recreational vehicle parked out on the street?**

Call the Association's Community Patrol; their phone number is 951.244.6841 x410

### **Q. Who do I call if my neighbor has their trash cans out too long?**

Call the Association's Planning and Compliance Department, their phone number is 951.244.6841 x320.

## **PLANNING AND COMPLIANCE**

### **Q. If I want to install a new fence, who do I call and what is required?**

Call the Planning and Compliance Department at the CLPOA at 951.244.6841 x320 for permit specifications on fences.

With regard to walls (i.e. retaining walls or sea walls) a permit from the City of Canyon Lake is also required. Please call the City Building Department at 951.246.2021 for more information and to obtain an application.

## **SPECIAL ENFORCEMENT**

### **Q. What is NPDES?**

National Pollutant Discharge Elimination System (NPDES) program is implemented by the City. This is an important environmental requirement that all cities must adhere to in order to prevent urban runoff and maintain clear waterways.

### **Q. Can I wash my grass clipping down the curb?**

No, state law prohibits anything washed into the drain as all drains empty into the waterway. If you are caught putting anything in the storm drains, you will be cited.

### **Q. May I put signs along the roadway on Railroad Canyon Road for my garage sale?**

No, city code prohibits any signs in the public right-of-way except for traffic and other needed traffic or informational signage.

# Frequently Asked Questions (FAQ)

Additionally, the Association only allows pre-printed signs to be used for Garage Sales. Three signs may be posted: one (1) sign may be posted on Owner's property and two (2) signs may be posted on nearby street corners.

**Q. I have a nest of bees in my tree - what shall I do?**

You will need to call a commercial exterminator as any tree(s) located on private property are the responsibility of the homeowner. However, wait for a day or two as bees often swarm together and do not find the area suitable to them and leave for another area.

**Q. The neighbor's home has been vacated, the pool equipment is off and the pool is stagnant and green. Do I call someone?**

Yes, call City Hall right away and the staff can have the problem evaluated and begin the mitigation process.

Contact the City of Canyon Lake at 951.244.2955.

**Q. The neighbor's home has been vacated and the pool has a problem with mosquitoes. Who should I call?**

Call the Northwest Mosquito and Vector Control District at 951.340.9792 or for additional information go to their website, [www.northwestmvcd.org](http://www.northwestmvcd.org).

## TRASH AND RECYCLING

**Q. Who is the trash service provider?**

CR&R is the trash service provider. CR&R may be reached at 951.943.1991.

**Q. Who do I call if my trash doesn't get picked up?**

Call CR&R directly or log onto their website at [www.ccrwasteservices.com](http://www.ccrwasteservices.com) to view the pick-up dates.

**Q. How can I get extra trash picked up by CR&R?**

Each residential customer is entitled to two (2) "bulky-item" pick-up free of charge per calendar year. Call CR&R customer service department with a description of the material to be collected to schedule a pick-up. As well, CR&R offers "dumpsters" for short-term rentals.

**Q. What if I have a large item for disposal, what all does CR&R take?**

Items that cannot fit in your automated containers, such as a chair or a couch, are considered "bulky items." A bulky item is an object that can be handled by a two-person crew and may include washers, dryers, or other large materials. Each residential customer is entitled to two (2) bulky item pick-ups free of charge per calendar year. Additional bulky item pick-ups will be provided for a nominal charge. To make arrangements for a bulky item pick-up on your regular waste collection day, contact CR&R at 951.943.1991.

**Q. Why can't the CR&R driver pick-up one little extra bag?**

The majority of residential waste is collected using an automated collection system operated by a single-driver. This methodology allows the driver to collect waste without having to stop and get out of the truck to manually pick-up the waste. This methodology also results in the most efficient and safest way to collect residential waste which, in turn, is reflected in the residential rate.

**Q. Why can't the CR&R driver pick-up one little extra bag?**

# Frequently Asked Questions (FAQ)

The majority of residential waste is collected using an automated collection system operated by a single-driver. This methodology allows the driver to collect waste without having to stop and get out of the truck to manually pick-up the waste. This methodology also results in the most efficient and safest way to collect residential waste which, in turn, is reflected in the residential rate.

**Q. Why is the amount of trash limited to only the three containers (or in some areas two)?**

One of the goals of California State Law AB939 was for its cities to divert 50 percent of its waste from landfills by the year 2000. The City of Canyon Lake is in compliance with the law. One of the methods to encourage residential recycling is through either a multi bin recyclable system or a single commingled recyclable system. In either event, the goal is to maximize the amount recycled and to reduce the amount of waste generated. Limiting the amount of waste generated to two or three containers encourages consumers to maximize the use of the recycling bins and to explore other techniques to minimize the amount of household waste generated.

**Q. Why do we have to take a recycle container from CR&R if we do not wish to recycle?**

One of the goals of California State Law AB939 was to encourage recycling and required cities to divert 50 percent of their waste from landfills by the year 2000. The commingled automated recycling program has proven extremely effective in improving diversion rates allowing many cities to meet the mandated California target.

**Q. What, exactly, can I recycle? Do I have to wash out the items for the blue / brown container?**

Briefly, plastics exhibiting the numbers 1-7 in recyclable arrows; most glass food and beverage containers; uncoated, uncontaminated paper, including business papers, shoe boxes, cereal and cracker boxes, newspapers; metals, such as tin and aluminum cans, empty paint cans with dry paint, food and juice cans, and some lawn furniture.

With regard to washing recyclables, it is only necessary to rinse out the bulk of the contents of recyclable containers.

**Q. Why don't you pick up hazardous waste?**

A hauler must be certified to transport hazardous materials to a certified landfill to ensure proper disposal. To offer this service would require additional fees and would duplicate programs offered throughout the County. Call the "County of Riverside Household Hazardous Waste Information Hotline" at 951.486.3200

**Q. Why didn't the driver pick up from CR&R pick up my trash this week, when it was out on time?**

Call CR&R at 800.826.9677 and see what happened and what can be done to remedy the problem and schedule a pick-up.

## USE OF AMENITIES

**Q. What is the purpose of the CLPOA card?**

The CLPOA card is your membership identification. It must be provided in order to access the pool, purchase alcoholic beverages at the Lodge and access the community without a vehicle decal.

**Q. How old do you need to be to drive a golf cart?**

In order to drive a golf cart within the community, you must have a valid driver's license.

# GENERAL RULES & REGULATIONS (GR)

## GENERAL RULES & REGULATIONS (GR)

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. Any violation to the rules with no specified fine amount may be fined \$50.00.

### SECTION I – INTRODUCTION

Your Canyon Lake Property Owners Association (CLPOA) works to protect your property values, and to promote the welfare of the project's residents by administering fair and equitable rules. You can do your part by honoring these rules to extend those benefits to others. When we all do our part, the continuing improvement of Canyon Lake as a unique living environment and investment will be realized.

The Board of Directors thanks you in advance for taking the time to read the following and review these rules and regulations. For those who have not owned property in a private community before, a working knowledge of these rules and procedures is invaluable to you as part of your enjoyment of your new community.

#### GR.1.1 General Information

The CLPOA is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California. The CLPOA holds elections to choose a Board of Directors, responsible for the overall operation and management of the community. The CLPOA owns, maintains and operates common property and facilities, such as streets, parks, greenbelts, recreational and service facilities. It adopts and administers rules and regulations to promote a quality living environment. It levies assessments to generate the revenues necessary to finance its operations and to perform the responsibilities placed upon the CLPOA by its Articles of Incorporation, By-Laws and the Declarations of Restrictions recorded against the tracts within the community.

The CLPOA's relationship with its members is contractual rather than governmental, and this contract consists of the Declarations of Restrictions (CC&R's), recorded against each residential lot within the community. When you buy a home or lot within Canyon Lake, your purchase is subject to this contract. This contract regulates, among other things, what kind of structures can be erected on a lot and their appearance and that of the site in general, and how the site and improvements thereon must be maintained.

Additionally, the Covenants, Conditions and Restrictions, generally referred to as CC&R's, shall be the governing documents that dictate how the CLPOA operates the community. The CC&R's recorded against each tract / lot have certain conditions and requirements that are specific to that particular property and location (such as a lake frontage lots, those lots adjacent to the golf course, etc.). It is the responsibility of each property owner to read and understand these CC&R's and recognize the circumstances that may arise due to the location of their tract / lot.

As such, in concurrence with the grantees acceptance included in the CC&R's, the grantee of any lot subject to the coverage of the Declaration, by acceptance of a deed conveying title thereto, or the execution of a contract for the purchase thereof, whether from Declarant or subsequent owner of such lot, shall accept such deed or contract upon and subject to each and all of these Restrictions and the

# GENERAL RULES & REGULATIONS (GR)

agreements therein contained, and also jurisdiction, rights and powers of Declarant, and by such acceptance shall for himself, his heirs, personal representatives, successors, and assigns, covenant, consent and agree to and with Declarant, and to and with the grantees and subsequent owners of each of the lots within the Subdivision to keep, observe, comply with and perform said Restrictions and agreements.

Further, each such grantee also agrees, by such acceptance, to assume as against Declarant, its successors or assigns, all the risks and hazards of ownership or occupancy attendant to such lot, including but not limited to its proximity to golf course fairways or lakeshores.

Accordingly any planned, private community is, by definition and function, a regulated environment. In order to function effectively, Canyon Lake property owners / members should realize that the very characteristics that drew them to this community, such as consistently clean, attractive neighborhoods and homes, recreational amenities and exclusivity, depend upon the owners / members abiding by and submitting to personal identification and regulations requirements.

Your CLPOA's goal is to maintain and protect the special nature of your Canyon Lake community. The following rules and regulations evolved over several years of history to accomplish this task. A thorough understanding of these rules and regulations by all members and residents is essential to avoid inadvertent mistakes and unnecessary penalties.

In order to maintain our quality of living environment, it is necessary that the Canyon Lake Property Owners' Association ("CLPOA") attract and retain good employees. Pursuant to both state and federal law, the CLPOA is obligated to provide a safe and healthful workplace. In addition, the CLPOA has a legal obligation to maintain a work environment that is free of unlawful harassment and discrimination.

In order to achieve these legal requirements, the CLPOA has adopted a zero-tolerance policy for unlawful harassment and discrimination and is committed to taking all reasonable steps to prevent harassment and discrimination from occurring. This policy is designed not only to provide a positive environment for our members and employees, but also to minimize potential costs to members associated with defending workers' compensation and other claims.

## **GR.1.2 Purpose of Fines**

The rules and regulations contained herein are enforceable through the issuance of citations or other action. While not all of the rules contain a fine amount or other action, many do. The purpose of fines is not to raise revenue, but rather to establish an appropriate economic penalty for violations. These rules have evolved over the 40 plus years of Canyon Lake's history to promote the orderly use of the common facilities, enhancement of the aesthetic environment and similar purposes. If the Members are to expect the Board of Directors, staff and management of the CLPOA to administer and enforce these rules, then an effective means of deterring that relatively small percentage of people who willfully abuse the rules must be established. Fines have proven to be a useful means of accomplishing that goal.

## **GR.1.3 Fines Not Exclusive Remedy**

Violation of any rule or policy may result in a fine, suspension, permit or approval revocation, other disciplinary action and / or legal enforcement action. Any statement in these rules that a fine may be imposed is not intended to and shall not be construed as a limitation on actions that may be taken by the CLPOA in response to a violation. Instead, such a statement is mainly an example of one of many nonexclusive actions that may be taken by the CLPOA in response to a violation. Thus, in addition to a fine, a suspension, permit or approval revocation, other disciplinary action and / or legal enforcement

# GENERAL RULES & REGULATIONS (GR)

action can be imposed, even for a first offense, under appropriate circumstances. Disciplinary actions may include, but are not limited to, revocation of privileges to utilize recreational facilities.

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

Disciplinary hearings shall be scheduled before the appropriate CLPOA 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 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 delivery, within fifteen (15) 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 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. 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,

# GENERAL RULES & REGULATIONS (GR)

**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.1.4f 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.

## **GR.1.5 Election Rules**

These Election Rules apply to all Member votes undertaken by Canyon Lake Property Owners Association ("Association"). These Election Rules shall be effective on the date of adoption, shall supersede any other rules of the Association affecting voting or elections, and shall remain in effect until modified by the Board of Directors (the "Board").

### **GR.1.5a Member Voting Rights**

**GR.1.5a.1** - Member Voting Rights. Notwithstanding anything to the contrary in the Association's governing documents, all Prime Members shall be entitled to vote, and no Prime Member shall be denied a ballot for any reason other than not being a Member. Any reference to "member" voting herein shall be construed as a reference to the Prime member, not an associate member. Associate members are not entitled to vote per Article III, Section 1-3 of the Bylaws. Prime Member" means a person who holds legal title to the separate interest (i.e., is named in the recorded deed for the separate interest property). The "separate interest" property means the lot owned by a Member. Prime members have one vote per unit/lot/parcel owned.

**GR.1.5a.1.1 Entity Owners** - In the case of a Member that is not a natural person (such as a trust, corporation or other entity), the vote of such Member may be cast by any authorized representative of the Member designated by written notice to the Association.

**GR.1.5a.1.2 General Power of Attorney** - A person with general power of attorney for a Member, who has provided satisfactory evidence thereof, shall not be denied a ballot and said ballot shall be counted if returned by the deadline for voting.2

**GR.1.5a.2 Voter List** - The Association shall maintain a "Voter List" which shall include for each separate interest: the Member's name; voting power; and, unless the Member has "opted out" of the public distribution of their address, the physical address of the Member's separate interest, or the parcel number, or both, and the mailing address of the Member if it is different than the physical address of the separate interest (or if the parcel number is used). Upon request, the Association shall permit Members to verify the accuracy of their individual information on the Voter List at least 30 days before the ballots are mailed. The Member shall report any errors to the Inspector of Elections who shall make the correction within two business days. The Association may, at its discretion, report any known errors to the Inspector of Elections. The Voter List shall be retained as "association election materials" as required by law.

**GR.1.5a.3 Cumulative Voting** - Cumulative voting is not permitted in the election of directors.

**GR.1.5a.4 Proxies prohibited by Bylaws** - Use of proxies in connection with membership votes or membership meetings is expressly prohibited. "Proxy" shall mean a written authorization signed by a Member or a Member's attorney-in-fact giving another person or persons power to vote for such Member, as defined in Corporations Code section 5069.

**GR.1.5b Membership Meeting and Voting Procedure** - The association will hold an Annual Meeting of the Members to elect Directors and to conduct Association business. The Annual Meeting is generally held in May.



# GENERAL RULES & REGULATIONS (GR)

**GR.1.5b.1.1 The Board of Directors consists of five (5) Directors.** Directors are elected for two (2) year terms. The terms are staggered with three (3) Directors in odd years and two (2) Directors in even years. Directors must be elected by secret ballot and cannot be elected by voice vote or show of hands at the Annual Meeting.

**GR.1.5b.2** - Secret Ballots. The Association will utilize a secret ballot process, using a double envelope system as described in these rules and Civil Code section 5115(a) and as required by Civil Code Section 5100 (a), for:

**GR.1.5b.2.1** - Election and removal of the Association's Board of Directors.

**GR.1.5b.2.2** - Vote of the membership regarding assessments that legally require a vote of the membership for approval.

**GR.1.5b.2.3** - Amendments to the governing documents that require membership approval.

**GR.1.5b.2.4** - Prior to granting exclusive use of common area property, where required by Civil Code Section 4600.

**GR.1.5b.2.5** - Any other matters where a secret ballot is required by law.

For a vote on any of the matters specified above and Civil Code section 5100(a) ballots shall be distributed a minimum of 30 days prior to the deadline for voting with two envelopes and with instructions on how to return.

## **GR.1.5b.3 Secret Ballot Procedures**

**GR.1.5b.3.1** - At least thirty (30) days prior to the Annual Meeting or other deadline for voting, the Association will mail to prime members, by first-class mail, the ballots, along with two (2) pre-addressed envelopes. A notice will also be sent with instructions on and deadlines for the return of ballots

**GR.1.5b.3.2** - The ballot will not identify the voter by name, address, lot, parcel number or unit number.

**GR.1.5b.3.3** - For election of Directors the ballot will contain the names of any candidates known to the Association at the time the ballot is mailed and blank lines for candidates nominated from the floor.

**GR.1.5b.3.4** - The ballot itself is not signed by the voter but is inserted into a sealed, pre-addressed (to the Inspectors) envelope (Envelope #1).

**GR.1.5b.3.5** - The sealed Envelope #1 is then inserted by the voter into a second pre-addressed (to the Inspectors) envelope (Envelope #2) which should then be sealed. In the upper left-hand corner of Envelope #2, the prime member shall sign his or her name, indicate the address or other identifying account/unit/lot number that entitles him or her to vote. Envelope #2 may be mailed or delivered by hand to the pre-addressed address specified on the envelope.

**GR.1.5b.3.6** - The owners of multiple properties must submit separate ballot envelopes (#1 and #2) for each property.

**GR.1.5b.3.7** - The member may request a receipt for hand delivery of the sealed Envelope #2 to the location selected by the Inspectors. Any member desiring a receipt for mail delivery should send the ballot by certified mail, return receipt requested, to the location selected by the Inspectors.

**GR.1.5b.3.8** - Only the Association's ballots in the form which are sent out to the membership by the Association or are provided by the Association at the membership meeting will be accepted by the Inspectors

# GENERAL RULES & REGULATIONS (GR)

## **GR.1.5b.4 Effect of Submitting a Ballot**

**GR.1.5b.4.1** - Once a member mails or delivers his / her ballot that ballot cannot be changed or revoked.

**GR.1.5b.4.2** - Only one (1) ballot may be submitted for each address. Once a member submits a ballot with regard to a particular address, no other ballot may be submitted for that property. Should more than one (1) ballot be received for any property, the first ballot received will be the one counted. If it cannot be determined which ballot was the earliest received, no ballot will be counted for that property except one (1) ballot for quorum purposes only.

## **GR.1.5b.5 – Registration of Secret Ballots at the Meeting**

**GR.1.5b.5.1** - The Association will have the membership registration list at the meeting.

**GR.1.5b.5.2** - Management will not register any of the ballots received by the Association. Registration will be performed by the Inspectors.

**GR.1.5b.5.3** - All ballots must be sealed in the two (2) sealed, pre-addressed envelopes and Envelope #2 must contain all required information on the upper left-hand corner.

**GR.1.5b.5.4** - If a Member brings ballots for other members to the membership meeting, the ballots must be sealed in separate individual Envelopes #1 and #2 as required above. The Inspectors will register and make all necessary determinations regarding those sealed ballot envelopes.

**GR.1.5b.5.5** - The Inspectors will review the information provided on the upper left-hand corner of Envelope #2, and will determine whether the failure to include any information should result in the Ballot being counted for quorum purposes only, or not counted for any purpose. The Inspectors will require, at a minimum, the following as indicated in subsequent paragraphs:

**GR.1.5b.5.5.1** - The name of the member must be legible and must match the name of the record Owner of the property as shown on the Association's membership list.

**GR.1.5b.5.5.2** - The prime member's signature must be on the Envelope #2

**GR.1.5b.5.5.3** - The address/property identifier shown on Envelope #2 must correspond to the member's property/address on the Association's membership list.

## **GR.1.5b.6 – Registration of Members in Person**

**GR.1.5b.6.1** - Members wishing to vote in person at the membership meeting must present themselves at the registration table.

**GR.1.5b.6.2** - A member may not revoke any previously mailed or delivered ballot; if the Inspectors confirm that a ballot was received by the Inspectors the member may attend the meeting, but will not be given a new ballot to vote at the meeting. If the Inspectors confirm that a ballot was not received, the member will be given a ballot and two (2) envelopes to mark, seal and complete and cast in secret at the meeting.

**GR.1.5b.6.3** - Member voting in person at the meeting must still use the Association provided ballot and Envelopes #1 and #2, and Envelope #2 must be filled out, sealed and signed. Failure to use the two (2) envelope system at the meeting may lead to invalidation of the ballot cast at the meeting and shall prevent the ballot from being counted at any adjourned date if the meeting is adjourned for lack of quorum.

## **GR.1.5b.7 Determination of Quorum**

**GR.1.5b.7.1** - The Inspectors will determine based upon the count of the number of members voting (as appropriate) in person, or by mail, as shown on the registration list, that quorum has been obtained.

**GR.1.5b.7.2** - Upon determination that a quorum has been obtained, the Inspectors may close registration at the polls.

# GENERAL RULES & REGULATIONS (GR)

## **GR.1.5b.8 Adjourned for Lack of Quorum/Recessed Meeting**

**GR.1.5b.8.1** - If any membership meeting is adjourned to another date due to lack of quorum, ballots already received by the Inspectors in properly completed, sealed Envelopes #1 and #2 will be valid for adjourned meetings.

**GR.1.5b.8.2** - The ballots will be counted during a properly noticed open meeting of the Board or during a membership meeting. The Inspectors may request that any meeting be recessed to allow the Inspectors to continue the counting and tabulation of the ballots at another time. Notice of the recessed meeting will be given as required by law. The Inspectors will continue to maintain custody of all ballots until counting and tabulation is complete.

## **GR.1.5b.9 Tabulation, Observation/Custody of Ballots, Etc.**

**GR.1.5b.9.1** - No person, including any member of the Association, any employee or manager, may open or otherwise review any ballot prior to the time and place at which the ballots are counted and tabulated.

**GR.1.5b.9.2** - The Inspector of Elections shall open all ballots and tabulate the votes at a properly noticed open meeting of the Board or Members in a manner that allows the Members to view the opening and tabulation. The Inspector of Elections may appoint additional persons to assist in the opening of ballots and tabulation of votes. Observers must remain at least five (5) feet from the area of opening and tabulation and not communicate, harass, or otherwise interfere with the Inspector of Elections and/or those assisting the Inspector of Elections in any manner whatsoever. The Inspector of Elections or the Board shall have the power and authority to cause the removal of any person who interferes with or disrupts the voting, opening or tabulating process. The Inspector of Elections may suspend the opening and tabulation process if anyone causes interference with or disrupts the process.

**GR.1.5b.9.3** - Tie Voting: For Election of Directors, in the event of a tie vote among any member of the Candidates, those candidates involved in the tie, should they so choose, can have the tie determined by a coin toss implemented by the inspector of the elections. If the Candidates involved in the tie vote do not agree to a coin toss, the Association will notice a special membership meeting and send out ballots to all members for one (1) vote to break the tie. Said vote shall be conducted in accordance with the procedures herein to the extent they are applicable to run-off votes. No previously counted ballots will be used at the meeting to break the tie.

**GR.1.5b.9.4** - Reporting Election Results. The tabulated results of the election shall be promptly reported to the Board and shall be recorded in the minutes if reported at a meeting of the Board or recorded in the minutes of the next meeting of the Board if reported at a Member meeting. Within fifteen (15) days of the election, the Board shall give the Members general notice of the tabulated results of the election.

**GR.1.5b.9.5** - Retention of Association Election Materials. "Association election materials" shall mean the returned ballots, signed voter envelopes, the Voter List, and the Candidate Registration List. The association election materials shall at all times be in the custody of the Inspector of Elections or at a location designated by the Inspector of Elections for a period of one (1) year after the Inspector of Elections notifies the Board and Members of the election results, at which time custody shall be transferred to the Association. The Association shall retain the association election materials for the current fiscal year and prior two (2) fiscal years. At the expiration of the retention period all association election materials may be destroyed.

## **GR.1.5c Candidates for the Board and Nomination Procedures**

## GENERAL RULES & REGULATIONS (GR)

**GR.1.5c.1-** The By-Laws require the Directors be prime or associate members in good standing. Candidates for the Board must be Members at the time of their nomination and (i) must meet any other qualifications or restrictions set forth in these Election Rules and (ii) must meet any other qualifications or restrictions set forth in the Bylaws so long as they do not conflict with these Election Rules. In the case of a Member that is not a natural person (such as a corporation or other entity), the entity Member shall have the power to appoint a natural person as the “Member” for purposes of director elections. The Association shall disqualify a nominee for the Board for any of the following reasons:

**GR.1.5c.1.1** - The nominee is not a Prime or Associate Member in Good standing.

**GR.1.5c.1.2** - If the nominee, if elected, would be serving on the Board at the same time as another owner of the same separate interest and the other person is either properly nominated for the current election or is an incumbent director.

**GR.1.5c.1.3** - If the nominee, at the time of nomination, is delinquent in the payment of regular and/or special assessments. A nominee shall not be considered “delinquent” if the delinquency relates to the payment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party and/or if the nominee: (a) has paid the regular or special assessment under protest; (b) has entered into a payment plan for repayment of the delinquent assessments and is not delinquent in payments due under the plan; or (c) the nominee has requested and has not been provided an opportunity to engage in internal dispute resolution.

**GR.1.5c.1.4** - If the nominee has been a member of the Association for less than one year.

**GR.1.5c.1.5** - If the nominee is not at least 18 years old.

**GR.1.5c.1.6** - If the nominee discloses, or if the Association is aware or becomes aware of, a past criminal conviction that would, if the Member was elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code section 5806 or terminate the Association’s existing fidelity bond coverage.

### **GR.1.5c.2 Nominations**

**GR.1.5c.2.1** - Solicitation of Candidates. At least thirty (30) days before the deadline for submitting a nomination, the Association shall provide general notice of the procedure and deadline for submitting a nomination for the Board. Any Member who satisfies the qualifications and is not otherwise prohibited from running for the Board may place their name in nomination for the Board by submitting the nomination before the published deadline for receiving nominations. In addition, the Board may recruit qualified candidates and/or may appoint a nominating committee to nominate qualified candidates.

**GR.1.5c.2.1.1** - Regardless of whether a candidacy form was completed, any candidate may still be nominated by himself, herself, or by someone else from the floor of the Annual Meeting. All candidates must be Prime or Associate members in good standing as required by the By Laws.

**GR.1.5c.2.1.2** - The candidacy form may include the opportunity for each candidate to submit a one page (8 ½ x 11) written statement with a 2 x 3 picture in the upper left-hand corner. Candidate statements received on a timely basis will be included with the Association’s newspaper publication of candidate information. (The statements may also be posted on the common area bulletin boards and on the Association’s web site.) The Association will not edit or redact these statements but may include a statement specifying that the candidate is responsible for that content.

**GR.1.5c.3 Candidate Registration List** - The “Candidate Registration List” shall mean the list of candidates who will appear on the ballot. Upon request, the Association shall permit Members to

## GENERAL RULES & REGULATIONS (GR)

verify the accuracy of their individual information on the Candidate Registration List at least thirty (30) days before the ballots are mailed. The Member shall report any errors to the Inspector of Elections who shall make the correction within two business days. The Association may, at its discretion, report any known errors to the Inspector of Elections. The Candidate Registration List shall be retained as “association election materials” as required by law.

**GR.1.5c.4 Notice of Known Candidates** - The names of all persons on the Candidate Registration List shall be set forth on the ballot.

**GR.1.5c.5 Candidacy Statements** - Any candidate who wishes to submit a candidacy statement may only do so using the Association’s authorized form. The content of any candidate statement shall be limited to a statement of the candidate’s qualifications to serve as a director.

**GR.1.5c.6 Declaration of Vacancy for Delinquency** - Any Member serving on the Board shall be current in the payment of regular and special assessments or the delinquent director’s seat may be declared vacant by the Board following notice to the director and an opportunity to meet with the Board in executive session to explain why the director should not be disqualified. A director shall not be considered “delinquent” in the payment of assessments if the delinquency relates to the payment of fines, fines renamed as assessments, collection charges, late charges, or costs levied by a third party and/or if the director: (a) has paid the regular or special assessment under protest; (b) has entered into a payment plan for repayment of the delinquent assessments and is not delinquent in payments due under the plan; or (c) has requested and has not been provided an opportunity to engage in internal dispute resolution.

**GR.1.5c.7 Notice of Election Information** - At least thirty (30) days before the ballots are distributed, the Association shall provide general notice of all of the following: (i) the date and time by which, and the physical address where, ballots are to be returned by mail or handed to the Inspector of Elections; (ii) the date, time, and location of the meeting at which ballots will be counted; and (iii) the “Candidate Registration List,” as defined above.

**GR.1.5c.7.1** - Other meetings of the members may be noticed and held by the Association to vote on matters which are proper for Member vote. For Member votes that are to be conducted pursuant to the secret ballot process described herein, the meeting notice sent by the Association will include information on when polls will be open and when the members may attend a Membership or Board meeting to witness the review, count and tabulation of ballots by the inspector(s) of election.

**GR.1.5c.7.2** - Other business at the Annual or other membership meeting, such as approval of minutes, motions to adjourn and other parliamentary procedure, may be conducted by a show of hands, voice vote or other method.

**GR.1.5c.7.3** - All membership meetings and votes will be conducted in accordance with the Association’s governing documents and California Corporations and Civil Codes, as appropriate.

**GR.1.5c.7.4** - Prime members have one vote per unit / lot / parcel owned. Associate members are not entitled to vote. (Per Article III, Sections 1-3, of the By-Laws) Any reference to “member” voting herein shall be construed as a reference to the prime member, not an associate member.

**GR.1.5c.7.5** - If allowed by law, any vote (except for a vote on election of Directors) to be conducted pursuant to the secret ballot process described herein may be conducted by mail only without holding a membership meeting for voting purposes. A membership meeting must be held for election of Directors. Further, the counting and tabulation of votes may only be performed by inspector(s) of election in the open and at a properly noticed open meeting of the members or Board.

**GR.1.5c.8 Inspector(s) of Elections**

## **GENERAL RULES & REGULATIONS (GR)**

**GR.1.5c.8.1** - Appointment of Inspector of Elections. Whenever there is a membership vote or election, the Board shall appoint one (1) or three (3) Inspectors of Elections, hereinafter individually or collectively referred to as the “Inspector of Elections,” whose powers and duties shall be as set forth in Civil Code section 5100 et seq. The Board shall have the power to remove an Inspector of Elections who ceases to meet the required qualifications, is unable or unwilling to perform their duties, or for other good reason, and to appoint a new Inspector of Elections in their place.

**GR.1.5c.8.2** - Qualification of Inspector of Elections. The Inspector of Elections may be any persons the Board reasonably believes to be independent with respect to the matter or matters being voted on and may include Members of the Association, but may not be (i) a member of the Board or a candidate for election to the Board or be related to a current member of the Board or a candidate for election to the Board or (ii) the Association’s manager, accountant, legal counsel, or any other person, business entity, or subdivision of a business entity that is employed by or under contract with the Association to provide compensable services to it at and/or after commencement of the election process other than serving as Inspector of Elections.

**GR.1.5c.8.3** - Payment to Inspector of Elections. The Board may authorize payment of Association funds to any third party appointed to serve as Inspector of Elections; however, no payment may be authorized for any Member appointed to serve as the Inspector of Elections.

**GR.1.5c.8.4** - Duties of the Inspector of Elections. The Inspector of Elections shall be responsible to perform their duties as follows:

**GR.1.5c.8.4.1** - Perform those tasks enumerated in Civil Code section 5110(c); and

**GR.1.5c.8.4.2** - Perform all duties impartially, in good faith, to the best of the Inspector of Election’s ability, as expeditiously as is practical, and in a manner that protects the interest of all Members of the Association; and

**GR.1.5c.8.4.3** - Make any necessary corrections to the Candidate Registration List or the Voter List within two business days of being informed of an error by a Member or by the Association; and

**GR.1.5c.8.4.4** - Deliver (or cause to be delivered) the following documents to the members at least thirty (30) days before an election: (a) the ballot(s) by first-class mail and (b) a copy of these Election Rules by (i) individual delivery or (ii) by posting the internet website address where these Election Rules may be accessed on the ballot together with the phrase in at least 12-point font, “The rules governing this election may be found here: [insert internet website address]”; and

**GR.1.5c.8.4.5** - Retain the association election materials as provided herein.

**GR.1.5c.8.4.6** - Determine tie votes in accordance with the provisions of GR.1.5b.9.3.

### **GR.1.5d Use of Association Media and Campaigning**

**GR.1.5d.1 Access to Association Media – Candidates for the Board** - The Board may, but is not required to, make Association media (e.g., newsletter, notice board, website, or other notices provided to the Members) available to qualified candidates running for election to the Board for purposes that are reasonably related to the election in which that candidate is running. If the Board allows any candidate access to Association media, then all qualified candidates shall be allowed equal access to the same media.

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**GR.1.5d.2 Access to Association Media – Other Matters** - If the Board utilizes Association media to advocate a point of view on any matter (other than election of directors) that requires Member approval or allows any Member access to Association media for that purpose, then all Members advocating a different point of view shall be allowed equal access to the same media. The Board shall not be required to allow access to more than one Member advocating the same point of view.

**GR.1.5d.3 - “Equal Access”** - “Equal access” shall mean publication of written statements not to exceed a predetermined length as determined by the Board. The Board shall not edit or redact any statement but shall not be required to publish any statement that exceeds the predetermined length restrictions. Modifications to formatting may be made so as to allow for space and/or media restrictions. If any formatting modifications should become necessary, they shall be applied equally to all submissions and at no time shall any formatting be applied that may signify a preference or partiality.

**GR.1.5d.4 Responsibility for Content** - All statements published in Association media pursuant to the “equal access” rules must identify the author or proponent. No anonymous statements will be permitted. The author and/or proponent of any statement or point of view shall be solely responsible and liable for the content of their statements. The Association shall not be responsible or liable for the content of any statement published pursuant to the “equal access” rules.

**GR.1.5d.5 – Campaigning** - No Association funds shall be expended for the purposes of campaigning in connection with any vote or election other than those funds specifically required to distribute required correspondence, notices, or forms that may contain the names of candidates or necessary information on the issues being voted upon, or as is otherwise deemed by the Board to be necessary or appropriate for the fair and reasonable conduct of a vote or election, or to the extent necessary to comply with duties of the Association imposed by law. Specifically excluded is the expenditure of Association funds for the purposes of expressly advocating approval, election, or defeat of any matter or candidate.

### **GR.1.5e Use of Common Area and Meeting Space**

**GR.1.5e.1 - Access to Common Area Meeting Space – Campaigning by Candidates for the Board** - The Board shall ensure that during a campaign all qualified candidates for election to the Board are given access to common area meeting space (if any) upon request, at no cost, for purposes reasonably related to their campaigns.

**GR.1.5e.2 - Access to Common Area Meeting Space – Other Matters** - Whenever the Board places a matter before the Members which requires Member approval, the Board shall ensure that Members advocating a point of view on the matter are given access to common area meeting space (if any) upon request, at no cost, for purposes reasonably related to advocating their point of view, whether or not they agree with the point of view advocated by the Board on the matter at issue.

**GR.1.5e.3 - All Access** - Any use of the common area facilities for the purposes described above shall be regulated by any existing rules and regulations for such use. The Board, in its sole discretion, may reasonably limit a candidate’s or Member’s access to common area facilities in order to facilitate equal access for other candidates and Members, and so as not to unreasonably interfere with other Members’ rights to use such facilities.

### **GR.1.5f Amendments**

The Board may amend these Election Rules from time to time except that these Election Rules may not be amended less than ninety (90) days prior to an election unless that amendment is merely to conform to non-discretionary changes in the law.

# GENERAL RULES & REGULATIONS (GR)

I, \_\_\_\_\_, am the Secretary of the Canyon Lake Property Owners Association, and certify that these Election Rules were duly adopted by the Board of Directors of the Association and came into effect on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_, 20\_\_

Date

## GR.1.6 CLPOA Web Page

Property owners may use the internet to view the CLPOA web site to see agendas of upcoming meetings, receive schedules of committee meetings, learn about upcoming events and review schedules of activities. Residents can send email to the Board of Directors and Senior staff members of the CLPOA. Information on upcoming events at Canyon Lake is also available. The internet address for the CLPOA web site is: [www.canyonlakepoa.com](http://www.canyonlakepoa.com).

## GR.1.7 CLPOA Confidentiality Policy

Members occasionally request information from the CLPOA regarding other members. The CLPOA generally considers its information regarding individual members' personal data, assessment accounts, alleged rule violations, CLPOA enforcement actions and similar matters between the CLPOA and the individual member(s) are confidential. Other information may be subject to the CLPOA's attorney client privilege or attorney work product protection.

Accordingly, the CLPOA generally refuses to disclose such information to third parties including other Members, unless the disclosure is needed for the CLPOA's purposes. Examples of disclosure for CLPOA purposes include the CLPOA's court filings and proceedings, lien recordation, Board, committee or staff reviews, conduct of disciplinary hearings and judgment / assessment collection. Other disclosures may be required by law or by court order. Member cooperation and understanding of the CLPOA's efforts to protect the privacy of CLPOA information regarding members is appreciated.

## SECTION II - GENERAL RULES

These General Rules have been established for the protection and consideration of members, member's family, guests and / or invitees. These rules are to be adhered to by all. Any violation of the rules may result in applicable fine(s).

### GR.2.1 Any violation of the rules with no specified fine may result in a fine.

(Refer to the Fine Schedule for the fine amount.)

### GR.2.2 Zero-Tolerance for Threats to Damage Personal Property

Threats to damage personal property directed to any CLPOA employee, Director, Committee Member and / or Member will not be tolerated and is subject to issuance of a fine and / or other disciplinary action. A threat is an expression or statement of an intention to inflict pain, injury, damage and / or punishment; an indication or impending danger or harm.



# GENERAL RULES & REGULATIONS (GR)

## **GR.2.3 Zero-Tolerance for Harassment**

Consistent with the CLPOA's zero-tolerance policy for harassment of employees, verbal abuse / offensive statements directed to any CLPOA employee, Director, Committee Member will not be tolerated and is subject to issuance of a fine and / or other disciplinary action. (Refer to CLPOA's policy on harassment for additional information.)

## **GR.2.4 Zero-Tolerance for Physical Abuse**

Physical abuse directed to any CLPOA employee, Director, Committee Member and / or Member will not be tolerated and is subject to issuance of a fine and / or other disciplinary action. Physical abuse includes, but is not limited to, any assault, impeding or blocking movement, any physical interference with normal work or movement, offensive touching or contact to / from a CLPOA employee, Director, Committee Member and / or Member. Other conduct which has the purpose or effect of unreasonably interfering with an employee's working environment is also prohibited.

## **GR.2.5 No Falsification or Forgery of Documents**

Any person who forges or uses a CLPOA issued document, which has been forged, fabricated or altered from its original state of issuance may be subject to applicable fine. In addition, anyone who provides a document to the CLPOA that has been forged, fabricated or altered from its original state of issuance (i.e. DMV registration, proof of insurance) may also be subject to applicable fine.

## **GR.2.6 Indiscriminate Shooting of a Firearm is Prohibited**

Indiscriminate shooting of a firearm is prohibited by any person except as otherwise authorized by law. Any violation may be fined per occurrence. NOTE: A "Firearm" is defined as a weapon, especially a pistol or rifle (regardless of operability), that is designed as or readily converted into a device that can expel a bullet or capable of firing a projectile by an action of an explosive charge as a propellant.

## **GR.2.7 Fireworks Restrictions**

No person shall sell, offer for sale, use, discharge, possess, store or transport any type of fireworks within the CLPOA community unless the person or organization has obtained a special permit from the General Manager. Violations subject the prime member to applicable fines.

## **GR.2.8 Restrictions for Use of CLPOA Equipment**

No individual is permitted to rent, borrow or remove any piece of CLPOA equipment. CLPOA recognized clubs, groups and organizations may request use through the CLPOA Activities Office. Non-cooperating members may be fined plus damages.

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

Malicious mischief (vandalism, graffiti): Every person who: (1) defaces with paint or any other material, (2) damages or (3) destroys or impairs any CLPOA property is in violation of this rule. The Prime Member will be assessed for all damages and the cost for clean-up, including labor and materials.

## **GR.2.10 No Damage to CLPOA Property**

No damage to CLPOA property. The Prime Member shall be responsible for all charges associated with unintentional / accidental damages to CLPOA property.

# GENERAL RULES & REGULATIONS (GR)

## **GR.2.11 Curfew**

Curfew is 10 p.m. to 6 a.m. for minors under eighteen (18) years of age. The Prime Member will be held responsible for the behavior and actions of minors under the age of eighteen (18). Members may be fined accordingly.

## **GR.2.12 No Loitering**

Any person who loiters about any CLPOA property, including but not limited to buildings, bars, beaches, docks, parks, parking lots, restaurants, restrooms, streets, walkways and golf course or who re-enters any of the above, after being asked to leave by staff, is in violation of this rule. As used in this rule “loiter” means to delay, to linger or to idle about any of the above places without legitimate business for being present.

## **GR.2.13 No Smoking**

No smoking within twenty (20) feet of any CLPOA building or within twenty-five (25) feet of a park unless in designated smoking areas.

## **GR.2.14 Conditions and Restrictions for Dogs / Dog Owners**

These conditions and restrictions apply to dogs / dog owners.

**GR.2.14a Leash or Confinement Required Dogs** - must be restrained by a leash while on common property, or, confined by fencing or other secured enclosure within an owner’s property. If the owner fails to confine his/her dog(s) on the owner’s property for any reason, the owners will be liable for any and all damages caused by the unconfined dog(s). The owners of the animals or the owner of the property in the case of a leased property, will be issued a citation for this violation and the community patrol will immediately notify the local animal control authorities to have the dog(s) contained.

**GR.2.14b No Aggressive Dogs** - Aggressive dogs are not allowed.

**GR.2.14c Dogs Allowed in Designated Areas Only** - Specific parks are designated as parks where you may walk your dog. NOTE: Parks where dogs are not allowed have signs at their entry way.

**GR.2.14d Clean-Up and Proper Disposal Requirements for Dog Waste** - All dog waste must be immediately picked up by the Owner / keeper and deposited in the proper designated waste receptacle or other suitable container. NOTE: Dog waste is defined as a solid waste material.

**GR.2.14e No Unreasonable Disturbance** - No dog shall be allowed to habitually bark, whine, howl or engage in similar conduct that unreasonably disturbs the peace and quiet of the neighborhood. A Community Patrol Officer may investigate the barking, whining, or noise based upon the following criteria:

- Patrol driver parks two (2) to three (3) houses from address of complaint.
- Listens and observes to determine where the barking is coming from.
- After listening and observing, an attempt is made to contact the resident. A warning citation will be issued.
- If second call / complaint is received, same procedure is applied as described in the previous paragraphs and the resident is cited.

**GR.2.14f Service Dogs** - Owners with Service Dogs, as defined herein, shall keep the Service Dog on a leash, tether, or harness at all times while in common areas, recreational facilities, or other facilities within the Association unless the Owner is unable to use the leash, tether, or harness due to his or her disability or the leash, tether, or harness would interfere with the Service Dog’s work or task. In circumstances where the Owner does not have the Service Dog on a leash as prescribed above, the Owner must have control of the Service Dog by other effective means such as voice control or signals.

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The Association may ask the Owner with a Service Dog to remove the Service Dog from a facility if the Service Dog is out of control or is not housebroken.

Service Dogs are defined as dogs that are trained to do work or perform tasks for people with disabilities. Examples of such work of tasks include but are not limited to alerting people who are deaf, guiding people who are blind, protecting a person having a seizure, reminding a person with a mental illness to take prescribed medication, calming a person with Post Traumatic Stress Disorder, fetching dropped items, or pulling a wheelchair.

## **GR.2.15 No Littering**

Littering is strictly prohibited in Canyon Lake.

## **GR.2.16 No Door-to-Door Solicitation**

No door-to-door solicitation of retail, commercial services and / or products is permitted in Canyon Lake.

## **GR.2.17 No Fighting Permitted**

No fighting or brawling on any common area. Further, no fighting on any residential lot in a manner that unreasonably interferes with the quiet enjoyment of other resident(s).

## **GR.2.18 No Noxious and / or Offensive Conduct Allowed**

Noxious and / or offensive conduct shall include, but not be limited to the following:

**GR.2.18a Unreasonably Loud Noise** - No loud noise will be allowed on the common area or emanating from any lot that unreasonably interferes with other residents' use of the common area or the quiet enjoyment of residents. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake's Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

**GR.2.18b Aggravated Nuisance** - Aggravated nuisance will not be permitted. Conduct determined to be an aggravated nuisance may result in applicable fine(s). Aggravated nuisance includes, but is not limited to, the following misconduct:

**GR.2.18b.1 Unreasonably Loud Noise with Aggravating Circumstances** - Unreasonably loud noise with aggravating circumstances, (such as the late hour of the occurrence). EXAMPLE: Unreasonably loud band practice in a closed garage in the early evening might be cited under Rule GR.2.18a.; a party with a band playing outdoors at midnight would be subject to citation under Rule GR.2.18b.

**GR.2.18b2 Negative Impact on Others** - Multiple persons or properties impacted by the noise or an extended duration of the noise, that unreasonably interferes with the use of common area or the quiet enjoyment of residents.

**GR.2.18c** - Noxious and / or offensive conduct by residents and / or their guests shall subject the Prime Member to fines or other disciplinary action.

Nothing herein prohibits the Association from pursuing any other remedies authorized by law, including legal action, if the Board of Directors considers such action(s) appropriate.

PLEASE NOTE: Not every annoyance or disturbance by a neighbor constitutes a rule violation. People who live in organized communities must, of necessity, occasionally endure some inconvenience and annoyance from their neighbors. This rule is intended to prohibit substantial and unreasonable interference with quiet enjoyment.

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## **GR.2.19 No Use of Recreational Facilities for Commercial Purpose**

Recreational facilities may not be used for commercial purposes (ski schools, etc.) or by outside groups without written permission from the appropriate CLPOA authority as set forth more fully herein.

## **GR.2.20 No Use and/or Operation of a Vehicle, Vessel or Golf Cart While Under the Influence of Alcohol**

Use and/or operation of a vehicle, vessel or golf cart while under the influence of alcohol is prohibited.

NOTE: Use or possession of alcohol by a minor is strictly prohibited.

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

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

## **GR.2.22 Lake Contamination**

All Members shall be responsible for protection of the shoreline and the waters of the lake. They must avoid dumping of debris or spillage of solids or liquid contaminants, which could enter or drain into the lake.

## **SECTION III - MEMBERSHIP**

By definition, membership has specific criteria and requirements. As such, there are various types of membership, ownership, associate membership, tenants and lessees. Each of these will be defined correspondingly in the sections that follow.

### **GR.3.1 Member in Good Standing**

In order to qualify as a member in good standing, members must not have any of the following charges or violations against any of their properties:

**GR.3.1a** - No unpaid fines.

**GR.3.1b** - No past due assessment(s), late charges, installment charges, interest or related charges.

**GR.3.1c** - No CC&R and Planning & Compliance violations which include lakeside (shore zone) violations, which have been through due process and remain in a state of non-compliance.

Failure to maintain membership in good standing may result in suspension and / or revocation of common area recreational amenity use privileges (including boating, campground, equestrian, Gault Field, golf course / golf cart registration, guest fishing permits, reservable parks and beaches, tennis courts, meeting / banquet rooms, committee and club membership). The Board of Directors may, from time to time, by resolution, amend the list of privileges which shall be restricted, limited, and / or suspended as they relate to Members who are not in "good standing" as defined above.

Exemption of Architectural Control Committee Matters from General Member In Good Standing Policy: Members not in good standing may submit an application for review by the Architectural Control Committee for proposed improvements so long as the applicant otherwise complies with the CC&R's and Architectural Guidelines / Rules and Regulations. As modified, the member in good standing policy remains in effect as to the other Association member privileges.

### **GR.3.2 Prime Memberships**

One (1) of any number of co-owners of record of a lot shall be Prime Member. Co-owners shall designate the Prime Member in a written document signed by the co-owners and provided to the CLPOA. Absent such a designation, the Prime Member shall be deemed to be the first person named in the recorded

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transferring instrument. The Prime Member is responsible for the actions of his / her family, guests, lessees and tenants.

## **GR.3.3 Associate Memberships**

An owner of record to a lot who is not the Prime Member shall be an Associate Member. Members of the Prime Members' family shall also be Associate Members. The term family is defined as one (1) or more individuals (related or not) who live together as a common household up to age twenty-one (21) who reside on a full-time basis with the Prime Member. Associate Member cards are authorized to each Associate Member per lot. Membership cards are non-transferable.

The following shall be entitled to associate membership in the Association:

**GR.3.3a** - Co-owners of any lot.

**GR.3.3b** - The spouse and / or children under the age of 21, of a member who also have the same residence of the member.

**GR.3.3c** - Any person who is a tenant or regular occupant of any unit in any multi-family residential building or guesthouse, inn, hotel facility or mobile home park within the Subdivision.

**GR.3.3d** - Officers and directors not otherwise a member by reason of lot ownership pursuant to Section 2 of this Article III.

## **GR.3.4 Multiple Ownership**

Sometimes more than one (1) family will become the record owners of a lot. In that case, only one (1) family will be entitled to utilize the lake and recreational facilities. These memberships will be non-transferable and will not entitle one (1) family to use the property on one (1) occasion and another owner / family on a different occasion. The prime member will be designated by the first name on title, unless otherwise specified in writing.

## **GR.3.5 Corporate Ownership**

The single distinction marking corporate ownership is the owner's right to name the person(s) to assume membership privileges as follows:

**GR.3.5a** - A corporation will be entitled to one (1) Prime Membership and five (5) Associate Memberships for each lot owned.

**GR.3.5b** - The Prime Member must be a corporation official or employee designated in writing on company letterhead.

**GR.3.5c** - A copy of the Articles of Incorporation is required for Corporations. Articles of Organization are required for Limited Liability Companies. Certificate of Limited Partnership is required for a Limited Partnership and a Statement of Partnership Authority or a written partnership agreement is required for any partnerships. In addition to the above requirements, all Corporations, Limited Liability Companies and Limited Partnerships will also need to provide a copy of the most current proof of filing with the appropriate Secretary of State.

**GR.3.5d** - A copy of the most recently filed Statement of Information containing the name and address of the CEO, if any, as well as the names of each Manager and/or Member is required for all Corporations, Limited Liability Companies and Limited Partnerships.

## **GR.3.6 Sub-Associate Membership**

A Sub-Associate is described as an individual over the age of twenty-one (21) who is an "immediate" Family Member of the Prime Member or recorded Co-owner who resides at the Prime Member's residence. "Immediate" shall include children or parents of the Prime Member and/or Co-owner.

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**GR.3.6a** - Prime Member or Co-Owner may submit an application form available at the CLPOA office to obtain or renew a Sub-Associate membership card. The appointing member must complete and sign the Association's form on an annual basis. The application needs to include a copy of the proposed Sub-Associate Member's birth certificate and / or Driver's License, DMV identification card or other proof of relationship to Prime or record co-owner. Proof of current residency is also required. Proof of residency is defined as a major reoccurring bill (i.e., utility, cell phone, car payment, etc.) bank statement, paycheck, or college transcript which demonstrates a date within thirty (30) days of the signed application.

**GR.3.6b** - If the application designates that the Sub-Associate Member may obtain a vehicle transponder and parking decal, then upon satisfaction of the rules applicable to issuance of these items, a Sub-Associate Member may obtain one (1) vehicle transponder and parking decal, which shall expire on an annual basis from date of issuance of the Sub-Associate Membership.

**GR.3.6c** - Sub-Associate Membership card shall be valid based on the date of the signed application; or until revoked, whichever is sooner.

**GR.3.6d** - If the application designates that the Sub-Associate Member may obtain a vehicle decal, then upon satisfaction of the rules applicable to issuance of vehicle decals and payment of any applicable fees, a Sub-Associate Member may obtain one (1) vehicle decal, which shall expire on an annual basis from date of issuance of the Sub-Associate Membership, or vehicle registration date, whichever is sooner.

**GR.3.6e** - No Sub-Associate Membership shall be available or granted for a vacant lot.

Any and all access ID cards and / or vehicle passes, which have not expired must be returned to the CLPOA office or charges for non-returned valid cards or passes must be paid prior to processing any subsequent application for any card, decal or pass on any given property.

A charge will apply per card and / or vehicle pass to any non-returned valid card or pass. The Member will be responsible for clearing these charges.

### GR.3.7 Resident Members

**GR.3.7a** - A Resident member is described as any person who is eighteen (18) years of age or older and is not a Prime Member, Associate Member, Sub-Associate Member or Spouse of a Prime Member or Associate Member and who reside with the Prime Member.

**GR.3.7b** - There shall be no more than one (1) Resident Membership per lot. Prime Member or co-owner may submit an application (form available at the CLPOA office) to grant a qualifying individual Resident Member status.

**GR.3.7c** - Resident Membership card shall be valid based on the date of the signed application; or until revoked, whichever is sooner.

**GR.3.7d** - Prime Member or Co-Owner shall at the time of application designate certain privileges for the Resident Member up to but not to exceed: 1) Ability to call in guests; 2) Issuance of one (1) POA ID card; 3) Issuance of one (1) vehicle decal; 4) Issuance of one (1) golf cart decal; 5) Issuance of one (1) motorcycle parking decal; 6) Issuance of one (1) annual golf membership

**GR.3.7e** - Resident Members cards shall be valid on an annual basis from date of issuance of Resident Membership card or until revoked, whichever is sooner.

**GR.3.7f** - If the application designates that the Resident Member may obtain a vehicle transponder and parking decal, then upon satisfaction of the rules applicable to issuance of these items, a Resident Member may obtain one (1) vehicle transponder and parking decal, which shall expire on an annual basis from date of issuance of the Resident Member Membership.

**GR.3.7g** - No Resident Membership shall be available or granted for a vacant lot.

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Any and all access ID cards and / or non-expired vehicle decals, must be returned to the CLPOA office or a charge for each non-returned item must be paid prior to processing any subsequent application for any card, decal or pass on any given property.

## **GR.3.8 Lessees**

To establish tenants, the Member / Owner must complete the CLPOA Lease Authorization Form. On the form, the Member / Owner will need to provide the name(s) address, term of tenancy and designate the number of CLPOA cards and decals to be issued. The Member / Owner also has the opportunity to relinquish recreational privileges to the lessee with one (1) year term of residency. Recreational privileges include: boat registration rights and the permanent guests list. Before any cards or decals are issued, the processing fee must be paid.

No recreational boating or other membership privileges stemming from a vacant lot may be assigned to a tenant. Only one (1) active Lease Authorization Form will be accepted per property. No Lease Authorization Form shall be processed for a vacant lot.

The Prime Member is responsible for the actions of his / her tenants, the tenants' family members and guests as well as any fines or other liabilities incurred by them. As such, the Prime Member and lessee must abide by the following conditions:

**GR.3.8a** - Lessee is informed of and agrees to follow all Rules and Regulations.

**GR.3.8b** - Lessee is notified that no more than six (6) individuals unless otherwise provided, may be permitted to use recreational facilities.

**GR.3.8c** - Lessee is informed that recreational privileges may be suspended and / or revoked for failure of member / owner to pay assessments.

**GR.3.8d** - Any and all access ID cards and / or non-expired vehicle decals, must be returned to the CLPOA office or a charge for each non-returned item must be paid prior to the removal of the existing lessees or the processing of any subsequent Lease Authorization Form.

**GR.3.8e** - Amendments to the Lease Authorization Form made thirty (30) days after the written start date will be subject to a Lease Amendment Fee.

If the Member / owner specifies the terms of tenancy as "Month-to-Month", the lessee(s) will have to provide a valid receipt of rent payment issued by the Member / owner. After receiving proof of payment, the lessee(s) will be issued a CLPOA card and a vehicle decal (in accordance with CLPOA Rules & Regulations) on a monthly basis.

## **GR.3.9 Property Manager**

A member may appoint up to three (3) property manager(s) or owner's agent(s) with authority to represent the member in regards to a lot or lots owned by the appointing member pursuant to the following terms and conditions:

**GR.3.9a** - The appointing member must complete and sign the Association's approved form for Appointment of Property Manager(s) / Owner's Agent(s). The member signing the form must be a member on title to the lot or the authorized representative of the record lot owner, such as a corporate officer whose authority on behalf of the corporate lot owner is confirmed in writing on company letterhead, or the owner's attorney-in-fact pursuant to a written, notarized power of attorney.

**GR.3.9b** - The member shall remain responsible for the acts and omissions of each of the member's property manager(s) / owner's agent(s) in all respects, including but not limited to, any violations of

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the governing documents, authorizing or eliminating access to contractors and vendors, and making agreements with and commitments to the Association on behalf of the member.

**GR.3.9c** - The member shall remain responsible for all persons to whom any of the property manager(s) / owner's agent(s) has / have extended any right or privileges. For example, any damage caused or fines incurred by a tenant given possession or authorized by a property manager(s) / owner's agent(s) shall be the obligation of the member to pay.

**GR.3.9d** - Property manager(s) and owner's agent(s) do not thereby have access to or the right to use Association amenities and recreational facilities. Appointment of a property manager(s) / owner's agent(s) does not transfer member's Association voting privileges.

**GR.3.9e** - It is the appointing member's responsibility to ensure that the member's property manager(s) / owner's agent(s) is / are familiar with and will abide by all governing documents of the Association. Upon an appointment of a property manager, Member shall provide the property manager with a copy of the Association's governing documents, including the CC&Rs, the By-Laws, the Rules and Regulations and the Architectural Guidelines.

**GR.3.9f** - The Association may rely upon any property manager(s) / owner's agent(s) status as such, including without limitation, any communication or notice to any property manager(s) / owner's agent(s) shall constitute notice to the member whether the member has actual knowledge or not.

**GR.3.9g** - If the member appoints multiple property manager(s) / owner's agent(s), the Association may: deal with any one (1) of the appointed person(s); give written notice to any one (1) of the appointed person(s); and may rely upon and consider that any property manager(s) / owner's agent(s) acting alone has full authority to act on behalf of and bind the member, and the Association is not required to seek the agreement of or any signature from a second or third property manager(s) / owner's agent(s).

**GR.3.9h** - It is the appointing member's responsibility to determine the date of expiration of the property manager(s) / owner's agent(s) and to inform the Association in writing if the property manager(s) / owner's agent(s) is / are terminated prior to the expiration date.

## SECTION IV - RULES & REGULATIONS FOR PERMITS AND SIGNS

There are different permits required for various activities within CLPOA and / or the City of Canyon Lake. Each of these permits will be described accordingly in the sections that follow.

### GR.4.1 Special Events Permit

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit. In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to the function or event.

### GR.4.2 Garage Sale Permits

Provided is the criteria to obtain garage sale permits.

**GR.4.2a Permit Required** - A permit to hold a garage sale shall be required by CLPOA. A fine will be imposed for conducting a garage sale without a permit. NOTE: The permit must be shown to Community Patrol upon request.

**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 calendar year.



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**GR.4.2d Permitted Sale Requirements** - The permitted sale must be held at the address of which the Member's tract & lot was used.

**GR.4.2e Postponement and / or Rescheduling** - If the Member decides not to hold the garage sale on the permitted date(s), then he / she must notify the Member Services Department no later than the day before the permitted sale.

**GR.4.2f Duration Sale** - Shall not be for more than three (3) consecutive days.

**GR.4.2g No Commercial Merchandising Allowed** - Commercial merchandising may not be conducted on this permit.

**GR.4.2h Types of Advertising and Methods for Display** - The following advertising is permitted:

**GR.4.2h.1** - Only Canyon Lake pre-printed signs may be used for Garage Sales.

**GR.4.2h.2** - CLPOA will issue three (3) signs with the Garage Sale permit. One (1) sign may be posted on Owner's property, two (2) signs may be posted on nearby street corners. Exception: Garage sale signs cannot be posted in the median where Canyon Lake Drive South intersects Continental.

**GR.4.2h.3** - Sign must indicate dates and location (street address).

**GR.4.2h.4** - Signs may not be placed on a vehicle.

**GR.4.2h.5** - Signs may not be modified (i.e., addition of colors, flags, balloons or streamers).

**GR.4.2h.6** - Signs must have their own stake and shall not be affixed to any structure / building on private or CLPOA property.

**GR.4.2h.7** - No other signs or advertising, other than on community bulletin boards will be permitted.

**GR.4.2h.8** - All signs advertising sale may be placed the morning of the sale and must be removed at the conclusion of the sale.

**GR.4.2i No Unauthorized Signs Permitted** - Community Patrol will remove garage sale signs that are not covered by a permit.

### GR.4.3 Moving Pass / Temporary Parking Permit

In the event a Member of CLPOA is moving in, out, or within the community and will be needing to park a moving truck or trailer on the street or in their driveway temporarily, the following is hereby adopted to deal with such special circumstances: Prime Members, Associate Members, and eligible Lessees may request from Member Services a CLPOA Moving Pass / Temporary Parking Permit, so that they may park for a maximum of seventy-two (72) hours to allow moving in, out, or within the community. If circumstances warrant more time, written approval must be obtained.

### GR.4.4 Fishing Permits

Provided is the criteria for fishing permits.

**GR.4.4a State of California Regulations Apply** - All California fishing regulations apply.

**GR.4.4b Fishing License Required** - A California State Fishing License (16 years old or over) is required for fishing in Canyon Lake.

**GR.4.4c Guests Must Be Accompanied By A Member** - All guests over the age of 15 must be accompanied by a member carrying a valid CLPOA ID. Exception: Registered guests of the campground may fish from the campground shoreline during their stay.

**GR.4.4d Violation of California State Fishing Laws Prohibited** - The Canyon Lake Police Department and California State Game Warden may confiscate fishing gear for violation of California State fishing laws.

**GR.4.4e Compliance / Enforcement of Rules** - Fishing rules are enforced by Community Patrol and / or Marine Patrol. Community and / or Marine Patrol will check for permits and compliance of the fishing rules.

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**GR.4.4f Maximum of One (1) Pole Per Person** - Number of fishing poles per person shall not exceed the number licensed for on California Fishing License. Only one (1) pole per guest is allowed.

**GR.4.4g Requirements for Night Fishing** - Night fishing is permitted in accordance with California Fishing Regulations.

**GR.4.4h Fishing is Prohibited on Main/North/Treasure Island Causeways and Common Docks** - Fishing is prohibited by land on the Main Causeway (East and West side), the North Causeway (North and South side) between both parking lot entries, and the Treasure Island Causeway. Fishing is also prohibited from all common docks when boats and / or swimmers are present.

**GR.4.4i Respect for Private Property** - Fishing person or persons must respect all private property.

**GR.4.4j Requirements for Flotation Devices** - Guests will not be allowed to fish in / from a flotation device other than a dock or properly registered boat unless in close proximity of the Prime or Associate Member (close proximity is within 100 feet).

**GR.4.4k Fishing Flotation Tube Requirements** - These are fishing flotation tube requirements:

**GR.4.4k.1** - Four (4) two-inch (2") by four-inch (4") strips of reflective material in accordance with a license manufactured spaced evenly on the outside of the tube.

**GR.4.4k.2** - One (1) whistle (between the hours of almanac sundown and sunrise).

**GR.4.4k.3** - One (1) flashlight (between the hours of almanac sundown and sunrise).

**GR.4.4k.4** - Whistle and flash-light shall be in possession of the fisherman.

**GR.4.4k.5** - One (1) approved lifejacket.

## GR.4.5 Signs in the Community Setback

This is the criteria for signs, flags, posters, and banners (referred to hereafter as signs) in the **community setback and common areas**. Signs and posters may be no more than nine (9) square feet, flags and banners no more than fifteen (15) square feet.

**GR.4.5a Election Sign Requirements** - A resident may temporarily place a maximum of two (2) election signs used to support or oppose any candidate or measure for a specific Federal, State, County or local election in that portion of the Community Setback that lies between their front lot line and the adjacent street, subject to compliance with the following provisions: Election signs can only be placed in the Community Setback in the ninety (90) day period prior to an election in accordance with the following requirements:

**GR.4.5a.1** - The top of the election sign may not extend more than three (3) feet above grade, with the exception of flags, which may be flown at a standard height on an approved flag pole.

**GR.4.5a.2** - The election sign may not extend beyond the back of curb toward the street.

**GR.4.5a.3** - No election sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**GR.4.5a.4** - The election sign must have its own stake and shall not be affixed to any improvement.

**GR.4.5a.5** - Balloons, streamers and similar material may not be added to the election sign.

**GR.4.5a.6** - Non-conforming election signs may be removed from the Community Setback by the Association.

**GR.4.5a.7** - Election signs shall be removed within ten (10) days following the election.

**GR.4.5a.8** - Election signs may not be placed on CLPOA common areas.

**GR.4.5b CLPOA Election Sign Requirements** - A resident may temporarily place a maximum of three (3) CLPOA signs in that portion of the Community Setback that lies between their front lot line and the adjacent street, subject to compliance with the following provisions: CLPOA signs can only be placed in the Community Setback in the sixty (60) day period prior to an election in accordance with the following requirements:

**GR.4.5b.1** - The top of the CLPOA election sign may not extend more than three (3) feet above grade.

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**GR.4.5b.2** - The CLPOA sign may not extend beyond the back of curb toward the street.

**GR.4.5b.3** - No CLPOA sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**GR.4.5b.4** - The CLPOA sign must have its own stake and shall not be affixed to any improvement.

**GR.4.5b.5** - Balloons, streamers and similar material may not be added to the CLPOA sign.

**GR.4.5b.6** - Non-conforming CLPOA signs may be removed from the Community Setback by the Association.

**GR.4.5b.7** - CLPOA signs shall be removed within seven (7) days following the election.

**GR.4.5b.8** - CLPOA election signs may not be placed in CLPOA common areas.

**GR.4.5c Open House Sign Requirements** - A real estate agent/realtor may temporarily place a maximum of six(6) open house signs in that portion of the Community Setback that lies between the front lot line and the adjacent street, subject to compliance with the following provisions:

**GR.4.5c.1** – No Open House sign may be more than three (3) square feet, and the top of the sign may not extend more than three (3) feet above ground, with the exception of flags, which may be flown at a standard height on an approved flag pole. Exception: Open house banner/flag (up to six feet in height) may be placed on subject property during the time of the open house.

**GR.4.5c.2** – The Open House sign may not extend beyond the back of curb towards the street. Only one (1) open house sign may be placed on any specific property and only one (1) sign may be placed at any one intersection.

**GR.4.5c.3** – Open House signs, except for approved Canyon Lake logo Broker Open House signs may not be placed at the following intersections:

- Canyon Lake Drive South & Continental
- Canyon Lake Drive & Vacation Drive
- Vacation Drive & Longhorn Drive

Limit of one sign per Broker on any one of these intersections.

**GR.4.5c.4** - No Open House sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**GR.4.5c.5** - The Open House sign must be placed in such a manner that does not cause damage to property and/or landscape.

**GR.4.5c.6** - Balloons, streamers, and similar material may not be added to any Open House sign. Exception: One standard size rider, not to exceed one (1) square foot, may be placed on top of each A-frame sign.

**GR.4.5c.7** - Unauthorized and/or non-conforming Open House signs may be removed from the Community Setback by the CLPOA

**GR.4.5c.8** - Open House signs may not be placed out prior to one (1) hour before the start of an open house and must be removed immediately following the conclusion of the open house.

**GR.4.5c.9** - Open House signs may not be placed in the street, on vehicles, on golf carts, or on trailers. Open House signs may not be placed on CLPOA common ground.

### **GR.4.6 No Signs / Flags/ Posters/Banners with Vulgar, or Obscene Content or Fighting Words**

Regardless of size, no sign, poster, flag, or banner viewable from the common area shall contain or imply by the use of symbols, missing letters, or images any “obscene material”, “vulgar words” or “fighting words” as those terms are defined in the law or by common decency.

## **SECTION V - RULES FOR MOTOR VEHICLES**

There are different types of requirements for motor vehicles within CLPOA. Each of these requirements will be described accordingly in the sections that follow.

# GENERAL RULES & REGULATIONS (GR)

## GR.5.1 General Information

Any motor vehicle operated within the community of Canyon Lake Property Owners Association shall be operated in accordance with these rules and in a safe and prudent manner. Additionally, the CLPOA has adopted the Rules and Regulations of the California Drivers Handbook issued by the California Department of Motor Vehicles and commonly known as the 'Rules of the Road' as the basis for implementation of the following Rules for Motor Vehicles. The 'Rules of the Road' is a set of customary practices, especially for the operation of a motor vehicle established to promote efficiency and safety, which must be followed to the extent applicable. Violations may result in disciplinary action, including fines and or legal enforcement proceedings.

**GR.5.1a Non-Specified Violations in the Community are Subject to Fine** - Non-specified violations in the community that are not specifically enumerated in these paragraphs will carry or be subject to a fine as set forth by CLPOA. Any and all violations are enforceable by Community Patrol.

**GR.5.1b Valid State Registration Required** - All vehicles operating within CLPOA must have valid state registration.

**GR.5.1c Maximum Speed Limit Requirements** - A maximum speed limit of thirty-five (35) miles per hour is posted on the following major thoroughfares: Canyon Lake Drive North and South, Continental Drive, Vacation Drive, and Longhorn Drive. All other streets carry a maximum speed limit of twenty-five (25) miles per hour. Posted speed limits within the community will be enforced by Community Patrol and may be enforced through, but not limited to, the use of radar speed guns, radar speed enforcement cameras or other speed enforcement systems. NOTE: Any person who receives additional speeding citations within thirty-six (36) months of a previous offense shall be subjective to a progressive fine after notice and an opportunity to be heard. The progressive fine shall be compounded for each additional offense.

**GR.5.1d No Passing Allowed** - The two (2) way turning lane (middle lane) is not a passing lane.

**GR.5.1e No Unlawful Riding / Towing Permitted** - No riding in boats while the vehicle is being towed on the street(s) of Canyon Lake. Motor vehicles and golf carts may not tow bicycles or skateboards.

**GR.5.1f Restrictions for Alcoholic Beverages / No Open Containers** - The CLPOA enforces the California Vehicle Code's rules of the road regarding drinking any alcoholic beverages. No open containers. No possession by a minor of any alcoholic beverage in a vehicle. These rules also apply to golf carts and other motor vehicles operated on the streets or parking areas of the CLPOA.

**GR.5.1g Use of Designated Gates for Entry Requirements** - Vehicles must enter the Canyon Lake community through the Main Gate, East Gate, North Gate, Big Tee Gate, or Skylink Gate. All other entry is subject to a citation and / or removal.

**GR.5.1h Decal Requirements** - All CLPOA decals must be affixed to vehicle in the inside lower left corner of windshield.

**GR.5.1i Requirements for Removal of Decals** - When a vehicle is sold, the decal must be removed and remnants returned to CLPOA office.

**GR.5.1j Helmet Requirements for Person(s) Under the Age of Eighteen (18)** - All persons under the age of eighteen (18) operating a bicycle, a non-motorized scooter, or a skateboard, in-line or roller skates, or ride upon a bicycle, a non-motorized scooter, or a skateboard as a passenger, upon Canyon Lake Property Association roadways shall wear a properly fitted and fastened bicycle helmet. This requirement also applies to a person who rides upon a bicycle while in a restraining seat that is attached to the bicycle or in a trailer towed by the bicycle.

**GR.5.1k** - Any speed contest and / or exhibition of speed is prohibited.

**GR.5.1l** - Evading a Community Patrol Officer is prohibited.

**GR.5.1m** - Failure to comply with a Community Patrol Officer's instructions.

**GR.5.1n** - Failure to stop for a school bus signal.

**GR.5.1o** - Failure to stop for a stop sign.

# GENERAL RULES & REGULATIONS (GR)

**GR.5.1p** - No crossing over double-yellow line.

**GR.5.1q** - No illegal passing on the right.

**GR.5.1r No reckless driving** - (Reckless driving is defined as any person who drives any vehicles 20 mph over the speed limit or commits three (3) or more moving violations.)

**GR.5.1s** - No following too close.

**GR.5.1t** - Use of a wireless communication device of any kind while operating a motor or electric vehicle unless the wireless device is being used in “hands-free” mode. All drivers are prohibited from using wireless communication device to write, send or read a text-based communication while driving.

## **GR.5.2 Prohibited Vehicles**

*Use, operation, riding upon or in, or transportation on or by, any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot, street, common area or CLPOA property within the Sub-division is prohibited. Golf carts may be used and operated within the Sub-division subject to the Board of Directors reasonable regulation thereof.*

Operation or use of any motorcycle, two (2) or three (3) wheeled motorized vehicle, off-road vehicle, four (4) wheeled motorcycle or similar vehicle on any lot street, common area or Association property within the Subdivision is prohibited (See amendment to the CLPOA tract declarations recorded February 15, 1996, pursuant to Superior Court order of December 19, 1995).

Members, their guests or invitees may park motorcycles at their own risk at designated portions of CLPOA property at or near entrances to Canyon Lake.

**GR.5.2a Electric Pedal Assist Bicycles** - Electric bicycles are permitted to be used within the community so long as the bicycle is equipped with pedals, pedal assist functionality, and an electric motor less than 750 watts.

## **GR.5.3 Parking of Vehicles within the Canyon Lake Community**

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

**GR.5.3a Restrictions for Parking of Any Vehicle, Golf Cart or Vessel for Sale** - All vehicles, golf carts or vessels with a “For Sale” sign shall not be parked in any common area other than in front of the vehicle, golf cart or vessel owners own tract and lot. The vehicle or vessel must be currently registered in the state of California or any other state the member may have currently registered. Said vehicle, golf cart or vessel shall not be parked in front of a tract and lot not owned by the member offering the vehicle, golf cart or vessel “For Sale” unless the owner of the residence gives such permission in writing and the written permission is displayed in the window of said vehicle, golf cart or vessel.

**GR.5.3b No Vehicle Parking / Storage on Unpaved Portion of Property** - No vehicle of any kind, or part thereof, shall be parked or stored on any unpaved portion of a property. This includes the landscaped area adjacent to the driveway.

**GR.5.3c No Vehicle Parking / Storage on Vacant or Unimproved Lots** - Vacant lots may not be used for parking or storage. No vehicle of any kind, operating or non-operating may stored or parked on vacant, unimproved lots. Only exception; A day permit may be granted for parking of motor vehicles on member’s private undeveloped lot for lot maintenance and / or day use of the lake four (4) times per year. Permits are available at the CLPOA Administrative Offices.

# GENERAL RULES & REGULATIONS (GR)

**GR.5.3d No Parking of Unsightly, Stripped Down, Partially Wrecked, Inoperable or Junk Vehicles Allowed on Canyon Lake Streets or Lots** - No unsightly, stripped-down, partially wrecked, inoperable or junk vehicle, or any part thereof, shall be parked on any Canyon Lake street or any lot in such a manner as to be visible from any other lot, street, lake or golf course within Canyon Lake. Unsightly includes, but is not limited to, spider webs, debris, overgrowth, missing parts, and general lack of maintenance

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

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

**GR.5.3g Restrictions for Vehicle Parking on Street Sweeping Days** - The street sweeper shall clean the streets of Canyon Lake on a weekly basis. Exceptions to the rule will be made for the following cases: loading or unloading of RV's, valid medical passes (in-home health care providers), valid ACC building permit, valid garage sale permit. A vacation pass may be obtained to allow the parking of a vehicle on the street during street sweeping days. Each property will be allowed four (4) vacation passes per calendar year.

**GR.5.3h** - No parking at curb marking or within twelve (12) feet of a stop sign.

**GR.5.3i** - No parking in handicap zone without proper placard and / or plates.

**GR.5.3j** - No parking in space designated for Community Patrol.

**GR.5.3k** - No parking on the wrong side of the street with exception to cul-de-sac's or streets with a center island (Excluding Canyon Lake Dr South). For cul-de-sac's or streets with a center island at the end, parking against the center island in the direction of traffic flow is permitted.

**GR.5.3l** - No parking that is obstructing traffic.

**GR.5.3m** - No parking that is blocking a resident's driveway.

**GR.5.3n** - No parking more than eighteen (18) inches from curb.

**GR.5.3o** - No parking a semi-truck on the street after sunset.

**GR.5.3p** - No parking within marked fire hydrant area.

**GR.5.3q** - No parking on streets without current decals, guest passes or permits.

**GR.5.3r** - No parking on streets without valid state registration decals.

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

**GR.5.3t Parking Requirements for North Ski Area / Slalom Course** - These are the requirements for north ski area / slalom course.

**GR.5.3t.1 Restrictions for Campers and Trailers** - Campers and trailers are not permitted to park on Vacation Drive near the North Causeway and in the red zones.

**GR.5.3t.2 Designated Area for Boat Trailer Parking** - Boat trailers are to be parked in the lot next to the Fire Station.

## GENERAL RULES & REGULATIONS (GR)

**GR.5.3t.3 Designated Area for Car and Truck Parking** - All cars and trucks are to park in the paved lot near the docks.

**GR.5.3t.4 No Overnight Camping** - No overnight camping vehicles allowed in the area after 10 p.m.

**GR.5.3t.5 No Parking Vehicle with Trailer on Vacation Drive or Old Wrangler** - Be courteous to your neighbors, and do not park your vehicle with a trailer on Vacation Drive or Old Wrangler.

**GR.5.3u Designated Parking For Boat Trailer Parking At Launch Site** - Boat trailers shall be parked in the designated areas at each of the launch sites and vehicles not attached to trailers shall not park in the "Boat Trailer" designated areas. Holiday Harbor and East Port Launch Areas – Vehicles towing trailers are to be parked in the area adjacent to the launch ramp in the striped zone. Vehicles without trailers may be parked in the boat trailer parking spots, if available, after park hours for fishing purposes only.

**GR.5.3v Vehicles Displaying Service Provider/Contractor Pass** - Vehicles displaying service provider / contractor passes shall only park in the vicinity where work is being performed, and not in parks, beaches or other amenity parking.

### GR.5.4 Commercial Vehicles

These are the requirements for commercial vehicles.

**GR.5.4a Commercial Use of Lots is Prohibited** - Commercial use of lots is prohibited. As set forth elsewhere in these rules, the CLPOA typically does not consider internal uses that have no external manifestations, and that are generally consistent with residential use to constitute a prohibited commercial use. Instead, the CLPOA's focus on external manifestations and whether those manifestations are such that it appears the business use of the property goes beyond what is normally associated with residential use. Vehicle parking is one of the external manifestations the CLPOA takes into consideration in this analysis. Parking of commercial vehicles on a lot is generally prohibited, but this prohibition does not extend to vehicles that are often used in society as non-commercial vehicles such as two (2) and four (4) door trucks being the prime example and that are primarily used for regular transportation purposes.

**GR.5.4b No Unauthorized and / or Overnight Parking of Vehicles Over 3/4 Ton** - In addition, vehicles over 3/4 ton (including trucks, tractors, tractor trailers, 18 wheelers and other similar vehicles) may not be parked on a Canyon Lake street except for the purpose of loading and unloading or when a special parking permit has been issued for overnight on any lot.

**GR.5.4c Conditions for Construction Vehicle Parking** - Construction vehicles may park on the lot where a house is under construction only during normal working hours.

**GR.5.4d No Street Parking of Contractors' Equipment Allowed between Hours of Almanac Sundown and Sunrise** - Street parking of contractors' equipment is not permitted during the hours between almanac sundown and sunrise.

**GR.5.4e** - All commercial vehicles must enter the community through the East or North Gates only. A commercial vehicle is defined as a vehicle which is used or maintained for the transportation of persons for hire, compensation, or profit or designed, used or maintained primarily for the transportation of property. Examples of such commercial vehicles are: cement trucks, flat-bed trucks, tractor-trailers, delivery trucks, trash trucks, trucks pulling trailers with heavy equipments, commercially licensed trucks (exempt pickups), commercial buses (exempt school buses) and vehicles designed for commercial or industrial purposes (exempt public utilities). All commercial vehicles with current member decals will be allowed to use any gate.

### GR.5.5 Recreational Vehicles and Trailers

These are the requirements for recreational vehicles and trailers.

# GENERAL RULES & REGULATIONS (GR)

**GR.5.5a No Recreational Vehicle, 5th Wheel, and Camping Trailer Parking / Storage on Streets for More than Forty - Eight (48) Hours**- Recreational Vehicles, 5th Wheels, and Camping trailers may not park on Canyon Lake streets for more than forty-eight (48) hours at a time and only to permit loading and unloading.

If forty-eight (48) hours is not practical, a member may obtain a permit for an additional twenty-four (24) hours [limited to two (2) permits in a 30-day period per vehicle] through Community Patrol. The member must visit Community Patrol at Bluebird Hall to obtain the permit prior to the expiration of the initial forty-eight (48) hour period.

Any Recreational Vehicle, 5th Wheel, and Camping Trailer must be parked as near as possible to the owner's property.

In the event that "pop outs" need to be temporarily extended the following conditions apply:

- a. Two (2) hour maximum
- b. Owner must be present and actively loading or unloading
- c. After dark, illuminating devices or traffic cones with a reflective collar must be displayed on each corner which extends toward the center of the street

**GR.5.5b No Recreational Vehicle and Trailer Parking / Storage on Vacant or Unimproved Lots** - No Trailers or recreational vehicles, operating or non-operating may be stored or parked on vacant, unimproved lots.

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

**GR.5.5d Tract 3961 - Limited Exception to Permit Loading / Unloading of Recreational Vehicles with "Pop-Outs" - In Fairway Estates** - Lot sizes and the configuration of homes thereon generally make it impossible for residents to temporarily park an RV on their lot for loading / unloading. RV's with "pop-outs" on the driver's side of the RV to permit loading and unloading without obstructing traffic. Accordingly, the Board adopts this limited exception to the general rule of the road that requires all vehicles to be parked on the right side of the street. Residents in Fairway Estates may temporarily park RV's with driver's side "pop-outs" on the "wrong" or left side of the street at their own risk upon the driver determining it is otherwise safe to do, provided such parking is permitted only for the time required for expeditious loading and unloading of the RV.

## **GR.5.6 Golf Cart Registration / Operation**

Following is the revised CLPOA policy for the registration / operation of golf carts. Golf cart decals will be issued based annually on a fiscal year basis. These rules apply to Golf Carts and Neighborhood Electric Vehicles (NEV). These categories are collectively referred to as "Golf Carts or Carts". NEV's are allowed to drive in the vehicle lane if registered with the DMV. NOTE: If the Neighborhood Electric Vehicle (NEV) is not registered with the DMV, it must be registered as a golf cart with the CLPOA. General: Registration fees will be set by the Board of Directors annually. Decals will be issued at the CLPOA Administration Office. All insurance requirements apply to street and annual golf cart registrations.

**GR.5.6a Operation of Prohibited Vehicle** - Operation of a prohibited vehicle is subject to applicable fine.



# GENERAL RULES & REGULATIONS (GR)

**GR.5.6b Registering a Prohibited Vehicle** - Registering a prohibited vehicle on the representation that it is a golf cart or modified golf cart / Neighborhood Electric Vehicle (NEV) is subject to applicable fine.

**GR.5.6c Member in Good Standing Required** - Only a Member in good standing may register their golf cart with the CLPOA.

**GR.5.6d Registration with CLPOA Required** - All golf carts must be registered annually with the CLPOA. The decal shall be placed on the front left corner of the golf cart.

**GR.5.6.d.1 Proof of Insurance Required for Golf Cart** - A valid Certificate of Liability coverage must be submitted at the time of registration which identifies the registering member as the policy holder.

**GR.5.6e Cart Operation, Registration, Indemnification and Release Agreement Required by CLPOA**

- Any member registering a golf cart must sign a Cart Operation, Registration, Indemnification and Release Agreement at the time of registration indemnifying the CLPOA from any liability associated with or arising out of use of their cart.

**GR.5.6f License Required** - Any operator of a golf cart must have a valid Driver's License in their possession at all times while operating the golf cart.

**GR.5.6g Flag Required** - Golf carts being operated on Canyon Lake streets must carry a flag that extends above the top of the vehicle.

**GR.5.6h Maximum Speed Limit** The maximum speed limit for golf carts is twenty (20) m.p.h.

**GR.5.6i Limited Number of Riders Per Passenger Seats Available** - The number of persons riding in a golf cart is limited to the number of passenger seats.

**GR.5.6j No Unsafe, Reckless and / or Negligent Behavior Permitted** - No golf cart shall be operated in a reckless manner while being operated within the boundaries of Canyon Lake.

**GR.5.6k No Standing or Sitting in Lap Allowed in Moving Golf Cart** - All persons in golf cart must remain seated and may not be carried or sit in the lap of another person while the vehicle is in motion.

**GR.5.6l No Driving Under the Influence of Alcohol** - The same Vehicle Code rules apply to golf cart use prohibiting driving under the influence of alcohol.

**GR.5.6m Headlights and Taillights Required After Sunset and / or Before Sunrise** - All golf carts driven on Canyon Lake streets or common areas after sunset and / or before sunrise must be equipped with functioning headlights and taillights. Lights designed for off road use (i.e. LED light bars, spot lights, flood lights, etc.) must be turned off while driving within the community.

**GR.5.6n No Towing of Bicycles, Skateboards or Any Other Device Allowed** - Drivers of golf carts will not tow or otherwise propel any bicycle, skateboard and / or any other device being ridden by another person.

**GR.5.6o Requirements for Pulling Single-Motorcycle-Trailer** - A golf cart will be permitted to pull a single-motorcycle-trailer designed and manufactured for that purpose and properly installed to the golf cart.

## SECTION VI - POLICY FOR ACCESS CONTROL

There are different types of requirements for access control within CLPOA. Each of these requirements will be described accordingly in the sections that follow.

### **GR.6.1 General Information (Excluding Fairway Estates)**

These are the general requirements established by CLPOA for access control for the community (excluding Fairway Estates).

**GR.6.1a** - Members, residents and / or guests must provide appropriate CLPOA identification, such as a membership card or guest pass, whenever duly appointed agents of the CLPOA so request.

**GR.6.1b Gate entrances are the Main, East and North gates** - Residential pedestrians must enter the community through an authorized access gate.

# GENERAL RULES & REGULATIONS (GR)

**GR.6.1b.1** - All commercial vehicles must enter the community through the East or North Gates only. A commercial vehicle is defined as a vehicle which is used or maintained for the transportation of persons for hire, compensation, or profit or designed, used or maintained primarily for the transportation of property. Examples of such commercial vehicles are: cement trucks, flat-bed trucks, tractor-trailers, delivery trucks, trash trucks, trucks pulling trailers with heavy equipments, commercially licensed trucks (exempt pickups), commercial buses (exempt school buses) and vehicles designed for commercial or industrial purposes (exempt public utilities). All commercial vehicles with current member decals will be allowed to use any gate.

**GR.6.1c** - Only those members authorized by the Prime Member or spouse may arrange a guest's admittance. Additionally, the following shall apply:

**GR.6.1c.1** - All persons entering this community shall be subject to the ID policy. The only exception is for persons under sixteen (16) years of age when accompanied by an authorized adult.

**GR.6.1c.2** - All drivers entering this community shall be authorized specifically by name. No persons driving a motor vehicle may enter or drive upon Canyon Lake streets without possessing valid Driver's License. Picture ID is required for access. Refusal to show, entering without showing, or not in possession of a driver's license or government issued ID violates the identification policy.

**GR.6.1c.3** - Guest call-in procedures shall comply with daily guest list policy, i.e., ten (10) maximum daily guests.

**GR.6.1c.4** - Call back and verification procedure may be utilized as double check in unusual situations.

**GR.6.1c** - Any resident expecting more than ten (10) guests on a given day must submit a list of their names, first and last in alphabetical order to the CLPOA no later than twenty-four (24) hours prior to the guests' arrival. Lists are to be submitted Monday through Saturday during business hours. Failure to submit guest party list within stated time frame will result in an applicable expedite fee.

## GR.6.2 Identification Policy

**GR.6.2a** - All persons entering this community shall produce a valid state issued identification or Driver's License, upon request, by any CLPOA staff member or Community Patrol.

**GR.6.2b** - No persons driving a motor vehicle may enter or drive upon Canyon Lake streets without possessing a valid Driver's License. Refusal to show or not in possession of a Driver's License or government issued ID violates the identification policy.

**GR.6.2c** - All persons in the CLPOA common areas shall possess on their person or have in their immediate presence a valid state issued ID or valid CLPOA card and shall produce said ID upon request by CLPOA staff or Community Patrol.

## GR.6.3 Misuse of Access Identification

All forms of access identification to Canyon Lake including Membership Cards, Temporary Passes, Identification Cards, Vehicle Stickers, Vehicle ID.

Passes (guests passes and parking passes) are non-transferable. Access identification may not be used by anyone other than the individual person and / or specific vehicle to whom it has been issued. Violation of this rule may result in applicable fine.

Persons involved in the transfer of any access identification are subject to suspension and / or revocation of recreational common area use privileges for a period to be determined at the discretion of the Board of Directors in addition to fines or other disciplinary enforcement actions. Members shall be provided notice and an opportunity to be heard prior to suspension of use rights.

# GENERAL RULES & REGULATIONS (GR)

Membership cards are the property of CLPOA. The lot owner is responsible for returning all cards issued to household members or Lessees upon sale or termination of lease agreement. There is a charge for each card not returned. A charge will also be assessed for replacement of lost or stolen cards.

CLPOA agents and / or employees are authorized to confiscate any identification in possession of non-members and unauthorized persons as described in the previous paragraphs.

## **GR.6.4 Permanent Guest List**

A Permanent Guest List is available for Members to list additional guests on a permanent basis. Each Member may list a maximum six (6) guests per tract and lot. This list that will allow access to the Community on a regular basis. A guest pass will be printed at the gate upon presentation of a valid Driver's License, which shall be valid for ten (10) days. It is the responsibility of the guests to obtain a new pass after the pass has expired.

## **GR.6.5 Process Server**

A Process Server requesting entry must show valid Driver's License and process server license which includes full name, telephone number, county and expiration date in order to gain entry.

## **GR.6.6 Real Estate Agents / Appraisers**

A Real Estate Agent and / or Licensed Real Estate Appraiser requesting entry must have a valid original State of California Department of Real Estate Identification card for any Real Estate Agents and a State of California Real Estate Appraisers License for any Appraisers along with their Driver's License in order to enter the community. Not under any circumstance will a reproduction be accepted for entry into the community. Real Estate Agents are responsible for and must accompany their guests at all times.

## **GR.6.7 Membership Cards**

All members possess proper Identification (i.e., CLPOA Membership card, State Issued Driver's License, etc.) at all times while using CLPOA facilities. Failure to obtain and show proper identification when requested to do so by staff or Community Patrol will result in applicable fine if staff or Community Patrol is unable to verify member's identity.

## **GR.6.8 Vehicle Transponder and Parking Decal**

The Prime Member or any authorized person must present the vehicle's current registration when applying for a vehicle transponder and parking decal. The vehicle must be registered to a member on the Prime Member's property. If the vehicle is registered to a company, a letter from the company on company letterhead stating that the vehicle is solely used by the Prime Member and / or any authorized person must be presented with the vehicle.

A Lessee may obtain a vehicle decal by satisfying the above requirements and after the Prime Member authorized the CLPOA to issue a vehicle transponder and parking decal to the Lessee. The vehicle transponder and parking decal will expire on the lease expiration date.

A charge will be assessed for replacement of the parking decal.

## **GR.6.9 Vehicle Identification**

# GENERAL RULES & REGULATIONS (GR)

All identification must be current. All vehicles in Canyon Lake are to be identified with one (1) of the following forms of identification in the inside lower left corner of the windshield to be visible from the outside of the vehicle:

- CLPOA Decal
- Construction / Contractor's Pass
- Daily Guest Pass
- Temporary Parking Pass
- Employee Decal

Exempt from this requirement are the following vehicles:

- Police and Fire Vehicles
- Emergency Ambulances
- Public Utility Vehicles
- Government Vehicles identified as such
- CLPOA Vehicles

Vehicles parked on any Canyon Lake street or common area showing expired or no identification may be subject to a fine and / or may be towed away at owner's expense.

**GR.6.9a Non-Authorized Entry** - Any person who enters the community after being asked to re-enter via the guest lane, or, exit the community, is in violation. Fines shall be progressive and based on the individual person on an 18-month rolling calendar.

**GR.6.9b Piggy Backing** - Any vehicle registered with the CLPOA that piggybacks another vehicle and enters the community without allowing the gate arm to lower is in violation. This rule becomes void if the vehicle is directed to enter by staff.

## **GR.6.10 Return of Valid Access ID / Vehicle**

Upon the sale of the property or the termination of a rental / lease agreement, the Prime Member is responsible for the return of all access IDs and non-expired vehicle and boat decals issued to the household / lessees. There is a charge for each such item not returned.

If the homeowner sells his property and fails to return any of the above, payment will be collected in escrow. If the former homeowner is charged per item in escrow, they have thirty (30) days from the close of escrow to return the cards and decals in which to receive a refund.

If the failure to return involves renters or lessees, a charge per item will be added to the homeowners account. A new rental agreement will not be processed if any items are outstanding from previous tenants.

## **GR.6.11 Contractors and Service Personnel Registration**

Contractor / Service Personnel access permits are granted as a convenience to eligible Contractors and Service Personnel and are a privilege that may be revoked by the CLPOA at any time. Eligible Contractors or Service Personnel may register their company with the CLPOA and obtain access permits. Costs of this registration are set forth annually by the Board of Directors. All Contractors must submit the following information before any access permit(s) will be issued:

**GR.6.11a** - Copy of the General Liability Insurance or equivalent.

**GR.6.11b** - Workers Compensation Insurance certificate for those with more than five (5) employees. All others will be required to execute a "release of liability" document with the CLPOA.

**GR.6.11c** - Valid Contractor's License for building / construction trades.

# GENERAL RULES & REGULATIONS (GR)

**GR.6.11d** - Valid City Business License.

**GR.6.11e** - Valid Driver's License for each access permit requested.

**GR.6.11f** - Pay the annual fee.

Contractor registration will be required on an annual basis and associated access permits will be given on a monthly basis. A Contractor may have up to ten (10) access permits per registered Contractor. Any registered Contractor / Service Personnel with outstanding citations or violations will not be issued any updated monthly permits until such issues have been resolved. Contractor's passes must be displayed in a clear fashion and attached to the Driver's side windshield.

## **GR.6.12 Perimeter Gate Access**

This perimeter gate access section pertains to Trigger Gate (Jump Lagoon), North Ski Gate and Equestrian Center. Members must be "Members in Good Standing" to utilize perimeter gate access.

**GR.6.12a** - Members requesting access to the gates must complete the supplied application from the Member Services Department at the CLPOA Corporate Offices.

**GR.6.12b** - Each requesting Member including Member's who request such access on behalf of an CLPOA recognized club or organization shall submit with the application required deposit made payable to the CLPOA. The CLPOA will deposit the monies pending return of the gate key to the CLPOA. (Refer to the Schedule of Fees for amount of required deposit.)

**GR.6.12c** - Each member who uses the gate roadway and other related facilities does so at his / her own risk. Each such member represent that he / she is competent to perform all tasks required for exit, entry or use of the access way.

**GR.6.12d** - Duplication of gate key is prohibited. Each Member to whom the gate key is entrusted shall be responsible for the same and shall not turn the key over to any other person.

**GR.6.12e** - Use of the gate is a privilege and not a right. The CLPOA may suspend without notice this program of gate use or may prohibit, without notice, any individual from checking out the key if the CLPOA, in its sole discretion, determines that such action is appropriate.

**GR.6.12f** - The CLPOA Member Services Department shall be responsible for checking out the key. The key must be checked out and returned to: CPLOA, 31512 Railroad Canyon Road, Canyon Lake, CA 92587.

## **GR.6.13 Golf Course and Country Club Access**

These are the requirements established by CLPOA for access control to the Golf Course and Country Club areas.

**GR.6.13a** - Golf cart paths are limited to golfers or guests of the Country Club only.

**GR.6.13b** - No pedestrian trespassing (on golf course).

**GR.6.13c** - No skateboard, bicycles, scooters or rollerblades allowed on the golf cart paths.

## **GR.6.14 Fairway Estates Access Control**

These are the requirements established by CLPOA for access control for the Fairway Estates.

**GR.6.14a** - Gate entrances are on Big Tee, Skylink and the Town Center Golf Cart gates. Residential pedestrians must enter the community through an authorized access gate.

**GR.6.14b** - Should power failure occur, Community Patrol shall be notified. The gates will be placed in an open position and manually operated by personnel until power is restored.

**GR.6.14c** - For access to Fairway Estates, entry shall be the following means only:

- Membership card(s)
- RFID Transponder(s)
- Call-In(s)

## GENERAL RULES & REGULATIONS (GR)

- Community Patrol
- Permanent Guest List

**GR.6.14d** - Only Fairway Estates residents / members or authorized guest(s) may park on the streets in the Fairway Estates. Vehicles parked on the street must display a valid decal, guest pass, or Fairway Estates temporary parking permit. Fairway Estates residents/members may obtain up to a maximum of six (6) temporary parking permits per property from the Member Services department. Failure to display a valid decal, guest pass, or Fairway Estates temporary parking permit may result in applicable fine.

**GR.6.14e** - Any resident expecting more than ten (10) guests on a given day must submit a list of their names, first and last in alphabetical order to the CLPOA no later than twenty-four (24) hours prior to the guests' arrival. Lists are to be submitted Monday through Saturday during business hours. Failure to submit guest party list within stated time frame will result in a charge of applicable expedite fee.

**GR.6.14f** - No vehicle may be parked on the street in excess of any consecutive aggregate of seventy-two (72) hours during any one-week period. A member may request from Member Services a CLPOA Moving Pass / Temporary Parking Permit, so that they may park for a maximum of seventy-two (72) hours. [For further information, refer to Section IV, paragraph GR.4.3.]

# ACTIVITIES (AD)

## 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**

## ACTIVITIES (AD)

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.



# BASKETBALL COURTS (BC)

## BASKETBALL COURTS (BC)

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

### SECTION I - INTRODUCTION

This facility is located inside East Port park and has two (2) full-size courts. The basketball courts area includes:

- Lighted Courts / Parking
- Restrooms
- Grassy Areas
- Shaded Areas

For additional information about the Basketball Courts, go to the CLPOA website.

### SECTION II - BASKETBALL COURTS RULES

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

#### BC.2.1 Hours

Courts hours are: 6 a.m. - 10 p.m. each day

#### BC.2.2 Non-Marking Shoes Required

Non-marking athletic shoes must be worn on the Basketball Courts at all times.

#### BC.2.3 No Loitering

Loitering is prohibited on the Basketball Courts. Only Basketball players and / or maintenance personnel are allowed on the Basketball Courts or parking lot adjacent

#### BC.2.4 No Profanity

o foul language allowed within twenty-five (25) feet of the Basketball Courts / perimeter fencing.

#### BC.2.5 No Bicycles

Bicycles are not permitted on the Basketball Courts.

#### BC.2.6 No Skateboards

No skateboard riding allowed on the Basketball Courts.

#### BC.2.7 No Scooters

No scooters are permitted on the Basketball Courts.

#### BC.2.8 No Rollerblades

No rollerblades allowed on the Basketball Courts.

#### BC.2.9 No Pets

No pets are permitted on the Basketball Courts at any time.

# BASKETBALL COURTS (BC)

## SECTION III - BASKETBALL COURTS POLICY FOR USAGE

Policy has been established for use of the Basketball Courts facility as a courtesy and mutual benefit to all players.

### **BC.3.1 Practice by A Single Player**

A single player practicing is limited to thirty (30) minutes when other players are waiting.

### **BC.3.2 Play**

Team play is limited to sixty (60) minutes when other players are waiting. Half-court play is advised during high usage times. Exception: League Play and / or Tournaments.

### **BC.3.3 CLPOA IS NOT Responsible for Medical Expenses, Injuries or Accidents**

Responsibility for medical expense as a result of injury rests with the individual involved. Emergency Personnel and Community Patrol are to be notified when a serious injury occurs.

### **BC.3.4 Long Term Scheduling**

Long term scheduling for use by leagues must be submitted in writing to the Activities department.

### **BC.3.5 Organized Youth / Adult Leagues using Basketball Courts Exclusively**

Organized youth / adult leagues using the basketball courts exclusively for all their games must have a minimum 60% of Canyon Lake resident players. All players who are Members must be Members in good standing with the CLPOA. League play is restricted to teams that have provided a roster or list of all participants reflecting name and address (tract and lot for residents) in advance of the game.

# CAMPGROUND (CG)

## CAMPGROUND (CG)

**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 Campground (also known as Happy Camp) is located at the southern end of Longhorn Drive. Happy Camp is a 3.62 acre campground established for Canyon Lake members and their guests. In addition to multiple leveled sites (some with full hookups), other amenities include:

- Boat Docks
- Fishing
- Gas Dock
- Horseshoe Court
- Laundry Area
- Lighted Parking
- Roped Swimming Area
- Shaded Picnic Areas
- Showers
- Restrooms

For additional information about the Campground, please go to the CLPOA website.

### SECTION II - CAMPGROUND POLICY FOR SECURING A SITE

As it is important for fairness and courtesy to all, this policy has been established by CLPOA for securing a site at the Campground.

#### CG.2.1 Availability

The Campground is available to members and their guests only. Sites may be secured on a first-come, first-served basis with rates varying by season. Only a member may secure a space; however, no specific site may be secured.

#### CG.2.2 Requirements

Reservations may be made fourteen (14) days prior to date of arrival to secure availability. Reservations may be made in-person only, no telephone reservations. To secure a site, the member must provide: a deposit, name, tract and lot number and dates of arrival and departure. Deposits and camping fees are non-refundable.

#### CG.2.3 Conditions for Reserving Spaces

The Member and / or guest will not be permitted to place any of their personal belongings or camping equipment at any space prior to the check-in date. Payment is due in full to secure assigned space. Placement of any personal vehicles or property (e.g. RV's, trailers, tents, etc.) constitutes securing of a space, which will not be permitted unless that space has been previously paid for by the member.

#### CG.2.4 CLPOA IS NOT Responsible for Accidents, Injuries, or Loss of Property

# CAMPGROUND (CG)

The equipment, apparatus and facilities furnished are solely for the convenience of campers and guests, and all persons using same do so at their own risk. The CLPOA will not be responsible for accidents, injuries or loss of property by fire, theft, wind or any other act of nature. Daily camp site fees will be charged for failure to comply.

## **SECTION III - CAMPGROUND RULES FOR SECURING A SITE AND OCCUPANCY**

Violations of the Campground rules may result in a fine and / or expulsion from the Campground facilities without a refund.

### **CG.3.1 Members in Good Standing**

Members must be "Members in Good Standing" to utilize the Campground or have a guest utilize the Campground. Members must show current CLPOA card and all guests must have current guest pass to use the Campground.

### **CG.3.2 Registration / Payment**

All campers must register at the Campground office on arrival. Camp fees are posted at the park and are payable in advance. [Refer to paragraph CG.3.4 for additional information on check-in after office hours.]

### **CG.3.3 Payment is Required for Multiple Sites**

When a CLPOA Member has more than one (1) site (on a space available basis only), the Member must pay for all sites at the same time. The Prime Member is limited to two (2) sites May 15th through September 14th with the exception of Fourth of July.

### **CG.3.4 Check-In**

Office hours for check-in are between 8 a.m. to 4:30 p.m., seven (7) days a week including holidays. When arriving during non-office hours, camping fees must be paid by 9 a.m. the following morning. If not paid by 9 a.m., all vehicles in the camp site are subject to towing at owner's expense and personal property will be removed at the same time.

### **CG.3.5 Receipt**

The receipt provided with the check out dates must be visible in the window of the camping unit. A parking pass will be provided for tow vehicles and / or extra vehicles towed in, as authorized.

### **CG.3.6 Occupancy**

One (1) camp unit per site. Maximum eight (8) individuals per site.

### **CG.3.7 Day Campers**

Day campers are accommodated at specific sites. These sites must be vacated by 6 p.m.

### **CG.3.8 Check Out Time**

Check out time is 1 p.m. with the approval of the Campground Manager, check out after 1 p.m., but before 6 p.m. will be an additional charge.

### **CG.3.9 Overstaying**

A fine will be imposed for overstaying without checking back into the Campground Office.

### **CG.3.10 Stay Limits**

# CAMPGROUND (CG)

No camper will be permitted to stay at the Campground for a period that exceeds sixteen (16) days. A forty-eight (48) hour intermission must precede another stay of any length up to a maximum of sixteen (16) days. All extended stays must be approved by the General Manager and / or Board. EXCEPTION: Prime and Associate Members with homes under construction will be allowed to stay at the Campground without intermission during the construction period up to a maximum of six (6) months. These Members are limited to camping in designated non-waterfront sites.

## **CG.3.11 Non-Compliance**

Non-compliance with any of the Campground rules shall constitute immediate expulsion from current and future stays at the Campground. No refunds.

## **SECTION IV - CAMPGROUND RULES FOR USE OF FACILITY**

The Campground rules for use of the facility have been established for the protection and safety of members and their guests. These rules are to be adhered to by all.

### **CG.4.1 Restricted Areas**

Keep off designated or restricted areas. Use designated walkways and avoid walking through other campsites.

### **CG.4.2 Quiet Hours**

Quiet hours are 10 p.m. to 8 a.m. (including generators). No amplified speakers, loud radios, televisions or disturbances at any time.

### **CG.4.3 Vehicle Parking**

Vehicle parking is permitted in designated areas only. No parking on roadways within or leading to the Campground. No parking in other sites unless member has registered the vehicle and paid for the space.

### **CG.4.4 No Parking or Storing Boat Trailers**

No boat trailers may be parked or stored at the Campground.

### **CG.4.5 Speed Limit**

Park speed limit is five (5) miles per hour.

### **CG.4.6 Minors / Curfew**

No person(s) under the age of eighteen (18) may stay in the park overnight unless accompanied and / or supervised by an adult twenty-one (21) years of age or older. It is required that children eight years (8) years of age or younger be under the direct supervision of a responsible adult at all times. Curfew for minors is 10 p.m. Minors must be under direct supervision of an adult at all times after 10 p.m.

### **CG.4.7 Pet Requirements**

Pets are permitted at the Campground; however, certain conditions apply as indicated.

**CG.4.7a Leash is Required** - Pets must be kept on a maximum six (6) foot leash at all times.

**CG.4.7b No Barking Dogs** - Barking dogs are not tolerated.

**CG.4.7c No Pets on Beach Areas, Docks and / or Slopes Leading to Beach and Lake** - Pets are not permitted on the beach areas, docks and /or slopes leading to the beach and lake or in the lake itself.

**CG.4.7d No Pets in Restroom or Laundry Area** - No pets permitted in restrooms or laundry area.

# CAMPGROUND (CG)

**CG.4.7e Owner is Responsible to Clean-Up After Pet** - The pet owner is responsible for cleaning up after their pet. All solid dog waste must be immediately picked up by the pet owner and deposited in a waste receptacle or other suitable container. Dog waste is defined as a solid waste material.

## **CG.4.8 No Loud / Amplified Music**

No loud / amplified music will be permitted (e.g. large portable speakers used for parties). All members and / or guests must follow noise ordinance and quiet hours. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake's Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

## **CG.4.9 No Open Fires**

No open fires are permitted except in an approved fire pit. Charcoal grills and hibachis on ground only and must not be placed on CLPOA property (e.g. picnic tables).

## **CG.4.10 No Littering / Trash**

Any trash on the ground is considered littering. All trash is to be placed in the designated trash bins. Fire rings are not trash bins.

## **CG.4.11 No Glass Containers**

No glass containers permitted outside of the campsite.

## **CG.4.12 No Clotheslines**

Clotheslines are not allowed.

## **CG.4.13 No Vehicle Washing**

No vehicle washing is permitted.

## **CG.4.14 Securing Boats Overnight**

Only registered campers may moor one (1) CLPOA registered boat overnight at the Campground docks and / or beach.

## **CG.4.15 Reporting Leaks**

All leaks discharged by campers, vehicles or any sites must be reported to the Campground Manager. Water or sewer leaks must be repaired within two (2) hours or leaking vehicle must be removed from the park.

## **CG.4.16 Responsibility for Damages**

The CLPOA Member will be required to pay for damages they or their guest may cause to property: damage to faucets, water pipes, picnic tables, electric boxes, cable television receptacles, vent pipes, etc., and any supplies removed from the restrooms or laundry room.

## **SECTION V - CAMPGROUND POLICY FOR RESERVATIONS ON HOLIDAY WEEKENDS**

This policy has been established by CLPOA for reservations at the Campground on holiday weekends including Memorial Day, Independence Day (July 4th) and Labor Day.

## **CG.5.1 Availability**

Sites may be secured on a first-come, first-served basis. Only a member may secure a space; however, no specific site may be secured.

## **CG.5.2 Requirements**

## CAMPGROUND (CG)

Reservations may be made fourteen (14) days in advance of the holiday weekend for Memorial Day and Labor Day (weekends beginning on Friday). For Independence Day (July 4th), the Campground will hold a “Lottery Style” drawing for members to secure a space. Additional conditions apply as follows:

**CG.5.2a** - The Campground will hold a “lottery style” drawing each year at least one (1) week preceding the 4th of July holiday to assign sites.

**CG.5.2b Date and Time** - Notification of the date and time will be published in advance.

**CG.5.2c Members in Good Standing** - Members must be “Members in Good Standing” to participate in the drawing.

**CG.5.2d Must be Present in Person / Sign-In** - The Prime or Associate Member, or an authorized agent of the Member shall be present and must sign-in on the day of the drawing.

**CG.5.2e One (1) Site Per Tract / Lot** - Only one (1) site permitted to be secured per tract / lot.

### **CG.5.3 Deposit**

Deposit for all days must be made at the time reservation is made for Memorial Day, Labor Day and Independence Day whenever the holiday falls on a 3-day weekend (3-day minimum stay, a fee per day, per site). Deposits and camping fees are non-refundable.

## **SECTION VI - CAMPGROUND POLICY FOR GROUP RESERVATIONS (SEPTEMBER 15TH TO MAY 15TH)**

This policy has been established by CLPOA for group reservations (September 15th to May 15th).

### **CG.6.1 Availability**

A member is entitled to sponsor / reserve up to thirty (30) campground sites to accommodate said guests.

### **CG.6.2 Requirements**

A member does not have to stay at the Campground with their guest as long as the member authorized their guests’ stay. Guests’ unpaid fees and / or fines, if any, will be levied to the member’s account.

### **CG.6.3 Conditions**

All campers and guests will abide by the rules and reservations policies set forth by CLPOA. The member under whose name their guests are registered shall be responsible for any damages caused by and / or any fines assessed against their guests. Campground fees are subject to change. Fee structure may be obtained from CLPOA Office or Campground Staff.

# COUNTRY CLUB (CC)

## COUNTRY CLUB (CC)

**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 Country Club Restaurant is a place to gather and meet up with family and friends to enjoy a great meal. The restaurant overlooks the beautifully manicured golf course.

The Country Club is also an excellent location for hosting events and functions such as:

- Anniversaries
- Baby Showers
- Birthday Parties
- Bridal Showers
- Retirement Parties
- Reunion Parties
- Wedding Receptions

For additional information on catered events, functions and banquets that need on-site accommodations, contact the Food & Beverage department at the Country Club facility.

Any questions regarding the policy for use and rental of the Country Club facility and / or common area meeting rooms (e.g. Magnolia Room) are to be referred to the Activities Department.

### SECTION II - COUNTRY CLUB RULES

These rules have been established for the Country Club by the CLPOA for both the restaurant and bar area. The rules are to be adhered to by all customers, members and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of Management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from Alcohol Beverage Control (ABC) and therefore must be obeyed by law without exception.

#### CC.2.1 No Smoking Allowed Inside

Smoking is strictly prohibited inside the confines of the establishment.

#### CC.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in the Country Club facility.

#### CC.2.3 Only Persons Twenty-One Years of Age or Older Allowed to Sit at Bar

Persons under the age of twenty-one (21) years may not sit at the bar.

#### CC.2.4 No Alcoholic Beverages Allowed to Leave Premises

No alcoholic beverages will be permitted to leave the premises.



# COUNTRY CLUB (CC)

## **CC.2.5 Right to Refuse Service**

Service may be refused to any intoxicated or unruly Customer, Member and / or Guest.

## **CC.2.6 Responsibility for Damages**

The Member, Guest and / or Customer is responsible for any loss and / or damage to equipment and / or property of the Country Club facility.

## **CC.2.7 Reporting Complaints**

Any complaint(s) are to be made to Management. Customers, Members and / or Guests shall not reprimand employees.

## **SECTION III - COUNTRY CLUB DRESS CODE POLICY**

These dress code requirements for the Country Club have been set forth by the CLPOA for both the restaurant and bar. All customers, members and guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Country Club, may be declined service and / or asked to leave at the discretion of Management.

### **CC.3.1 Casual Attire in Country Club**

In the Country Club, overall dress attire is casual.

### **CC.3.2 Tasteful Attire Required**

All clothing worn by customers, members and / or their guests shall be within the bounds of decency and good taste as appropriate. See posted dress code at Country Club.

### **CC.3.3 Shirts and Footwear Required**

Shirts and footwear are mandatory in the Country Club facility.

### **CC.3.4 No Short-Shorts Allowed**

No short-shorts in both the restaurant and bar. NOTE: Shorts more than 5" above the knee must be 18" from the waistband to the hemline.

## **SECTION IV - COUNTRY CLUB PROCEDURE FOR USE OR RENTAL**

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CLPOA. For use or rental of the Country Club facility, the appropriate forms must be completed and signed by the member, client or group representative.

### **CC.4.1 Facility Reservation, Use and Rental Agreement Required**

A Facility Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event, any special requests and whether food / beverage will be required. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Country Club. The agreement further stipulates that CLPOA will not be responsible for loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost or expense. (For additional information on on-site catering services, refer to Section VI.)

### **CC.4.2 Signed Contract Required**

# COUNTRY CLUB (CC)

Whenever on-site catering services are required, the Food and Beverage department will provide a Catering Contract with all the particulars of the event or function including menu selections, pricing and any other requirements as agreed upon. The Catering Contract must be reviewed and signed accordingly. In addition, required deposit must be paid, as applicable. (For further information, refer to Section VI.)

## **SECTION V - COUNTRY CLUB POLICY FOR USE OR RENTAL OF FACILITY**

The following policy has been established by CLPOA for use or rental of the Country Club facility.

### **CC.5.1 No Outside Food or Beverages Allowed without CLPOA Approval**

Outside food service (i.e. catering) is not allowed. No one may bring outside food or beverages into the Country Club except as approved by the CLPOA. At the discretion of Country Club Management, outside food or beverages such as wedding cake, champagne or wine, etc. shall be allowed upon the condition that prior arrangements have been agreed upon with the member or client and Country Club Management. NOTE: All champagne and / or wine provided by the client is subject to a corkage fee.

### **CC.5.2 Requirements for Outside Rentals**

Any outside rentals (including chairs, tables or archways, etc.) must be arranged and paid for by the member or client to the proper company / organization prior to the event.

### **CC.5.3 Requirements for Use of 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.

### **CC.5.4 Requirements for Use of Candles**

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

### **CC.5.5 Removal of CLPOA Property Not Permitted**

CLPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Country Club.

### **CC.5.6 Responsibility for Damages**

The member or client is responsible for any loss and / or damage to equipment and / or property of the CLPOA / Canyon Lake Country Club.

### **CC.5.7 No Funeral Services Allowed**

The Country Club may not be reserved for the purpose of conducting a funeral service.

### **CC.5.8 Local Noise Ordinance Requirement**

Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 11:00 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake’s Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

### **CC.5.9 CLPOA Requirements for Events with Fifty (50) or More Persons**

When a member plans an event which may attract fifty (50) or more people thereby creating an unusually high traffic situation (pedestrian and / or vehicular), the following may be required:

## COUNTRY CLUB (CC)

**CC.5.9a Schedule with Appropriate Personnel** - Member, client or group shall schedule the event with appropriate personnel.

**CC.5.9b Provide Diagram with Set-up** - Member, client or group shall supply a diagram of the facility outlining the way in which the event will be set up for the day.

**CC.5.9c Clear Facility Upon Conclusion of Event or Function** - Member, client or group shall be responsible for making certain that all traffic (pedestrian and / or vehicular) is cleared from the facility (no later than an hour after the event).

**CC.5.9d Additional Security Requirements** - In the event that the member, client or group holds an occurrence in an area where there is a possibility the event will draw traffic to the area creating a public nuisance or unusually high traffic volume (pedestrian and / or vehicular), the member, client or group may be required to contract for additional unformed Community Patrol Officers for the event.

### **CC.5.10 City Requirement for Special Event Permit for Events or Functions with Fifty (50) or More Persons**

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit.

NOTE: In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to the function or event.

## **SECTION VI - COUNTRY CLUB POLICY FOR ON-SITE CATERING SERVICES**

The following policy has been established by CLPOA for on-site catering at the Country Club facility.

### **CC.6.1 Contract and Deposit Required**

A signed contract and deposit are required for the confirmation of the date. NOTE: All prices are subject to change without notification, prior to signing the contract.

### **CC.6.2 Rental Period**

Rental of the facility is as per the annual Schedule of Fees; any additional time must be arranged in advance at a charge per hour.

### **CC.6.3 Gratuity and Tax Required**

Gratuity and sales tax will be added to the price of all food and beverage selections.

### **CC.6.4 Menu Selection Required Prior to Function or Event**

Menu selection is required prior to the function or event.

### **CC.6.5 Final Guarantee Required**

A final guarantee of the confirmed number of guests expected to attend is required prior to the function or event. NOTE: The number provided will be considered a minimum guarantee, not subject to reduction, for which the client will be charged.

### **CC.6.6 Final Payment Required**

Final payment is required prior to the event.

# COUNTRY CLUB (CC)

**CC.6.7 Bar Guarantee Required**

A bar guarantee will apply, if required.

# EQUESTRIAN CENTER (EC)

## EQUESTRIAN CENTER (EC)

**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 Equestrian Center is located on Longhorn Drive. It is situated on 6.72 acres, has seventeen (17) barn stalls, thirty-six (36) pipe corrals and four (4) arenas. Amenities include:

- Horse Wash Area
- Hotwalker
- Restrooms
- Shaded Areas

For additional information about the Equestrian Center, go to the CLPOA website.

### SECTION II - EQUESTRIAN CENTER RULES

The Equestrian Center rules have been established for the protection and consideration of Members, Member’s family, guests and / or invitees. These rules are to be adhered to by all. Any violation of the rules may result in an applicable fine.

#### EC.2.1 Operating Hours

Operating hours are from 7 a.m. to 10 p.m., seven (7) days a week. Office hours are from 7 a.m. to 4 p.m., Monday through Friday.

#### EC.2.2 Members in Good Standing

Members must be “Members in Good Standing” to utilize the Equestrian Center.

#### EC.2.3 For Recreational Use

The Canyon Lake Equestrian Facility is to be used for recreational purposes.

#### EC.2.4 No Stallions Allowed

No stallions allowed at the facility.

#### EC.2.5 Adult Supervision Required Under Twelve (12) Years of Age

Persons under the age of twelve (12) must be under constant supervision of parent or guardian while at the Equestrian Center.

#### EC.2.6 Compliance

The Member is, in all circumstances, responsible for ensuring compliance and is subject to fine or other penalty for any violation(s) by the Member or the Member’s family, guests or invitees.

#### EC.2.7 Responsibility for Damages

The Member will also be responsible for the cost-to-repair damage to the Equestrian Center caused by the Member or the Member’s family, guests or invitees.

# EQUESTRIAN CENTER (EC)

## **EC.2.8 No Unsafe Behavior and / or Activity**

The Equestrian Center Manager has the authority to stop any activity perceived as unsafe in the Equestrian Center. The Manager has the authority to write a citation or ask the person to leave. Any violation of this rule may result in a progressive fine based upon a first offense, second offense or third offense, as applicable.

## **EC.2.9 Park in Designated Areas for Loading and Unloading Only**

Golf carts and other vehicles are to be parked in designated areas and are allowed around the barn and corral only for loading and unloading of horses, feed or equipment.

## **EC.2.10 Speed Limit**

The speed limit is five (5) miles per hour.

## **EC.2.11 Do Not Feed Horses Other Than Your Own**

For your own safety and the health and safety of the horses, do not feed or pet horses other than your own.

## **EC.2.12 Shoes Required / No Bare Feet Permitted**

Shoes are to be worn by all persons while at the Equestrian Center, no bare feet. Closed toe shoes are recommended when handling any horse.

## **EC.2.13 Pets**

Pets are permitted at the Equestrian Center; however, certain conditions apply as indicated.

**EC.2.13a Leash is Required** - Dogs must be kept on leashes at all times within the Equestrian Center.

**EC.2.13b Owner is Responsible to Clean-Up After Pet** - The pet owner is responsible for cleaning up after their pet. All dog waste must be immediately picked up by the pet owner and deposited in a waste receptacle or other suitable container. Dog waste is defined as a solid waste material.

## **EC.2.14 No Littering / Trash**

Put trash and soda cans in the trash cans or waste receptacles provided. Also be sure to clean-up your horses' waste or clippings.

## **EC.2.15 No Smoking**

No smoking permitted on the premises at any time.

## **EC.2.16 No Alcoholic Beverages**

No alcoholic beverages are allowed on the premises at any time.

## **EC.2.17 No Bicycles**

Bicycles are to be parked in designated areas and are not allowed around the barn and / or corral areas for the safety of the animals.

## **EC.2.18 No Skateboards**

No skateboard riding is allowed.

## **EC.2.19 No Music**

No music allowed except for special events.

# EQUESTRIAN CENTER (EC)

## **EC.2.20 Riding Permitted in Designated Areas Only**

Horses may be ridden in Equestrian Center and on designated Equestrian trails only. Horses are not permitted on the streets or private property except in the tract known as the Rancho Estates.

## **EC.2.21 Authorized Persons Only in Horse Stall Areas**

The living quarter / stall areas of the horses are limited to horse owners, their escorted guests and/or those that have been authorized to interact with the horses by signing the appropriate waivers.

## **SECTION III - EQUESTRIAN CENTER RULES FOR RIDING YOUR HORSE**

These rules have been established for riding your horse at the Equestrian Center. Any violation of the rules may result in an applicable fine.

### **EC.3.1 No Ponying of Horses**

No ponying of horses in the upper or jump arenas when others are riding.

### **EC.3.2 Horses are to be Under Saddle**

Horses are to be under saddle (ridden in a saddle, pad or bareback) in a controlled manner at all times in the jumping and flat work arenas. Horses may be lunged with a rider on the horse under controlled conditions and usually with the purpose of teaching the rider balance. Riders may enter / exit the arena on foot to mount / dismount their horse. A parent or guardian may enter the arena on foot for a short time to move jumps or assist their child. Riders may dismount and lunge their horse at a walk or trot for a short time to gain control of their horse. No turn-out or lunging in flat arena or jumping arena.

### **EC.3.3 Direction**

If you are first in the arena, choose your direction. If you are not first and you choose a direction opposite of that being used, take the inside, not the rail. Inside the arena, riders are to pass left shoulder to left shoulder.

### **EC.3.4 Distance**

Keep at least a horse length between your horse and any horse in front of you. If your horse is unruly and you cannot control it, leave the arena. Safety is everyone's responsibility.

### **EC.3.5 Helmets**

Helmets are required under certain conditions.

**EC.3.5a Riders Under Sixteen (16) Years of Age** - All riders under sixteen (16) must always wear a helmet while riding.

**EC.3.5b Jumping** - While jumping, all riders are required to wear safety helmets.

### **EC.3.6 Working Patterns**

If you are working patterns in the arena, stay well away from people working on the rail.

## **SECTION IV - RULES FOR USE OF THE EQUESTRIAN CENTER WITH YOUR HORSE**

As it is important for the safety and courtesy of all, these rules have been established for use of your horse at the Equestrian Center.

### **EC.4.1 Turn-Out Period**

# EQUESTRIAN CENTER (EC)

Horses are to be turned-out only for fifteen (15) minutes at a time in the turn-out arena and the bull pen. Horses being turned-out have priority over horses being ridden in the turn-out arena (unless others are waiting).

## **EC.4.2 Turn-Out Routine**

Only one (1) horse shall be turned-out at a time in the turn-out arena unless at least one (1) owner agrees to turn their horses out together. Not all horses get along.

## **EC.4.3 Keep Gates Closed**

For the safety of all, gates to the arenas and bull pen must be kept closed when in use.

## **EC.4.4 No Unattended Horses**

Horses are never to be left unattended when outside their stalls including when they are turned-out or on the hot walker or wash rack. NOTE: Handlers must be near enough to know if someone is waiting to use certain equipment, arena, etc. that is in use.

## **EC.4.5 Horse Wash Area**

Please dry your horse in an area other than the wash rack if someone is waiting to use it. After you are finished, clean-up all debris so the next person has a neat area in which to work.

## **EC.4.6 Clean-Up After Your Horse**

When in the barn or covered areas at the facility, please clean-up your horses' waste or clippings in the provided waste areas.

## **EC.4.7 No Riding in Barn Aisle-Ways**

Horses are to be kept at a walk around the barn and corral areas and may not be ridden in the barn aisle-ways.

## **EC.4.8 Close and Lock Trail Gate**

The trail gate must be closed and locked at all times when not in use.

## **SECTION V - EQUESTRIAN CENTER POLICY FOR BOARDING AND USAGE**

At the Equestrian Center, the appropriate documentation and forms must be provided for boarding and / or usage.

### **EC.5.1 Documentation Required by CLPOA for Boarding**

These documents are required for boarding.

**EC.5.1a Boarding Agreement** - A Boarding Agreement must be completed.

**EC.5.1b Shot Record** - A copy of the immunization record must be submitted.

**EC.5.1c Bill of Sale** - Bill of Sale must be provided. Refer to the Boarding Agreement for additional information.

**EC.5.1d "Certificate of Liability"** - Owner must produce proof of liability insurance. The "Certificate of Liability" must name the policyholder and this person named must be the Owner. The "Certificate of Liability" must have a minimum liability of \$300,000.00 coverage and name the CLPOA as additional insured with the CLPOA Equestrian Center address.

**EC.5.1e Deposit** - Refer to the Boarding Agreement for additional information.

### **EC.5.2 Release Required for Boarding and / or Riding**



# EQUESTRIAN CENTER (EC)

A release indemnifying the CLPOA is required to be completed and accepted before a horse may be boarded and / or ridden at the Equestrian Center. Both the owner and the rider must have signed such release.

## **EC.5.3 Indemnification Required for Bringing Horses into the Facility**

Horses not boarding at the Equestrian Center can only be brought in by Prime, Associate and Sub-Associate members. These horse owners must fill out a separate indemnification for each horse brought into the facility.

## **EC.5.4 Notification Required for Injury, Accident or Emergency**

Notify Equestrian Center Manager and / or Operations Department immediately in the event of any incident, accident or emergency.

## **EC.5.5 Horse Training**

Training of horses can be done by a qualified person that is approved by the CLPOA. Contact the Equestrian Center Manager or Operations personnel for additional information.

## **EC.5.6 Special Care for Horses**

A "Hold Harmless on Care and Indemnity" Form must be filled out prior to special care for horses.

## **EC.5.7 No Vacancy / Waiting List**

The Canyon Lake Equestrian Center from time to time may be full and require the Association to implement a "Waiting List" for those interested in obtaining a stall. Any member of the CLPOA may be placed on the "Waiting List"; however, certain conditions apply. Contact the CLPOA Office for additional information.

**EC.5.7a Members in Good Standing** - Members must be "Members in Good Standing" to be on the "Waiting List".

**EC.5.7b Availability** - The "Waiting List" is administered through the CLPOA Office and is on a "first-come, first-served" basis. The "Waiting List" does not reorder if a person passes.

**EC.5.7c Deposit** - A deposit is required to hold a place on the "Waiting List" for the stall being reserved. Deposit will be returned in the event that the member no longer wishes to be on the "Waiting List".

# GAULT FIELD (GF)

## GAULT FIELD (GF)

**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

This facility is located on 5.28 acres and has four (4) fields. The area includes:

- Adult, Little League, T-ball Fields
- Drinking Fountain
- Grass / Shaded Seating
- Lighted Fields / Parking
- Restrooms

NOTE: Based on availability, Gault Field may be reserved for parties and / or other events.

For additional information about Gault Field, go to the CLPOA website or for more information on reserving Gault Field, please contact the Activities Department.

### SECTION II - GAULT FIELD RULES

CLPOA has established the following rules for those using Gault Field. Any person(s) who violate said rules at any league event may be subject to fine(s). Further, non-compliance with said rules may result in expulsion, denial of future entry, forfeiting the opportunity to use the facility and / or suspension of privileges for the responsible Member or League, as applicable.

#### GF.2.1 Hours of Use

Gault Field is to be unlocked during the hours from 7 a.m. until the end of league play (9:30 p.m.). Lights are to be shut-off when not in use.

#### GF.2.2 Closure

Park facilities will be closed at 10 p.m. and all lights must be shut-off by this time.

#### GF.2.3 Responsibility for Supervision

A designated League representative acceptable to the CLPOA must supervise all league activities, including practices.

#### GF.2.4 Responsibility for Damages

Any damage must be reported to the CLPOA. Responsibility for damage shall be as follows:

**GF.2.4a** - Any damage caused by a team and / or individual belongs to those involved.

**GF.2.4b** - If a guest caused the damage and / or violation, then the Member who arranged for the guest's entry shall be responsible.

**GF.2.4c** - If the damage and / or violation was caused by an individual associated with a League who is not a Member or a guest of a Member, then the League shall be responsible.

#### GF.2.5 Responsibility for Reimbursement to CLPOA for Damages

# GAULT FIELD (GF)

The CLPOA must be reimbursed for the cost to repair any damage to CLPOA facilities caused during league activities.

## **GF.2.6 Designated Parking**

All parking will be in designated areas only. Everyone must be considerate of the residents and not block driveways or use them for turn-arounds.

## **GF.2.7 No Driving or Riding on Fields**

No driving or riding of bicycles, skateboards, inline skates or unauthorized motorized equipment on any part of the field.

## **GF.2.8 No Alcoholic Beverages**

Alcoholic beverages are specifically prohibited within the confines of the entire Gault Field Complex during children's events and sanctioned club events, including the playing fields, dugouts, parking lots, spectator stands and restrooms.

## **GF.2.9 No Smoking**

Smoking in dugouts or on playing fields is prohibited. Further, no smoking permitted within twenty (20) feet of stands and / or snack bar.

## **GF.2.10 No Trash / Littering**

Those using the field will be responsible for policing the area to make sure trash is cleaned-up before, during and / or after usage. All trash, papers, soda cans and plastic bottles are to be placed in the trash receptacles or bins.

## **GF.2.11 No Climbing**

No climbing on fences, roofs, or banks.

## **GF.2.12 No Hardball (or Baseball)**

Hardball (or Baseball) is prohibited at Gault Field. Exception: organized and supervised play for persons age thirteen (13) and under on Field No. 1 and for persons age fifteen (15) and under on Field No. 3.

## **GF.2.13 No Other Recreational Sports (Leagues)**

No other recreational sports are permitted on any part of the fields (i.e. league sports such as soccer, football, etc.).

## **SECTION III - GAULT FIELD POLICY FOR USE**

In general, use of Gault Field is for the entire community; however, it is available by reservation only. Scheduling of league season games will take precedence over individual reservations (games and practices). It is required that payment of any applicable fees must be made.

### **GF.3.1 Reservations**

Reservations must be made with the Activities Department for use of Gault Field. Exception: If the field is not reserved, CLPOA members may use the field on a short time basis without a reservation. NOTE: Refer to Paragraph GF.2.1 - Gault Field is to be unlocked during the hours from 7 a.m. until the end of league play (9:30 p.m.).

**GF.3.1a Availability** - Any reservations made with the Activities department will be accepted on a first-come, first-served basis only.

# GAULT FIELD (GF)

**GF.3.1b Short Term Purposes** - Parties wishing to reserve the field for short-term purposes (one day or less) may use the field as long as there are no league events scheduled at that time.

## **GF.3.2 Fees**

Please check with the Activities department for the current fees or fee schedule.

**GF.3.2a League Fees** - League fees are to be collected as follows: 50% is due seven (7) days prior to the date of the scheduled season or event. Balance is due within thirty (30) days after the start of the season, league fees are non-refundable.

**GF.3.2b Field Use Fees** - There will be a field use fee per game for league and non-league games as well.

**GF.3.2c Non-League Related Light Fee / Per Hour** - There will be an hourly fee for the use of the lights for non-league games after dark.

## **GF.3.3 Long Term Scheduling**

Long term scheduling for use by leagues must be submitted in writing to the Activities department.

## **GF.3.4 Organized Youth / Adult Leagues using Gault Field Complex Exclusively**

Organized youth / adult leagues using the Gault Field complex exclusively for all their games must have a minimum 60% of Canyon Lake resident players. All players who are Members must be Members in good standing with the CLPOA. League play is restricted to teams that have provided a roster or list of all participants reflecting name and address (tract and lot for residents) in advance of the game.

## **GF.3.5 Organized Youth / Adult Leagues using Gault Field Complex Non-Exclusively**

Organized youth / adult leagues using the Gault Field complex non-exclusively which have under 50% Canyon Lake residents are allowed only that percentage of their games played at Gault Field. All players who are Members must be Members in good standing with the CLPOA.

## **GF.3.6 CLPOA IS NOT Responsible for Medical Expenses, Injuries or Accidents**

Responsibility for medical expense as a result of injury rests with the individual involved. Emergency Personnel and Community Patrol are to be notified when a serious injury occurs.

## **GF.3.7 Consideration for Residents and Surrounding Areas**

Members, Member's family, guests, invitees, players, spectators and / or others shall be considerate of the residential nature of the surrounding area. The public address system and equipment must be approved by the Activities department, use is limited to special events only and use is limited between the hours of 9 a.m. and 6 p.m. only.

## **GF.3.8 Right to Inspection by CLPOA**

The CLPOA may exercise the right to inspect (with reasonable notice) the accounting books, records, minutes of meetings and other business records of leagues for a purpose reasonably related to the CLPOA's and its members' interests.

# GOLF COURSE (GC)

## GOLF COURSE (GC)

**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 Canyon Lake Golf Shop opened in 1970. The 18-hole golf course and driving range are located off Railroad Canyon Road adjacent to the Canyon Lake Country Club facility. The course features 5,927 yards of golf from the longest tees for a par of 71. The course rating is 68.7 and it has a slope rating of 123 on Bermuda grass. The architecture and most recent renovations were designed by Ted Robinson, ASGCA. There is also an adjoining full-service Golf Shop that is open 7 days and has helpful staff to assist golfers with all of their needs. The driving range, Golf Shop and Country Club are open to the public; however, the golf course is private and use is available only to **members and their guests**.

### SECTION II - GOLF COURSE RULES FOR MEMBERS

Members as herein defined, include a long-term Lessee with lease of one (1) year or more who possesses recreational use rights as defined in Rules and Regulations of the Property Owners CLPOA under leases.

These rules are to be adhered to by all. Any violation of the rules may result in applicable fine(s). Further, any violation of the rules could also result in the loss of golfing privileges.

#### GC.2.1 Use Privileges – Defined

Members in Good Standing are allowed daily use of the golf course and related facilities in accordance with hours, procedures and restrictions, as stated in these rules.

#### GC.2.2 Outside Golf Memberships

Outside Golf Memberships are available to Non-Members of the Canyon Lake Property Owners Association pursuant to the Associations Revocable Membership Agreement. An outside Golf Member in compliance with these rules and all provisions of his / her Revocable Golf Membership Agreement shall also be considered a member in good standing for purposes of golf course and country club facilities use only. No other privileges are afforded to outside Golf Members.

#### GC.2.3 Limitations

The following are limitations for guests of members.

**GC.2.3a Member in Good Standing Required** - Member must be a Member in Good Standing in order to extend golf course use privileges to guests.

**GC.2.3b Maximum Number of Guests Per Member** - Maximum number of guests per member is four (4) at any one time. Exception: The Golf Professional may schedule Member-sponsored coordinated groups of twelve (12) or more.

#### GC.2.4 Reciprocal Play (Non-Members)

Defined as persons who are Members of other private golf courses where reciprocal play privileges are extended.

**GC.2.4a Cash Only for Fees** Appropriate fees shall be satisfied on individual cash basis only.

# GOLF COURSE (GC)

**GC.2.4b Proof of Membership** - At time of play, individual must show proof of current membership of said golf entity.

**GC.2.4c Reservations** - Reservations are required.

## **GC.2.5 Non-Members**

The golf course is closed to outside play with the following exceptions:

- Guests of Members.
- Reciprocal play.
- Sanctioned tournament play.
- Member-sponsored / coordinated organized play.
- Non-Members with an approved CLPOA Annual Revocable Golf Membership
- Schools team members.

## **SECTION III - GOLF COURSE RULES FOR USE AND PLAY**

Rules and regulations have been established by CLPOA for use and play. These rules are to be adhered to by all. Any violation of the rules may result in applicable fine(s). Further, any violation of the rules could also result in the loss of golfing privileges.

### **GC.3.1 Registration and / or Payment**

All players must first register in the Golf Shop. The non-Member fee rate will be charged to those unable to show evidence of membership (CLPOA membership card).

### **GC.3.2 Junior Players**

Junior players, unaccompanied by an adult, may play the course provided they can show evidence of knowledge of all safe golfing practices. NOTE: Pro Shop to have written record of evidence.

### **GC.3.3 Start**

All players will start on the first tee unless otherwise permitted by the Starter.

### **GC.3.4 Practice**

Practice is limited to Practice Facility. Only practice balls supplied by the golf shop are to be used on the driving range. Practice balls, baskets or bags are not to be removed from the Practice Facility.

### **GC.3.5 Stopping**

Persons stopping between nines must check in with the Starter before resuming play.

### **GC.3.6 Falling Behind / Play Through**

Groups falling more than one (1) hole behind must allow following group to play through.

### **GC.3.7 No Fighting or Misconduct**

Fighting or misconduct of any kind is subject to applicable fine and suspension of golf privileges.

### **GC.3.8 Replace Divots, Rake Bunkers and Repair Ball Marks, As Needed**

Divots on tees and fairways must be replaced, bunkers raked and ball marks on greens repaired. This rule applies to all golfers - walking or using golf carts.

### **GC.3.9 No Swimming, Fishing or Wading in Golf Course Lakes**

# GOLF COURSE (GC)

No swimming, fishing or wading is permitted in golf course lakes. Players' balls must be retrieved from shore.

## **GC.3.10 No Pets on Golf Course**

Pets are not allowed on the golf course at any time (on leash or otherwise).

## **GC.3.11 Only Authorized Persons Allowed on Golf Course and / or Cart Paths**

No persons except registered golfers, maintenance / supervisory personnel or authorized spectators are permitted on golf course or cart paths. Cart paths cannot be used to commute from one side of the community to the other.

## **GC.3.12 Only Authorized Golf Carts Allowed on Golf Course**

No personal vehicles other than authorized golf carts allowed on golf course.

## **GC.3.13 No Bicycles**

Bicycles are not permitted on golf course or cart paths.

## **GC.3.14 No Skateboards**

No skateboard riding allowed on golf course or cart paths.

## **GC.3.15 No Scooters**

No scooters are permitted on golf course or cart paths.

## **GC.3.16 No Inline Skates**

Inline skates are not allowed on the golf course or cart paths.

## **SECTION IV - GOLF CART RULES**

These rules have been established by CLPOA and are to be adhered to by all. Any violation of the rules may result in applicable fine(s). Further, any violation of the rules could also result in the loss of golfing privileges.

Golf carts pose a serious problem for the rough and fairway turf grass. They compact the soil, leave ruts in the turf in wet areas and damage new growth. As a result, the following rules have been established for golf carts:

### **GC.4.1 Drivers License Required**

No person without a valid Driver License is permitted to operate any golf cart at any time on the golf course.

### **GC.4.2 Authorized Use Only**

No one shall be permitted to ride in carts without permission from the Pro Shop unless playing golf. A fee may apply.

### **GC.4.3 Ninety Degree (90°) Rule in Effect**

The ninety degree (90°) rule is in effect at all times. If this is unfamiliar, ask at the Golf Shop.

### **GC.4.4 Maximum Two (2) Persons Per Cart / Maximum Two (2) Carts Per Foursome**

# GOLF COURSE (GC)

Two (2) persons per cart, maximum two (2) carts per foursome.

## **GC.4.5 No Fivesomes**

No fivesomes are permitted without specific permission from the Golf Shop.

## **GC.4.6 No Carts on Steep Hills**

No carts on steep hills allowed.

## **GC.4.7 Stay on Paths**

Golf carts must be kept on paths except to go to ball.

## **GC.4.8 Stay Off Tees**

Golf carts must stay completely off tees.

## **GC.4.9 Stay and / or Park on Cart Path Around Tees and Greens**

Stay and / or park on the cart path around tees and greens. Keep all four (4) tires on cart path at all times.

## **GC.4.10 No Parking in Front of Greens**

Golf carts may not be parked in front of greens.

## **GC.4.11 Maintain Required Distance from Greens**

Golf carts must be kept at least twenty (20) yards away from greens.

## **GC.4.12 Maintain Required Distance from Greens for Carts with Authorized Medical Flags**

Carts with authorized medical flags must go no closer than fifteen (15) yards to greens or tees.

## **GC.4.13 Carts without Turf-Friendly Tires Allowed on Cart Paths Only**

Carts without turf friendly tires must remain on cart path at all times.

## **SECTION V - GOLF COURSE OPERATIONS POLICY FOR USAGE**

### **PREAMBLE**

CLPOA Golf Course Operations Policy is as follows:

#### **GC.5.1**

This policy has been adopted by the Board of Directors, upon the recommendation of the Green Committee, to provide for orderly operation of golfing activities and to ensure that all Canyon Lake property owners and their guests have first priority. This policy recognizes the fact that Member competition exists for preferred starting times and attempts to address the problem equitably.

#### **GC.5.2**

Major holidays and / or holiday weekends are determined annually and posted in the Golf Shop for advanced notification of exceptions to normal operating procedures.

#### **GC.5.3**

Any reference to the Golf Professional includes the Golf Professional and his designees.

#### **GC.5.4**

For purposes of clarification of this Golf Course Operations Policy, golf course use privileges are extended to Members in Good Standing that are Prime Members and / or Associate Members.



# GOLF COURSE (GC)

## SECTION VI - POLICY FOR HOURS OF OPERATION, OPEN PLAY & CLOSURE

Weather and conditions permitting, the operating hours of the golf course, pro shop and practice facility shall be set by the Golf Professional, with the concurrence of the General Manager. Any change in operating hours shall be effective immediately upon posting at the Golf Course unless a later effective date is specified in the notice. Hours of operation shall also be noticed to the local membership in the Association's official publication within seven (7) days after the effective date of any change. NOTE: In the event of a frost delay, a modified shotgun format may be utilized to shorten the delay of tee times. Rental carts must be returned fifteen (15) minutes prior to sunset.

### GC.6.1 Open Play

Open Play pertains to the following:

- Sunday all day (except for tournaments approved by the Golf Professional).
- Monday all day (except for designated maintenance days).
- Tuesday after Women's Club organized play.\*\*
- Wednesday after Men's Club organized play and after Family Club organized play.\*\*
- Thursday after Niner's Club organized play.\*\*
- Friday all day.
- Saturday all day (except for tournaments approved by the Golf Professional).

*\*\*NOTE: Upon completion and clearing of the #1 Tee, the Golf Professional will schedule open play.*

### GC.6.2 Closure of Golf Course

Course will be closed for a full maintenance day each month. Maintenance days will take place on the 2nd Monday of each month. In the event of a scheduling conflict, the General Manager has the authority to change the maintenance day. The course will be closed for 18 days in the fall, usually in late September or early October.

## SECTION VII - POLICY FOR GOLF TOURNAMENTS

Approved Tournaments are as follows:

### GC.7.1 Annual

Tournament requests will be submitted to the Club Professional for approval and scheduling.

### GC.7.2 Weekly

- Tuesday Morning - Women's Club.
- Wednesday Morning - Men's Club Day.
- Wednesday Afternoon - Family Club Day.
- Thursday Morning - Niner's Club Day.

### GC.7.3 Junior Golf

Tournaments to be coordinated with the Golf Professional.

### GC.7.4 Outside Tournaments

An outside tournament is defined as non-Member play, organized under the direction and with the approval of the Golf Professional for the purpose of generating revenue.

# GOLF COURSE (GC)

## SECTION VIII - DRESS CODE POLICY

Proper dress attire is required. The Golf Professional shall refuse play or expel from the course during play, anyone who refuses to comply with the following:

### GC.8.1 Shirt Style

Men's shirts must have a fold down collar or Mock Turtle T.

### GC.8.2 Halter Tops, Tube Tops, Tank Tops or Bare Midriffs are Not Permitted

No halter tops, tube tops, tank tops or bare midriffs.

### GC.8.3 Short Shorts are Not Allowed

No short shorts. Shorts more than 5" above the knee must be 18" from the waistband to the hemline. This applies to both male and female golfers.

### GC.8.4 Shirts and Shoes Required

Shirts and shoes must be worn at all times.

### GC.8.5 No Denim Jeans or Shorts are Allowed

No denim jeans or denim shorts.

### GC.8.6 No Cutoffs, Athletic Shorts, Board Shorts and / or Bathing Suits Allowed

No cutoffs, no athletic shorts, no board shorts, no bathing suits.

### GC.8.7 Non-Metal Spikes Required

Canyon Lake Golf Course requires non-metal spikes.

### GC.8.8 Dress Code in Effect at Golf Course and Practice Facility

The dress code is in effect in and around the practice facility and golf course at all times.

## SECTION IX - RESERVATIONS PROCEDURE

These procedures are to be followed for making reservations. Methods are as follows:

### GC.9.1 Members

Reservations for starting times maybe made up to seven (7) days in advance in person beginning at 6:45 a.m. daily. Requests for tee times will be taken in person.

### GC.9.2 Guests of Members

Reservations must be made by hosting Member only.

### GC.9.3 Advanced Reservations

CLPOA Members may request a starting time seven (7) days in advance. The Golf Professional should be notified promptly of any cancellations. Failure to adhere to this policy may result in loss of the privilege.

**GC.9.3a Multiple Starting Times** - Member's group play non prime time (after 10:30 a.m.) starting times may be assigned a maximum of ten (10) days in advance. NOTE: This is excluding major holidays / holiday weekends at the discretion of the Golf Professional. Maximum one (1) hour of starting times per group approximately eight (8) starting times. Submit participants' names upon making reservations. Overbooking may result in loss of privileges.

# GOLF COURSE (GC)

**GC.9.3b Reciprocal Players'** - Starting times should be made by the reciprocal club's Golf Professional at least two (2) days in advance.

**GC.9.3c Outside Groups with Twelve (12) or More Players** - Member sponsored coordinated (non prime time only).

- Must be made a minimum of ten (10) days in advance.
- Must be arranged by the Golf Professional.
- Must not conflict with the established course group priorities.
- A non-refundable deposit is required. Any potential refund will be made at the discretion of the Golf Professional.

## SECTION X - CHECK IN PROCEDURE

The Golf Professional has the authority to substitute players on the tee for any tardy player or groups, and to assign additional players to complete foursomes.

All players must register in the Pro Shop fifteen (15) minutes in advance of starting time and present proper identification upon request. All guests must be registered prior to check-in.

## SECTION XI - GOLF CART RENTAL PROCEDURE

These are the procedures for golf cart rental.

### GC.11.1 Golf Cart Rental Agreement

In order to rent a golf cart, a golf cart rental agreement must be properly executed.

### GC.11.2 Age and License Requirements

Driver must have a valid Driver License and must be eighteen (18) years of age or older.

## SECTION XII - TEMPORARY MEDICAL FLAG PROCEDURE

These are the procedures for temporary medical flag. A temporary medical flag may be obtained from the Golf Professional by:

### GC.12.1

Presenting a Department of Motor Vehicles (DMV) handicap placard validated by Drivers License.

### GC.12.2

Presenting a DMV certification form completed and signed by an authorized physician for individuals not holding a valid Driver License.

### GC.12.3

A letter confirming a medical problem signed by a doctor.

### GC.12.4

A daily temporary medical flag may be issued at the Golf Professional's discretion and must be returned to the golf shop at the end of the round.

# GOLF COURSE (GC)

## SECTION XIII - GOLF COURSE MARSHAL'S PROCEDURE FOR ENFORCEMENT OF RULES & REGULATIONS

The Canyon Lake Golf Course is a private golf course for residents of Canyon Lake. Non-residents may play golf if they are sponsored by a resident of Canyon Lake. The sponsoring resident is responsible for their guests at all times, and is ultimately responsible for all actions and fines of their guests.

The duties of the Golf Course Marshals are to ensure that the rules and regulations of the CLPOA are upheld and that the approved golf course policy is met and to ensure proper speed of play.

### **GC.13.1**

It is proper for the Golf Course Marshals to issue citations; however, it should always be the intent to gain conformity with the rules and regulations.

### **GC.13.2**

A copy of the CLPOA Rules and Regulations should be in the Marshals' possession at all times and should quote the rule to the violator. If the necessary result is not achieved, proceed with the appropriate action.

# LAKE & MARINA (LM)

## LAKE & MARINA (LM)

**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 lake was originally formed after Railroad Canyon Dam was built. Construction of the dam started in 1927 and was completed in 1929. The lake, which was created by the dam, had been filled by rainwater coming from the San Jacinto Mountains and surrounding valleys until a 1955 agreement between the Elsinore Valley Municipal Water District and Temescal Water Company brought a more stable supply to the reservoir.

At present, the lake covers 383 acres and has 14.90 miles of shoreline. The minimum level of the lake is 1,372.00 M.S.L. and the spill level of lake is 1,381.76 M.S.L.

CLPOA currently leases the lake's surface rights for the enjoyment of its membership. Lakeside parks, swimming areas, fishing “holes”, beaches, a slalom course, a jump lagoon, a gas dock, and rental slips make the lake a busy place.

To accommodate fishermen, CLPOA also stocks the lake with a generous supply of catfish and bass which accompany the existing crappie and bluegill.

### SECTION II - LAKE & MARINA RULES AND REGULATIONS FOR REGISTRATION

Responsibility for safety and conformance to rules rests upon the Prime Member, Spouse or eligible Lessee (“Member”). An eligible lessee is defined as eligible for boat registration with a minimum of one (1) year lease and an authorization from filled out by the Prime Member relinquishing boating rights to the named Lessee.

When registering a boat, a member will be required to sign an agreement that he / she has read and understands the Lake and Marina Rules and Regulations in this document. Further, it is the responsibility of the Member to assure that any operator of his / her boat has read and understands these Rules and Regulations, as well.

Boat registration may be processed by mail or through the Member Services department.

#### **LM.2.1 Annual registration is required by CLPOA**

#### **LM.2.2 Boat Operation, Registration, Indemnification and Release Agreement Required by CLPOA**

The Boat Operation, Registration, Indemnification and Release Agreement must be reviewed and signed by the Member in order to register any boat or watercraft.

#### **LM.2.3 Documentation and Payment Required**

Proper documentation and payment of the registration fee are required.

# LAKE & MARINA (LM)

## **LM.2.4 Member in Good Standing Required**

Only an eligible Member in good standing may register a boat or any other watercraft.

## **LM.2.5 Registration is Required with State for Power Boats and Boats Larger than Eight (8) Feet in Length Propelled Solely by Sail**

All power boats and boats larger than eight (8) feet in length propelled solely by sail must be state registered and must display current stickers on both sides of the bow. The Member must appear as a registered owner on current State registration.

## **LM.2.6 Registration is Required by CLPOA on Vessels Twenty-One Feet Six Inches (21'6") or Less for Use on the Lake**

All vessels motorized and non-motorized, with the exception of paddleboards, must be registered with the CLPOA and must display current CLPOA registration stickers on both sides of the bow. Motorized vessels may not exceed a length of twenty-one feet six inches (21'6"). Any unregistered vessel which requires registration found on the lake is subject to a fine.

## **LM.2.7 Boats Requiring Registration Found Sitting At or On a Homeowners Dock or ON a Lift Above the Water are Subject to Fine if Unregistered**

All unregistered boats, sailboats and/or other water device that requires registration found sitting at or on a homeowner's dock or on a lift above the water will be subject to a fine.

## **LM.2.8 Requirements for Boats Exceeding Ten (10) Horsepower**

A maximum of two (2) boats may be registered per property, one of which may be over 70 horsepower.

## **LM.2.9 Proof of Insurance Required by CLPOA for Motorized Boats**

A Certificate of Liability Insurance for motorized boats must be submitted. The Certificate of Liability Insurance must reflect specific information as required by CLPOA. These are the requirements that must be met:

**LM.2.9a CLPOA Requirements for Issuance of Certificate of Liability** - It is required by CLPOA that the certificate must name the policyholder and this person named must have the boating rights.

**LM.2.9b Certificate of Liability Coverage Requirements / CLPOA Named as Additional Insured** - It is required that the certificate of insurance identifies the following: effective dates of policy, policy number, a description of the vessel, minimum \$300,00 liability coverage and the CLPOA named as additional insured with the CLPOA address.

**LM.2.9c Canceled / Expired Policy** - If the policy becomes canceled or expired the member shall provide the CLPOA proof of valid insurance prior to a lapse in coverage. Failure to comply may result in a fine and / or revocation of privileges.

## **LM.2.10 Safety Certificate Required by CLPOA**

A Safety Certificate issued by Marine Patrol must be submitted at time of registration for all boats that are required to register with the state. This procedure must be renewed every two (2) years or if the boat is sold / change of ownership occurs.

## **LM.2.11 Change of Ownership**

Change of ownership of any boat registered with CLPOA must be reported within ten (10) days to the Corporate Administrative Office. Canyon Lake decals must be removed and turned in to CLPOA. New owners will need to re-register the boat into their name and tract / lot.

# LAKE & MARINA (LM)

## **SECTION III - LAKE & MARINA RULES FOR NON-OPERATION**

A Watercraft Non-Operational Agreement or non-operational permit will be issued upon entering the gate. Boats within Canyon Lake under a non-operational permit will not be allowed on or above the water. Member must complete and sign the Watercraft Non-Operational Agreement for any boat or watercraft that has not been properly registered with CLPOA before it may enter the community.

Additionally, the member agrees that the boat or watercraft will not be operated or maintained on or above Canyon Lake waters at any time until it becomes currently registered and / or until CLPOA requirements are fully complied with. [For additional information, refer to Section X paragraph LM.10.7].

## **SECTION IV - LAKE & MARINA RULES FOR SPECIAL EVENTS AND TEMPORARY BOAT LAUNCHING**

Written permission from the CLPOA General Manager is required for any non-CLPOA registered boat that is brought into Canyon Lake for any special event.

In the event a Member of CLPOA with boating privileges takes possession of a boat delivered without a trailer that must be launched at the time of delivery before the Member can obtain CLPOA registration, these rules have been established to deal with these situations. NOTE: Any boat will still be subject to all required inspections before entering into Canyon Lake waters regardless of whether it is being delivered by the dealer. [For further information, refer to Section X and Section XI].

Member / Owner must follow these procedures:

### **LM4.1 Obtain Temporary Boat Launching Pass as Required by CLPOA**

The Member must first obtain a Temporary Boat Launching Pass from CLPOA.

### **LM.4.2 Documentation Required by CLPOA**

The Member must submit a copy of the required state registration along with proof of insurance and completed Boat Operation, Registration, Indemnification and Release Agreement.

### **LM.4.3 CLPOA Provisional Use for Temporary Boat Launching Pass**

A Temporary Boat Launching Pass will be issued on a provisional basis only. This pass will be valid for a period of forty-eight (48) hours. The boat must be driven directly to a dock and cannot be used for pleasure or otherwise.

### **LM.4.4 CLPOA Terms and Limitations**

If registration with CPLOA has not been obtained within forty-eight hours (48) hours, the boat must be removed from the lake.

## **SECTION V - LAKE & MARINA SAFETY RULES**

These safety rules have been established to protect and maintain the essential use of the lake and enjoyment for all.

### **LM.5.1 No Domestic Animals Allowed in CLPOA Waters**

No domestic animals are permitted in CLPOA waters.

### **LM.5.2 Restrictions for Swimming, Snorkeling, Skin Diving and / or Use of Small Flotation Devices**

## LAKE & MARINA (LM)

Swimming, snorkeling, skin diving and use of small flotation devices shall not go beyond fifty (50) feet from shore and are prohibited on the Main Lake Ski Area. Exception: Members who have anchored their boat within a 5 MPH zone away from boat traffic lanes may swim / float within the immediate area surrounding their boat.

### **LM.5.3 No Swimming Allowed in Tunnels**

No swimming in tunnels.

### **LM.5.4 No Flotations Allowed to Block Access**

No flotation devices may be placed so as to block ingress / egress to any location or vessel.

### **LM.5.5 No Jumping or Diving Permitted from Canyon Lake Common Docks and / or Causeways**

Jumping or diving into the water from any Canyon Lake common docks and causeways is prohibited.

### **LM.5.6 No Scuba Diving without Approval from Marine Patrol**

All scuba diving prohibited unless approved by Marine Patrol.

### **LM.5.7 No Littering**

Littering is prohibited in Canyon Lake.

## **SECTION VI - LAKE & MARINA SAFE OPERATION AND BOATING RULES**

These boating rules have been established for safety and security purposes. These rules must be followed as well as the rules outlined in the previous sections, as applicable.

Violation of these rules and regulations may result in the removal of any boat from the lake at the owner's and / or responsible Members expense.

### **LM.6.1 CLPOA IS NOT Responsible for Loss or Damage to Boats**

The CLPOA does not under any circumstances assume responsibility for loss or damage to boats.

### **LM.6.2 Water Vessels are Subject to Safety Inspection**

All water vessels are subject to a safety inspection at any time.

### **LM.6.3 Follow Marine Patrol Directives**

All Lake users must abide by Marine Patrol directives, written or verbal. NOTE: The Marine Patrol Captain may, at his / her discretion, make temporary changes to the Lake Use Rules to ensure the health and safety of all Lake users.

### **LM.6.4 Requirements for Notification to Marine Patrol or CLPOA for Accidents, Injuries and / or Other Emergencies**

Boating accidents involving bodily injury must be reported within twenty-four (24) hours to the Marine Patrol or CLPOA. Documentation may be obtained from Marine Patrol. Additional notification will be required as follows:

**LM.6.4a Reporting Requirements for A Death, Disappearance or Major Injury** - The State of California requires a boat owner / operator to submit a report within forty-eight (48) hours to the State Parks Division of Boating and Waterways in case of death occurring within twenty-four (24) hours of an accident, disappearance, or injury beyond first aid.



# LAKE & MARINA (LM)

**LM.6.4b Damage in Excess of \$500.00 and / or Loss of Vessel** - The State of California requires a boat owner / operator to submit a report within ten (10) days to the State Parks Division of Boating and Waterways in case of death occurring twenty-four (24) hours after an accident, property damage exceeding \$500.00 and / or loss of a vessel.

## **LM.6.5 Fenders Required for Protection of Other Boats and / or CLPOA Property**

All boats shall be equipped with fenders adequate to protect other boats and CLPOA property.

## **LM.6.6 Maximum Load / Weight Capacity**

Load capacity (passengers and / or weight) must not exceed Coast Guard standards for any boat. NOTE: Length times width divided by fifteen (15) is the approximate number of persons allowed.

## **LM.6.7 Main Lake Ski Area Speed Limit**

Main Lake ski area, North Lake ski area, and Jump Lagoon have a speed limit of thirty-five (35) miles per hour during almanac hours sunrise to sunset, five (5) miles per hour during almanac hours sunset to sunrise and during times of restricted visibility. East Bay, coves, and all other areas: five (5) miles per hour / no wake at all times.

## **LM.6.8 Temporarily Restricted Speeds**

Temporarily Restricted Speeds: A RED FLAG flying from Holiday Harbor, designated Mast Heads or Buoys, signifies that Main Lake is CLOSED. A YELLOW FLAG flying signifies use CAUTION. Restricted to five (5) miles per hour.

## **LM.6.9 Age and California Boater Card Requirements for Boat Operation**

A person sixteen (16) years of age and above may operate a powerboat. Boat operators are required to obtain and possess a California Boater Card based on the following schedule:

- January 1, 2018 – Persons 20 years of age or younger
- January 1, 2019 – Persons 25 years of age or younger
- January 1, 2020 – Persons 35 years of age or younger
- January 1, 2021 – Persons 40 years of age or younger
- January 1, 2022 – Persons 45 years of age or younger
- January 1, 2023 – Persons 50 years of age or younger
- January 1, 2024 – Persons 60 years of age or younger
- January 1, 2025 – All persons regardless of age

## **LM.6.10 Lifejackets Required for All Minors Under Thirteen (13) Years of Age**

All persons under thirteen (13) years of age must wear a U.S. Coast Guard approved lifejacket recommended for their weight while in any vessel that is underway.

## **LM.6.11 Noise Level Limits**

Noise level limits have been established for both boats and for boaters playing music. Excessive noise will be determined by Marine Patrol.

**LM.6.11a Noise Pollution Standards** - Noise Pollution: No boat shall operate with excessive noise. Motors must be equipped with adequate water-cooled and water-muffled systems. The acceptable decibel level for engines manufactured before January 1, 1993 is 90 dBA. For engines manufactured on or after January 1, 1993, the level is 88 dBA.

# LAKE & MARINA (LM)

**LM.6.11b No Excessively Loud Music** - Radios, stereos and other sound emitting devices shall not exceed an acceptable noise level.

## **LM.6.12 Right of Way**

All boats must yield to Marine Patrol vessels when emergency lights are flashing. A sailboat has the right of way over a powerboat in all situations except when the sailboat is overtaking the powerboats and when a powerboat has another vessel in tow, in which case, the sailboat must yield. Powerboats towing skiers or similar devices have the right of way over other powerboats.

## **LM.6.13 Follow Counter-Clockwise Pattern**

All boats shall follow a counter-clockwise pattern, keeping shoreline on the right at all times. Any boat NOT towing a skier may cut across the high-speed area, but must yield right of way to all boats operating in the counter-clockwise pattern. No 180-degree or 360-degree turns except as required by ski pattern or skier pick-up.

## **LM.6.14 Slow Moving Craft Required to Stay Close to Shoreline**

When motorized boats are present in the 35 mph zones, slow moving craft are required to stay within 100 feet of the shoreline. Slow moving craft are allowed within all 5 mph zones.

## **LM.6.15 Use of Water Devices**

Use of water devices is allowed in designated areas only. Persons may be towed on a flotation device at five (5) miles per hour in the areas not designated for water skiing. Coast Guard approved lifejackets must be worn at all times by the person(s) being towed. NOTE: Use of all water devices is subject to the discretion of the Marine Patrol.

## **LM.6.16 Boat Towing**

When towing a boat, the boat towing shall prominently display a Red or International Orange Flag. All boating traffic shall stay at least one-hundred (100) feet from boats in tow. When towing another boat, tow ropes must be at least twenty-five (25) feet and maximum fifty (50) feet in length. Maximum speed when towing a boat is five (5) miles per hour.

## **LM.6.17 No Towing Permitted between Almanac Sunset and Sunrise**

Towing of any device is prohibited during hours between almanac sunset and sunrise and during times of restricted visibility.

## **LM.6.18 Navigation Lights Required between Almanac Sunset and Sunrise**

All vessels, including boats, rowboats, kayaks, canoes and any other vessel permitted to be on the lake at night, are required to display navigation lights between almanac sunset and sunrise and during times of restricted visibility.

## **LM.6.19 Secure Moored Boats Required at Docks**

Moored boats must be properly secured to docks. Boats adrift may be impounded at Owner's expense.

## **LM.6.20 Conditions for Docking or Anchoring Boats**

Association docks, parks and / or common facilities are available for docking or anchoring with a properly registered boat during regular park hours. A Member staying at the campground (Happy Camp) may use the campground docks for overnight boat docking. NOTE: No other CLPOA docks may be used for this purpose.

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## **LM.6.21 Lodge Rental Docks Restricted to Slip Holders**

Lodge rental docks are restricted to slip holders and their guests.

## **LM.6.22 No Boats Allowed to Anchor, Drift or Come to Rest In between Center Line Buoys or within Twenty (2) Feet of Buoys in the East Bay**

No boats shall be allowed to anchor, drift, or come to rest in between the center line buoys or within twenty (20) feet of any buoy in the East Bay.

## **LM.6.23 No Access Permitted on Lake between Float Line Barrier and Dam**

All access is prohibited on lake between the float line barrier and the Dam.

## **LM.6.24 Requirement for Passing Mid Channel Buoys**

Mid channel buoys must be passed on the boat's port (left) side.

## **LM.6.25 No One Permitted to Tie Up To, Move or Damage CLPOA-Owned Buoys**

No one shall tie up to, move or damage any CLPOA-owned buoy.

## **LM.6.26 No Personal Anchor Buoys for Docking Boats between Almanac Sunset and Sunrise**

The use of personal anchor buoys for docking a boat is prohibited during almanac hour's sunset to sunrise, except at the Campground.

## **LM.6.27 No Cleaning, Painting or Repairing Boats, Equipment or Items on CLPOA Property**

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

## **LM.6.28 Requirement for Removal and / or Clean-up of Sunken Vessel**

Registered owners of vessels are responsible for removal of any sunken vessel. Any vessel that sinks in Canyon Lake waters shall be removed within forty-eight (48) hours or the CLPOA will have the vessel removed at the Member's expense. The vessel may be impounded until the fees are paid. Member is responsible for the cost of any clean up.

## **LM.6.29 Towing Through Tunnel**

Towing of occupied flotation devices through the causeway tunnel is prohibited.

## **SECTION VII - LAKE & MARINA RULES FOR MOTORIZED BOAT OPERATION**

The following motorized boat operation rules have been established by CLPOA and must be adhered to, in addition to the rules outlined in the previous sections, as applicable.

Violation of these rules and regulations may result in the removal of any boat from the lake at the owner's and / or responsible Members expense.

## **LM.7.1 No Jet Skis, Motorized Boards and / or Personal Motorized Water Craft Allowed**

Jet skis, motorized boards and personal motorized water craft are prohibited on Canyon Lake waters.

## **LM.7.2 No Boats Permitted Over Twenty-One (21'6")**

No Boats Permitted Over Twenty-one feet six inches (21'6"). Boats over twenty-one feet six inches (21'6") in length are prohibited for use on Canyon Lake. All boats (existing and new) may be required to be physically measured by the Canyon Lake Property Owners Association to make certain they comply with

# LAKE & MARINA (LM)

the Associations boat length limitation and Manufacturers specification documentation before the registration certificate can be issued. Verification will be based on the Manufacturers specification documentation. Marine Patrol has the authority to inspect and measure any boat that does not appear to match the measurements on the Manufacturers specification documentation and or Department of Motor Vehicle Registration. All boats shall be measured by these established guidelines.

## **GRANDFATHER CLAUSE FOR BOAT LENGTH**

Any boat currently registered with the CLPOA as of October 7, 2014 that exceeds the 21'6" requirement, will be allowed to continue to be registered for use in the CLPOA until sold or removed, providing the boat ownership is not transferred to another person in the community.

### **LM.7.2a Guidelines for Measuring Non- Pontoon Boats (including Sail Boats, Pickle Forks, etc)**

- Boats are to be measured from extreme tip of bow to stern.
- All attached swim steps shall be excluded from the measurement.
- All motors and out drives shall be excluded from the measurement.

### **LM.7.2b Guidelines for Measuring Pontoon Boats**

- Pontoon Boats shall be measured by the surface deck from front to back.
- All pontoon flotation devices shall be excluded from the measurement.
- All motors and out drives shall be excluded from the measurement.

## **LM.7.3 No Reckless or Negligent Behavior Allowed while Operating a Motorized Boat**

No person shall operate any vessel or any other water device in a reckless or negligent manner so as to endanger the life, limb or property of any person. This includes, but is not limited to, riding on the bow, gunwale, or transom of a vessel underway, entering a marked swim area or creating excessive wakes.

## **LM.7.4 All Powerboats Required to Operate from the Primary Operator's Station**

All powerboats must be operated from the primary operator's station only. All occupants, except the operator of the boat, must be properly seated when boat is operating at speeds over five (5) miles per hour.

## **LM.7.5 Lifejackets and Equipment Required for Motorized Sailboats and Motorboats**

Motorized sailboats and motorboats must have one (1) Coast Guard approved lifejacket per person on board. In addition, one (1) whistle or horn, approved navigation lights, one (1) Type B-1 Coast Guard approved fire extinguisher, one (1) paddle or oar, one (1) red or international orange flag and one (1) Coast Guard approved throwable Type IV flotation device. For carbureted engines, one (1) backfire flame control device (carburetor arrester) that must be Coast Guard approved or comply with SAE J-1928 or UL 111 standards.

## **LM.7.6 No Water Diverting Devices Allowed**

The use of water diverting devices to emit rooster tails is prohibited.

## **LM.7.7 No Buzzing or Wetting Down Others Permitted**

Buzzing or wetting down others is prohibited.

## **LM.7.8 No Remote Controlled Watercrafts Exceeding Fifteen (15) Miles Per Hour Allowed on Lake**

Remote controlled watercrafts that exceed fifteen (15) miles per hour are prohibited on Canyon Lake.

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## SECTION VIII - LAKE & MARINA RULES FOR NON-MOTORIZED BOAT OPERATION

These non-motorized boat operation rules have been established by CLPOA and must be followed, in addition to the rules outlined in the previous sections, as applicable.

### LM.8.1 Lower Sails and Secure Sailboats Required at Dock Areas

Sailboats must have sails lowered and be well secured while at dock areas.

### LM.8.2 Lifejackets Required by All Persons

Non-motorized sailboats, rowboats, kayaks, canoes, paddle boards and pedal boats require one (1) approved lifejacket for each person on board. Persons under thirteen (13) years of age must WEAR a lifejacket.

### LM.8.3 Lifejacket Required for Windsurfers

Windsurfers - One (1) Coast Guard approved lifejacket must be worn while operating windsurfer. NOTE: Use is prohibited between almanac hours sunset to sunrise.

## SECTION IX - LAKE & MARINA RULES FOR SKIING, WAKEBOARDING AND SIMILAR WATERSPORTS

These rules for skiing, wakeboarding and similar watersports have been established by CLPOA and must be followed, in addition to the rules outlined in the previous sections, as applicable.

### LM.9.1 No Watersports Allowed between Almanac Sunset and Sunrise

All skiing / riding is prohibited during the hours between almanac sunset and sunrise.

### LM.9.2 Lifejackets Required for All Skiers or Riders

All skiers / riders are required to wear a type I, II, III, or V Coast Guard approved personal flotation device. A person engaged in slalom, barefoot, jump, or trick skiing may elect to wear a water ski wetsuit instead, however, one of the aforementioned flotation devices must be onboard.

### LM.9.3 Maximum of One (1) Skier or Rider Per Boat

Maximum of one (1) skier or rider may be towed at any time per boat

### LM.9.4 Follow Counter-Clockwise Ski Pattern

Ski-pattern is counter-clockwise only. No cross lake skiing / riding, no skiing / riding within any cove and no skiing / riding into or out of any beach. No 180-degree or 360-degree turns except as required by ski pattern or skier / rider pick-up.

### LM.9.5 Ski Pattern Turns

Main lake skiers / riders must follow ski pattern turns in front of Skipper's Island at the South end of the Lake and at the North end of the Lake at orange buoys.

### LM.9.6 Requirements for Observers

A competent person, twelve (12) years of age or older, must serve as observer and be in a position to observe skier / rider at all times and must hold a red or an international orange flag and must be visible within a 360-degree area, while skier / rider and / or ski rope is in the water. NOTE: Specifications for the red or international orange flags are 12" x 18" with a 24" handle.

### LM.9.7 Requirements for Down Skier / Rider

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When a skier / rider is down, display the red or international orange flag, check traffic carefully, throttle back to slow, driver must make left hand turn, circling around and behind skier / rider bringing rope around and behind person in water. Note; rule is suspended if skier is in danger or threatened by other watercraft.

### **LM.9.8 Observant Drivers Required**

Boat drivers must constantly watch for other boats, skiers / riders and debris, and alert their own skiers / riders by raising arm and pointing to obstruction. Observers in ski boat must` constantly watch to alert their own skier / rider, also.

### **LM.9.9 Maintain Safe Distance from Docks**

Stay at least fifty (50) feet from docks when pulling a skier / rider.

### **LM.9.10 No Start or End at Dock**

No skiing / riding may start or end at a dock.

### **LM.9.11 Safe Distance Required for Towing**

All tow boats towing air chairs, knee boards, wakeboards or similar devices, other than water skis, shall stay within one-hundred (100) feet of the center buoy lines unless boating safety dictates otherwise. All boats in tow on the Main Lake must be on plane.

### **LM.9.12 Requirements for Use of Water Devices**

All water devices may be used at the discretion of Marine Patrol. No towing of floatation devices shall be permitted on Main Lake except within the 5-mile per hour zone. Floatation devices are defined as any floating device towed behind a boat for recreational purposes (except devices such as water skis or wakeboards where the floating quality of the device is incidental to its recreational purpose). [For further information, refer to Section VI paragraph LM.6.15].

### **LM.9.13 No Unsafe, Reckless and / or Negligent Behavior Permitted**

No person shall operate any vessel or manipulate any water skis, wakeboard or any other water device in a reckless or negligent manner so as to endanger the life, limb, or property of any person.

### **LM.9.14 No Shore Starts Allowed**

Shore starts are not allowed on Canyon Lake except the north side of Skipper's Island.

### **LM.9.15 Requirements for Cove Start**

A skier / rider may start from within a cove, provided that the pulling boat is beyond the buoy marking the cove.

### **LM.9.16 Special Rules for the Areas of Treasure Island and Sunset Beach and Other High Traffic Areas**

Boat operators are responsible for the safe operation of their skier / rider at all times. Skier / rider and any tow device must stay directly behind the tow boat when transiting the areas of Treasure Island and Sunset Beach. Boaters must make every effort not to restrict the free flow of traffic. If a skier / rider falls in an area of high traffic, he / she must restart in one (1) attempt or be retrieved from the water and restarted in an area away from the boating traffic.

### **LM.9.17 Ski Rope Requirements / No Side Mount Bars**

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Skiers / riders are to be pulled on the Main Lake by ski ropes of not less than fifty (50) feet or greater than seventy-five (75) feet only. Side mount bars prohibited.

### **LM.9.18 Retrieval of Ski Ropes**

Ski ropes must be retrieved immediately when skiing or riding is discontinued.

### **LM.9.19 Retrieval of Loose Skis**

Loose skis or wakeboards must be immediately retrieved.

### **LM.9.20 No Wake Enhancing Devices Allowed on Main Lake or Jump Lagoon**

No wake enhancing devices of any type (including those installed by a manufacturer or owner) will be allowed to be used on any boat operating on Main Lake or Jump Lagoon. This restriction does not apply to the North Ski Area. Any boat that appears to be producing an excessive wake will be investigated. Those boats using wake enhancement devices may be cited.

### **LM.9.21 Beginner Ski Start Area**

A boat may use the area between Skippers Island and the Dam Boundary for the purpose of starting a skier, wakeboard, air chair or any similar device.

**LM.9.21a Direction of Travel** - The boat must head in the direction of the Main Lake Ski Area. Boats exiting the Ski Start Area must yield the right of way to all boats operating in the counter-clockwise pattern and must follow the ski pattern. [For further information, refer to paragraph LM.9.4].

**LM.9.21b Safe Distance Required** - The boat and skier / rider must stay at least fifty (50) feet away from any dock swim area, dam buoy line and / or the shoreline.

**LM.9.21c - Persons Assisting Beginner Skiers / Riders** Any person assisting a skier / rider must be wearing a Coast Guard approved lifejacket and be within the five (5) mile ("no wake") ski start area.

### **LM.9.22 No Towing Riders on July 4 after 12:00 pm**

On July 4, no riders may be towed from any vessel on the Main Lake after 12:00 pm.

## **SECTION IX - LAKE & MARINA RULES FOR SKIING, WAKEBOARDING AND SIMILAR WATERSPORTS – Special Rules for the North Ski Area**

### **LM.9.23 Slalom Skiing Priority**

Priority shall be granted to slalom skiing from sunrise until noon (12:00 PM) on Monday, Tuesday, Thursday, Friday, and Sunday.

### **LM.9.24 Skier/Rider Turn**

A skier / rider's turn is determined by boat rotation as noted on the sign-up sheet at the starting dock.

### **LM.9.25 Ski and Watersports Turn**

A skier's turn is six one way passes or three falls. Any rider's rotation is 15 minutes.

### **LM.9.26 Boats in Back Area**

Boats may not go to the back area during a skier's turn.

### **LM.9.27 Boats Must Stop**

Boats must stop at North end of the course after each pass so as not to create rollers into the back area.

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## **LM.9.28 Turnaround and U-Turn Restrictions**

No turnaround or U-turns are permitted within 400 feet from a dock for Wake Enhancing Device Boats in the Slalom Course Area. No turnaround or U-turns permitted within 200 feet from a dock for any other type of motorized boat in the Slalom Course Area. Only one skier / rider is allowed on the Slalom Course Area at a time.

## **LM.9.29 Maximum Number of Boats in Backwater**

A maximum of two boats are allowed to run in the backwater at a time

## **LM.9.30 A Rider's Turn in Backwater**

A rider's turn in the backwater is limited to fifteen (15) minutes. Other boats must wait for their turn.

## **SECTION X - LAKE & MARINA RULES FOR BOAT INSPECTION**

Effective June 1, 2010, CLPOA implemented an Aquatic Invasive Species Deterrent Program to prevent the spread or invasion of quagga and zebra mussels in the lake. CLPOA adopted this program due to the destructive nature of quagga and zebra mussels and the damage it could potentially cause to our lake or dam.

Currently, the State of California has implemented a statewide Invasive Species Program through the Department of Fish and Game for prevention of quagga and zebra mussels and other invasive species. Quagga and zebra mussels are small, freshwater bivalves that attach to soft and hard substrates such as plants, rocks, man-made materials and structures (including docks, dams, canals, watercraft hulls and on other recreational equipment).

In addition to being extremely invasive, quagga and zebra mussels can affect overall water quality and oxygen levels and disturb the natural ecosystem of lakes. Quagga mussels and zebra actively feed on green-algae and may increase the proportion of foul-smelling blue-green algae in water systems. Recreation-based activities are also affected by the mussels which take up residence on docks, breakwalls, buoys, boats and beaches. For boaters, Quagga mussels increase drag, clog engines causing overheating and can affect steering.

## **LM.10.1 Preventative Measures**

If a boat or watercraft has been in waters outside of Canyon Lake, there are three (3) key preventative measures that are to be followed.

- Clean - Remove any visible mud, plants or animals before transporting boat or watercraft.
- Drain - Eliminate any water before transporting boat or watercraft.
- Dry - Dry anything that came in contact with water (boats, trailers, equipment such as anchors, ropes or buoy lines, etc.).

The importance of prevention is critical to the protection of Canyon Lake to avoid problems with any invasive species.

## **LM.10.2 Requirements by CLPOA for Service Seal**

Boats that do not leave the community require no action; however, boats leaving the community for gas, repairs and / or offsite storage can get a service seal from Marine Patrol or the Watch Commander on any shift by stopping at any gate to be checked and have the service seal affixed. NOTE: The service seal must



# LAKE & MARINA (LM)

not be removed or the boat will be subject to re-inspection. [For further information on requirements for boat inspection, refer to paragraph LM.10.4].

**LM.10.2a Boats Entering with Service Seal** - When a Boat with a service seal returns to the community they can enter through any gate and no inspection is required.

**LM.10.2b Boats Entering without Service Seal** - All boats without a service seal must be inspected and complete a CLPOA Boat Inspection Form prior to launch. [For further information on requirements for boat inspection, refer to paragraph LM.10.4].

## **LM.10.3 Conditions for Exemption from Inspection**

At the discretion of Marine Patrol, inspection may not be required under certain conditions.

**LM.10.3a Service Seal from Other Official Authority** - Inspection may not be required if boat or watercraft obtained a service seal from an official authority of a local, state, regional or federal agency in which the boat or watercraft has already been inspected elsewhere by an authorized agent (such as a park ranger) and a service seal has been affixed as proof of inspection.

**LM.10.3b Proof of Decontamination** - Inspection may not be required if boat or watercraft has been hot washed and decontaminated at a hot water decontamination location and a valid receipt is provided.

**LM.10.3c Proof of Launch or Retrieval into or from Salt Water Only** - Inspection may not be required if boat or watercraft is returning same day from approved ocean launch sites and member is able to present that day's proof of launch or retrieval into or from salt water only.

## **LM.10.4 Requirements for Boat Inspection**

If boat or watercraft has been in waters outside of Canyon Lake and / or does not have service seal, a boat inspection is required from Marine Patrol or the Watch Commander on any shift by stopping at East Gate during regular hours of operation to be inspected. NOTE: During after hours, a boat will automatically be red-tagged with a cable lock and inspection will be required at a later time during regular hours.

**LM.10.4a Complete and Sign the CLPOA Boat Inspection Form** - Have the CLPOA Boat Inspection Form filled out ahead of time.

**LM.10.4b Remove Plug(s)** - Make sure boat plug(s) are removed.

**LM.10.4c Clean and Dry Boat** - Make sure boat is clean, dry and free from vegetation.

**LM.10.4d Clean and Dry Trailer** - Make sure trailer is clean, dry and free of any vegetation.

**LM.10.4e Dry Ballast Tanks, Wakeboard Bladder Bags, Live Wells and Internal Compartments** - Make sure all the ballast tanks, wakeboard bladder bags, live wells and internal compartments are dry.

## **LM.10.5 Approval of Boat Inspection**

If approval requirements are met, the boat inspection will pass and the boat will be permitted to enter into Canyon Lake waters.

## **LM.10.6 Failure of Boat Inspection**

If the approval requirements are not met, the boat inspection will fail and the boat will not be permitted to enter into Canyon Lake waters. Reasons for failure of a boat inspection include:

- The boat inspection will fail, if the boat has been in an area suspected of being affected by quagga mussels and suspected or found to have larval or adult quagga mussel exposure.
- The boat inspection will fail, if there is any condensation, moisture or rainwater.

When a boat inspection fails, the boat will be red-tagged and must be quarantined.

## LAKE & MARINA (LM)

**LM.10.6a Red Tag** - Boats will be red-tagged by means of a cable lock installed to prevent the boat from entering into Canyon Lake waters. NOTE: This cable lock may only be removed by an authorized representative of CLPOA.

**LM.10.6b Fine for Removal of Lock** - The cable lock may not be removed and must remain until reinspection. Removal of lock will result in applicable fine.

**LM.10.6c Quarantine Period** - The quarantine period is 7-14+ days. The boat or vessel may be taken to the Member's residence and parked for the quarantine period. During quarantine, the boat cannot be washed, rinsed, drained or enter into Canyon Lake waters at any time. Exception: At the discretion of Marine Patrol, this quarantine period may not be required if the Member opts to hot wash and decontaminate the boat or watercraft at a hot water decontamination location with a valid receipt.

**LM.10.6d Reinspection Required** - Reinspection is required from Marine Patrol or the Watch Commander on any shift by stopping at East Gate during regular hours of operation to be reinspected.

### **LM.10.7 Requirement for Non-Operation Agreement**

The member must sign a Watercraft Non-Operational Agreement and have it on file with Marine Patrol. This includes unregistered boats or watercraft boats over twenty-one (21) feet six (6) inches in length and jet skis or similar watercraft. This agreement indicates that the boat or watercraft will not be operated or maintained on or above Canyon Lake waters.

Failure to comply with the non-operational agreement may result in applicable fine. Further, any violation of these rules and regulations may result in the removal of any boat from the lake at the owner's and/or responsible member's expenses.

## **SECTION XI - LAKE & MARINA RULES FOR SAFETY INSPECTION**

In order to receive a compliance certificate, the safety check list requirements and safety inspection must be completed and approved by Marine Patrol.

### **LM.11.1 Requirements for Safety Inspection**

Certain requirements must be met to obtain a compliance certificate.

A safety inspection will be required for:

- A new boat.
- A new member with a boat.
- An existing member with a boat every two (2) years.
- Change of Ownership.

The safety inspection must be obtained from Marine Patrol during regular hours of operation.

### **LM.11.2 Safety Check List**

In order to obtain a compliance certificate, these safety check list items will be verified at the time of inspection, as applicable.

- Registering Documents
- State Numbering
- Sound Producing Device
- Coast Guard Approved Personal Floatation Device (PFD)
- Visual Distress Signal (Red Flag)
- Alternate Propulsion

## LAKE & MARINA (LM)

- Fenders
- Navigation Lights
- Coast Guard Approved Fire Extinguisher
- Visual Distress Signal (Red Flag)
- Backfire Flame Arrester
- Fuel System
- Electrical System
- Engine Sound Level
- Overall Vessel Condition
- Boat Safety Exam

For safety and responsible operation, these discussion items will also be verified at the time of examination.

- Rules of the Road
- Responsible for Wake
- Safe Operation
- Operator Instructions
- Accident Reporting

Completion of the CLPOA Boat Owners Safety Exam will be verified at the time of inspection. The exam will be available to take online by visiting the CLPOA Web Site and following the link from the Home Page. If a Member is unable to take the test online a written exam will be given at the time of inspection.

**LM.11.2a Approval of Safety Inspection** - If the approval requirements are met, the safety inspection will pass and the compliance certificate will be issued and signed off by the examiner.

**LM.11.2b Failure of Safety Inspection** - If the approval requirements are not met, the safety inspection will fail and notation(s) will be made by the examiner on the compliance certificate requiring corrective action be taken before the compliance certificate will be signed off.

### **LM.11.3 Sound Level Measurement**

At the time of inspection, boats with above-water, exposed or otherwise unmuffled exhaust system will be required to provide a dockside sound level measurement test. The motorboat exhaust sound level must be 90 dBA for engines manufactured before January 1, 1993 and 88 dBA for those manufactured on or after January 1, 1993. The measurement shall be performed utilizing a calibrated sound level meter.

# LODGE/LIGHTHOUSE RESTAURANT (LR)

## LODGE/LIGHTHOUSE RESTAURANT (LR)

**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 Lodge / Lighthouse Restaurant is open for members and their guests to take in the beautiful view of the lake and facility while enjoying a great meal and watching various sporting events.

The Lodge is also an excellent location for hosting events and functions such as:

- Anniversaries
- Baby Showers
- Birthday Parties
- Bridal Showers
- Club or Committee Meetings / Events
- Corporate Meetings / Events
- Retirement Parties
- Reunion Parties
- Weddings / Receptions

For additional information on catered events, functions and banquets that need on-site accommodations, contact the Food & Beverage department at the Lodge / Lighthouse Restaurant.

Any questions regarding the policy for use and rental of the Lodge facility and / or common area meeting rooms (e.g. Sunset Beach Room, Pool View Room, etc.) are to be referred to the Activities department.

NOTE: A piano is available for usage; however, the CLPOA must be given ample notice to have the piano moved from the stage to the ground level in the Holiday Bay Room. There will be a fee for this and it will be incurred by the homeowner or club. If the piano needs tuning, an additional cost may be charged.

### SECTION II - RULES FOR LODGE / LIGHTHOUSE RESTAURANT & BAR

The Lodge facility consists of the building, decks and walkways around it. These rules have been established for the Lodge / Lighthouse Restaurant & Bar by the CLPOA for both the restaurant and bar / patio area. The rules are to be adhered to by all members and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of Management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from Alcohol Beverage Control (ABC) and therefore must be obeyed by law without exception.

#### LR.2.1 No Smoking Allowed Inside

Smoking is strictly prohibited inside the confines of the establishment.

#### LR.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in the Lodge facility.

## **LODGE/LIGHTHOUSE RESTAURANT (LR)**

### **LR.2.3 No Alcoholic Beverages Allowed to Leave Premises**

No alcoholic beverages will be permitted to leave the premises. NOTE: Alcoholic beverages have to be consumed within the boundaries of the Lodge facility.

### **LR.2.4 Right to Refuse Service**

Service may be refused to any intoxicated or unruly member and / or guest.

### **LR.2.5 No Loitering**

Loitering on the Lodge grounds and parking lot area is prohibited. All curfew regulations will be strictly enforced.

### **LR.2.6 Golf Cart Parking in Designated Areas Only**

All golf carts must be parked in designated vehicle parking spaces only.

### **LR.2.7 No Skateboards, Scooters or Bicycles Allowed**

Skateboard, scooters and bicycles are prohibited in or around the Lodge facility and pool including all walkways and entryways.

### **LR.2.8 No Dogs Allowed**

No dogs (except service dogs) or other animals are permitted on the Lodge premises unless otherwise specified.

### **LR.2.9 No Fishing Allowed**

No fishing is permitted from areas immediately surrounding the Lodge premises except from the common dock. Fish shall not be cleaned on the Lodge premises or landings.

### **LR.2.10 No Outside Solicitation without Prior Approval by CLPOA**

No tickets or articles of any kind shall be offered for sale on the Lodge premises. No subscription list shall be circulated nor advertisements or postings displayed. Specific exceptions must be approved by the CLPOA General Manager.

### **LR.2.11 Responsibility for Damages**

Any member and / or guest is responsible for loss / damage to equipment / property of the CLPOA Lodge / Lighthouse Restaurant.

### **LR.2.12 Reporting Complaints**

Any complaint(s) are to be made to Management. Members and / or guests shall not reprimand employees.

## **SECTION III - DRESS CODE POLICY FOR LODGE / LIGHTHOUSE RESTAURANT**

Dress code requirements for the Lodge / Lighthouse Restaurant have been set forth by the CLPOA for both the restaurant and bar / patio area. All members and / or guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Lodge / Lighthouse Restaurant, may be declined service and / or asked to leave at the discretion of Management.

### **LR.3.1 Shirts and Footwear Required at the Lodge Facility**

In the Lodge facility including the dining room and bar / patio area, shirts and footwear are mandatory.

# LODGE/LIGHTHOUSE RESTAURANT (LR)

## LR.3.2 Dining Room, Bar and Patio Attire

Attire for Main Dining Room is as follows:

**LR.3.2a** - Dress attire for dining is casual including, but not limited to, board shorts, tank tops, and sandals; however, all clothing worn by members and / or guests shall be within the bounds of decency and good taste as appropriate for a family facility.

**LR.3.2b** - Swimsuit attire and / or beachwear are not permitted inside the Lodge and Main Dining Room.

## SECTION IV - LODGE PROCEDURE FOR USE OR RENTAL

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CLPOA. For use or rental of the Lodge facility, the appropriate forms must be completed and signed by the member, client or group representative.

### LR.4.1 Facility Reservation, Use and Rental Agreement Required

A Facility Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event, any special requests and whether food / beverage will be required. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Lodge facility. The agreement further stipulates that CLPOA will not be responsible for loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost or expense. (For additional information on on-site catering services, refer to Section VI.)

### LR.4.2 Signed Contract Required

Whenever on-site catering services are required, the Food and Beverage department will provide a Catering Contract with all the particulars of the event or function including menu selections, pricing and any other requirements as agreed upon. The Catering Contract must be reviewed and signed accordingly. In addition, required deposit must be paid, as applicable. (For further information, refer to Section VI.)

## SECTION V - LODGE POLICY FOR USE AND RENTAL OF FACILITIES

The following policy has been established by CLPOA for use or rental of the Lodge facilities.

### LR.5.1 No Outside Food or Beverages Allowed without CLPOA Approval

Outside food service (i.e. catering) is not allowed. No one may bring outside food or beverages into the Lodge facility except as approved by the CLPOA. At the discretion of Lodge Management, outside food or beverages such as wedding cake, champagne or wine, etc. shall be allowed upon the condition that prior arrangements have been agreed upon with the member or client and Lodge Management. NOTE: All champagne and / or wine provided by the client is subject to a corkage fee.

### LR.5.2 Requirements for Outside Rentals

Any outside rentals (including chairs, tables or archways, etc.) must be arranged and paid for prior to the event.

### LR.5.3 Requirements for Use of 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.

# LODGE/LIGHTHOUSE RESTAURANT (LR)

## **LR.5.4 Requirements for Use of Candles**

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

## **LR.5.5 Removal of CLPOA Property Not Permitted**

CLPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Lodge facility.

## **LR.5.6 Responsibility for Damages**

The member or client is responsible for any loss and / or damage to equipment and / or property of the CLPOA / Lodge facility.

## **LR.5.7 No Funeral Services Allowed**

The Lodge facility may not be reserved for the purpose of conducting a funeral service.

## **LR.5.8 Local Noise Ordinance Requirement**

Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 11 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake's Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

## **LR.5.9 CLPOA Requirements for Events with Fifty (50) or More Persons**

When a member plans an event which may attract fifty (50) or more people thereby creating an unusually high traffic situation (pedestrian and / or vehicular), the following may be required:

**LR.5.9a Schedule with Appropriate Personnel** - Member, client or group shall schedule the event with appropriate personnel.

**LR.5.9b Provide Diagram with Set-up** - Member, client or group shall supply a diagram of the facility outlining the way in which the event will be set up for the day.

**LR.5.9c Clear Facility Upon Conclusion of Event or Function** - Member, client or group shall be responsible for making certain that all traffic (pedestrian and / or vehicular) is cleared from the facility (no later than an hour after the event).

**LR.5.9d Additional Security Requirements** - In the event that the member, client or group holds an occurrence in an area where there is a possibility the event will draw traffic to the area creating a public nuisance or unusually high traffic volume (pedestrian and / or vehicular), the member, client or group may be required to contract for additional uniformed Community Patrol Officers for the event.

## **LR.5.10 City Requirement for Special Event Permit for Events or Functions with Fifty (50) or More Persons**

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit. NOTE: In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to the function or event.

## **SECTION VI - LODGE POLICY FOR ON-SITE CATERING SERVICES**

The following policy has been established by CLPOA for on-site catering at the Lodge facility.

## **LODGE/LIGHTHOUSE RESTAURANT (LR)**

### **LR.6.1 Contract and Deposit Required**

A signed contract and deposit are required for the confirmation of the date. NOTE: All prices are subject to change without notification, prior to signing the contract.

### **LR.6.2 Rental Period**

Rental of the facility is as per the annual Schedule of Fees; any additional time must be arranged in advance at a charge per hour.

### **LR.6.3 Gratuity and Tax Required**

Gratuity and sales tax will be added to the price of all food and beverage selections.

### **LR.6.4 Menu Selection Required Prior to Function or Event**

Menu selection is required prior to the function or event.

### **LR.6.5 Final Guarantee Required**

A final guarantee of the confirmed number of guests expected to attend is required prior to the function or event. NOTE: The number provided will be considered a minimum guarantee, not subject to reduction, for which the client will be charged.

### **LR.6.6 Final Payment Required**

Final payment is required prior to the event.

### **LR.6.7 Bar Guarantee Required**

A bar guarantee will apply, if required.



# MEMBER SERVICES (MS)

## MEMBER SERVICES (MS)

### SECTION I - INTRODUCTION

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

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

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

### SECTION II - MEMBER SERVICES GUIDELINES

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

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

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

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

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

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

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

#### **MS.2.4 Fax Documents**

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

# MEMBER SERVICES (MS)

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

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

### MS.3.1 Guest Call-Ins

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

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

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

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

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

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

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

### MS.3.3 Permanent Guest List

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

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

# MEMBER SERVICES (MS)

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

## SECTION IV - PROCEDURE FOR PERMITS REQUIRED BY CLPOA

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

### MS.4.1 Garage Sales Permits

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

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

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

## SECTION V - PROCEDURE FOR REGISTRATION

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

### MS.5.1 Vehicle Registration

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

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

The vehicle sticker will expire one (1) month following the vehicle’s current registration. [For additional information on “Vehicle Stickers”, refer to Section VI - Policy for Access Control, paragraph GR.6.8 under General Rules and Regulations (GR).]

### MS.5.2 Golf Cart Registration

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

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

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

### MS.5.3 Boat Registration

Registration stickers will be issued each fiscal year as required on an annual registration basis. Requirements that must be met for boat registration are as follows:

- Member must be in good standing and valid member.

## MEMBER SERVICES (MS)

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

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

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

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

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

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

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

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

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

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

### VIII - PROCEDURE FOR PERIMETER GATE ACCESS

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

- Member must be in good standing and valid member.
- Member must provide proper identification.

## **MEMBER SERVICES (MS)**

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

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

# PARKS & BEACHES (PB)

## PARKS & BEACHES (PB)

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

### SECTION I - INTRODUCTION

There are fifteen (15) parks and beaches within the community. Each location has different features such as playground equipment, grass and shaded areas; however, some of the locations have other amenities as well including:

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

For additional information about the Parks & Beaches, go to the CLPOA website.

### SECTION II - PARKS AND BEACHES RULES

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

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

Park and Beach Hours are: October 1 - April 30, 8 a.m. to 8 p.m., May 1 - September 30, 8 a.m. to 10 p.m. EXCEPTION: East Port Park hours are 6 a.m. – 10 p.m. PM year around. After hours launch site parking is available, see GR.5.3v. Any personal possessions left at parks or beaches when closed will be removed by the CLPOA. NOTE: Contact the Operations department for lost and found items.

#### **PB.2.2 Designated Parking**

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

**PB.2.2a Overnight Parking at Lodge** - Overnight Parking at Lodge Vehicles/Golf Carts may be parked overnight in the Lodge parking area for no longer than a 24 hour period when an event is scheduled or the bar/restaurant is open for business the same day.

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

### **PB.2.3 Propane Grills / Fire Extinguisher Required**

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

### **PB.2.4 No Open Fires / No Beach Fires**

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

### **PB.2.5 No Golf Carts, Bicycles, Skateboards, Scooters or Motor Vehicles on Landscaped Areas or Playground Area/Equipment**

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

### **PB.2.6 No Dogs**

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

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

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

### **PB.2.8 Reserved Sites**

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

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

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

### **PB.2.10 No Glass Containers**

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

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

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

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

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

### **PB.3.2 Availability of Non-Reservable Parks**

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

# PARKS & BEACHES (PB)

## **PB.3.3 Outside Vendors**

Outside vendors must make prior arrangements and provide proper documentation to the CLPOA before use.

## **PB.3.4 Jumpers / Bounce Houses and / or Amusement Rentals or Props**

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

**PB.3.4a Facility Use Fee / Documentation Required** - There may be a Facility Use fee to use a jumper / bounce house / amusement rental or prop and required documentation must be provided to the CLPOA.

**PB.3.4b Proof of Insurance** - All jumper / bounce house / amusement rental or prop companies must submit proof of insurance and provide a "Certificate of Liability Insurance" on file with the CLPOA.

**PB.3.4c Liability Coverage / CLPOA Named as Additional Insured** - The "Certificate of Liability" must have a minimum liability of \$300,000.00 coverage and name the CLPOA as additional insured with the CLPOA address.

**PB.3.4d Use of Generator at Locations with No Outlet for Electricity** - A generator must be used at locations where there is no electrical outlet available. Even at locations with no electrical outlet, a Facility Use fee must be paid and proper documentation provided to the CLPOA prior to use.

## **PB.3.5 Reservations for Group Functions**

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

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

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

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

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

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

## **SECTION IV - RESERVATIONS POLICY FOR USAGE OF ROADRUNNER PARK PAVILION AND BARBEQUES**

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

### **PB.4.1 Sanctioned Clubs**

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

### **PB.4.2 Group Functions**

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



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

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

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

#### **PB.5.1 Sanctioned Clubs**

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

#### **PB.5.2 Group Functions**

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

### **SECTION VI - RESERVATIONS POLICY FOR USAGE OF HOLIDAY HARBOR ON THE 4TH OF JULY HOLIDAY**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CLPOA maintenance staff will post “reserved” signs, as applicable.

# PICKLEBALL COURTS (PK)

## Pickleball Courts (PK)

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

### SECTION I - INTRODUCTION

This facility is located at East Port and currently has four (4) pickleball courts. The pickleball courts areas include:

- Lighted Courts / Parking
- Enclosed Patios / Viewing Area
- Covered Shaded Areas

For additional information about the Pickleball Courts, go to the CLPOA website.

### SECTION II - PICKLEBALL COURTS RULES

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

#### PK.2.1 Hours

Courts hours are: 6 a.m. - 10 p.m. each day

#### PK.2.2 Non-Marking Shoes Required

Non-marking athletic shoes must be worn on the Pickleball Courts at all times.

#### PK.2.3 No Loitering

Loitering is prohibited on the Pickleball Courts. Only pickleball players and / or maintenance personnel are allowed on the Pickleball Courts or parking lot adjacent.

#### PK.2.4 No Profanity

No foul language allowed within twenty-five (25) feet of the Pickleball Courts / perimeter fencing.

#### PK.2.5 No Bicycles

Bicycles are not permitted on the Pickleball Courts.

#### PK.2.6 No Skateboards

No skateboard riding allowed on or within the Pickleball Courts / perimeter fencing.

#### PK.2.7 No Scooters

No scooters are permitted on or within the Pickleball Courts / perimeter fencing.

#### PK.2.8 No Rollerblades

No rollerblades allowed on or within the Pickleball Courts / perimeter fencing.

#### PK.2.9 No Pets

No pets are permitted on or within the Pickleball Courts / perimeter fencing at any time.

# PLANNING & COMPLIANCE (PC)

## PLANNING & COMPLIANCE (PC)

**NOTICE TO ALL MEMBERS:** Sections of this Property Owner's Manual include CC&R's, rules and regulations, policy and procedure, laws and / or guidelines. Violation and / or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Lake Property Owner's Association (CLPOA). For additional information, refer to the Schedule of Fees and Fines.

### SECTION I - INTRODUCTION

The Architectural Guidelines consist of Covenants, Conditions and Restrictions (CC&Rs), Rules, and Procedures. CC&Rs were established with the development of the Tracts. Rules were established by the Board of Directors with input from the Members and the Legal Team. Procedures were developed by the Architectural Control Committee (ACC) and staff to assist the Members in complying with the CC&Rs and Rules.

#### PC.1.1 Architectural Control Committee

The CC&Rs recorded against the tracts in the development establish *a three (3) person Architectural Control Committee (herein called the Committee), the members of which are appointed by the Board of Directors.* The Committee is assigned broad powers and responsibilities to review the aesthetic character of proposed improvements, modifications and alterations. Setbacks, location, elevation, design, landscaping materials and color are all within the purview of the Committee. The architectural design of *each building should be in keeping with surrounding structures* and consistent in style to maintain and enhance Canyon Lake as a desirable place to live. The Committee makes decisions based on the CC&Rs, Rules, and aesthetics ***for the purpose of enhancing and protecting the value, desirability and attractiveness of the property described in the Tract and of the Subdivision as a whole.*** As a general rule, a property owner has no natural right to air, light, or an unobstructed view and California law is reluctant to imply such a right.

The CC&Rs provide that *no improvement may be installed, placed or moved on a lot, or altered or modified, without the written approval of the Committee.* A permit is required for any project on the property except softscape and remodeling of the internal approved habitable structure. Architectural approval application forms can be picked up at the Planning and Compliance Department or online at the CLPOA website. Completed application forms and application fees, if required, must be submitted to the Planning and Compliance Department. Upon submission, the application will be scheduled for review by the Committee. Applicants may attend the Committee's meeting. Following the Committee's review and decision, the applicant will be mailed a written decision.

#### PC.1.2 Starting A Project Prior to Approval

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

#### PC.1.3 Committee Review / Approval Process

*The Committee will consider the following criteria when deciding whether to approve or deny an application:*

- *Are the proposed improvements in accordance with the provisions of the tract declaration (and, by implication, the Association's rules and regulations);*
- *Will the design or color scheme of the proposed improvements be in harmony with the general surroundings;*

# PLANNING & COMPLIANCE (PC)

- Is the application complete;
- Is approval of the application being granted prior to the commencement of work; and
- Will the proposed improvements *be contrary to the interests, welfare or rights of the other property owners?*

## **PC.1.4 Responsibility**

The Association and the *Committee are not responsible for, and, pursuant to the CC&Rs, are not liable for, any damage or loss suffered or claimed on account of: defects in plans; the approval or disapproval of any plans, drawings, or specifications; the construction or performance of any work, whether or not pursuant to approved plans; or the execution and filing of any stop work order.* The restrictions and guidelines described in the Architectural Guidelines are in addition to those set forth in the CC&Rs. Every owner should review the CC&Rs for their Tract to make sure they are familiar with the restrictions contained therein. For example, there are major differences between Tract 3829 Ranchos, Tract 3961 Mobiles, and the other tracts that are not included in these Guidelines

## **PC.1.5 Owner Responsibility for Building Code Compliance**

The Committee does not review applications for or base its decisions on compliance with building codes. Association approval does not relieve owners of any duties to obtain city permits nor does Association approval reflect compliance with any public agency requirement.

## **PC.1.6 Fines Imposed (informational only)**

The Planning and Compliance Discipline Hearing Committee (P&C DHC) will impose fines following the Schedule of Fines published herein after the Discipline Hearing for non-compliance of the Rules and Regulation. All fines levied can be appealed to the P&C DHC, the ACC, or eventually to the Board as outlined in PC.6.10a-b.

## **SECTION II - DEFINITIONS**

The following definitions are provided as they pertain to planning and compliance:

### **PC.2.1 Community Setback**

The area between the curb line and the Front Property Line. The depth of this setback varies between four (4) and seventeen (17) feet depending on the width of street in front of the lot. For most lots, the community setback distance is measured from the back of the curb. The property owner is responsible for maintaining the community setback in front of their property.

### **PC.2.2 Flag Lot**

A lot where (1) the nearest main property line paralleling the street is separated from that street by another lot and the subject lot is connected to the street by an extension of the lot for ingress and egress, or (2) the nearest main property line paralleling the lake is separated from the lake by another lot and the subject lot has lakefront access via an extension of the lot. The application of setbacks to flag lots shall be determined by the Committee in its discretion, consistent with the intent and purposes of the CC&Rs as applied to such extraordinarily shaped lots.

### **PC.2.3 Front Property Line**

*The lot boundary line that is abutting the right of way of the street on which the lot abuts. A corner lot shall be deemed to have a Front Property Line on the street with the shortest dimension.* The front property line and the rear Community Setback line are the same except for flag lots.

## PLANNING & COMPLIANCE (PC)

### PC.2.4 Front Yard Setback

The area between the Front Property Line and a parallel line twenty (20) feet deep into the property. This is also called the Front Yard.

### PC.2.5 Rear Property Line

*The boundary line of the lot that is farthest from, and substantially parallel to, the Front Property Line.*

### PC.2.6 Rear Yard

The area between the Rear Property Line and the rear yard setback line. See paragraph PC.3.1d for determination of the rear yard setback line and setback distances.

### PC.2.7 Side Property Line

*A lot boundary line that extends from the street on which the lot abuts to the rear line of the lot.*

### 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.

### PC.2.9 Structure

A structure is defined as a habitable or non-habitable building or part of a building, accessory structure, support post(s), garden wall(s), gazebo, deck, pool, spa, and other improvements.

## SECTION III - SETBACKS AND ELEVATIONS

The CC&Rs impose front, side and rear setback restrictions for all lots, and a minimum first floor elevation level for Lakefront Lots.

### PC.3.1 Application of Setbacks

Setbacks should generally be kept free of structures. **NO IMPROVEMENT SHALL BE CONSTRUCTED, PLACED OR MAINTAINED WITHIN A SETBACK UNLESS SPECIFICALLY APPROVED BY THE COMMITTEE.** It is the Committee's expectation that only improvements such as landscaping, driveways, retaining walls and stairways will be approved for installation in a Front Setback and improvements such as landscaping, decks, gazebos, pools and other typical back yard improvements will be approved for installation in the Rear Yard Setback. Each application seeking approval for installation of an improvement in a setback area will be considered by the Committee on an individual basis.

**PC.3.1a Community Setback** - The Community Setback adjacent to each lot is actually part of the private street owned by the Association. The Community Setback should only be improved with softscape landscaping and no structures. No improvement may be altered or installed upon the Community Setback except upon application to and receipt of written approval from the Committee. However, pre-approved ground cover (see Section VIII of these Guidelines) may be installed without the need to go through the formal application process. Trees and bushes shall be planted at least six (6) feet back from the curb.

**PC.3.1b Front Setback** - *Twenty (20) feet from the Front Property Line.* This area is also called the Front Yard.

## PLANNING & COMPLIANCE (PC)

**PC.3.1c Side Setback** - Five (5) feet from each lot Side Property Line, except corner lots, which shall be ten (10) feet on the side adjacent to the side street only. The interior Side Property Line setback for a corner lot will be five (5) feet. No structures are allowed in the side setbacks. This area is also called the Side Yard.

**PC.3.1d - Rear Setback** - Twenty (20) feet, or twenty-five percent (25%) of the depth of the lot, whichever is greater, from the Rear Line of each lot, unless such Rear Line shall be either contiguous to a boundary line of the golf course in which case the depth of the rear yard shall be twenty-five (25) feet or twenty-five (25%) percent of the depth of the lot, whichever is greater; or contiguous to a lake shoreline, in which event the depth of the rear yard shall be thirty (30) feet or twenty-five (25%) percent of the depth of the lot, whichever is greater. No structures are allowed in the rear five (5) foot setback measured from the rear property line(s).

**PC.3.1d.1 Meandering Property Lines** - A meandering property line is a property line that is made up of two or more segments on the front, side, or rear of the lot. *If the line with respect to which a setback measurement is to be made is a meandering line, the average length of the two (2) lot lines that intersect said meandering line shall be determined and, using that average length, an imaginary straight line shall be drawn through the meandering line and the setback measurement shall be made along a line perpendicular to such imaginary line.*

**PC.3.1d.2 Non-Rectangular Lots** - The Committee shall determine the rear setback for non-rectangular lots.

### PC.3.2 First Floor Elevation for Lakefront Lots

*The lowest habitable floor on a Lakefront Lot shall be at or above 1397.5 feet mean sea level (msl).*

### PC.3.3 Front Encroachment

No porch, stairway, ramp, deck, fence, wall, or any other improvement which projects above finish grade shall be permitted in the Community Setback. Stairways, landings, or decks are permitted on grade in the Front Yard. Stairways on grade without walls may project into the Community Setback. Artificially created grades that are created solely to elevate a stairway, ramp or landing will not be permitted in the Front Yard except for downslope lots where construction of stairways, ramps or landings projecting above finished grade would not project higher than curb height. Such improvement shall be approved by the Committee. Wrought iron stair rails are permitted in the Front Yard and Community Setback if required as safety railings but in no case closer than three (3) feet from the curb.

### PC.3.4 Rear Encroachment

No part of any dwelling may encroach into the Rear Setback. Patio decks and roofs and elevated decks either attached to or separate from the main structure may be approved in the Rear Setback. No part of any patio or deck attached to the main dwelling may be enclosed (that is screened, paneled, windowed, or made habitable) if the patio or deck extends into the Rear Setback. However, the Committee may approve enclosing / screening of areas under patios or decks which extend into the Rear Setback for aesthetic purposes only. Such areas are usually used for storage, are usually screened with lattice, and are not approved as a habitable area.

## SECTION IV - SPECIFIC PROVISIONS AND RESTRICTIONS

### 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.*

### PC.4.2 Courtyard Walls

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The Committee deems courtyard walls that are not used as a boundary wall or yard enclosure to be part of the house and therefore not subject to the general five feet height limitation. Courtyard walls remain subject to setback requirements as part of a house.

### **PC.4.3 Fences, Walls and Retaining Walls**

As a general matter, the Association does not consider retaining walls as walls subject to height and location limitations of this section. Generally speaking, a retaining wall shall be no higher than what it is designed to retain. On lots where existing front yard slopes are “two-to-one” or steeper, retaining walls may be used to terrace the slope for landscaping, provided no individual retaining wall exceeds four (4) feet in height. Retaining walls shall not be closer than six (6) feet from the curb.

**PC.4.3a Appearance** - Walls must be constructed of split-face block, colored concrete block, slump stone, or covered with stucco in a color harmonious to the house color or other material acceptable to the Committee. Fences and walls shall be finished on both sides and be substantially similar in appearance. Unfinished natural gray concrete cement blocks will not be approved. Wood and vinyl fencing shall be “good neighbored”.

**PC.4.3b Height Limitations** - Block walls or wrought iron fences on side property lines within Front Setbacks are permissible to a maximum height of three (3) feet and within the community setback to a maximum height of eight (8) inches. *Maximum height of safety fencing / railing is forty-two (42) inches. Maximum height of walls and fences (not already subject to a height limit) shall not exceed five (5) feet.* Maximum height of a gate shall not exceed one (1) foot above the approved fence height. Fences, walls, and gates in the courtyard area are not subject to height limitations but must be aesthetically pleasing in height and appearance. Height is measured from the highest point of the fence, wall, or gate to the grade on the high side.

**PC.4.3c Property Abutting Lake or Golf Course** - *In order to preserve the natural quality and esthetic appearance of the existing geographic areas within the sub-division, property lines abutting to the lake or golf course shall be kept free and open and no fences shall be permitted on such property lines except where, in the opinion of the Committee, a fence or other enclosure, as a structure or esthetic feature of design concept, will contribute to and be in harmony with the character of the area.* In such situations, the preference is for wrought iron open fencing thirty-six (36) inches in height.

**PC.4.3d Front of Property Restriction** - *Fences and walls including gates are not allowed to transverse the Front Yard and / or Community Setback.*

**PC.4.3e Fences and Walls in Close Proximity to Neighboring Property Lines** - For application requirements, see paragraph PC.6.2e.

### **PC.4.4 Pool / Spa Maintenance**

At all times, pools and spas must be maintained in good repair and in a neat and attractive condition. Water in pools and spas shall be cleaned regularly and kept free from stagnant (green) water.

### **PC.4.5 Easements**

*Areas of each lot encumbered by easements for utilities, drainage or other purposes shall be maintained by the property / lot owner.*

### **PC.4.6 Light Posts / Flag Poles**

Light posts and flag poles may be placed in the community setback, but not closer than six (6) feet from the curb. Masonry columns with lights cannot exceed four (4) feet in height and other metal or concrete light posts cannot exceed ten (10) feet in height. Flag poles cannot exceed twenty (20) feet in height.

### **PC.4.7 Signs**



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*A sign of customary and reasonable dimension, but not exceeding five (5) square feet, shall be permitted to be displayed on any lot advertising the same for sale. Commercial signs are prohibited except upon application to and written permission from the Committee. One (1) "For Sale", "For Lease" or "For Rent" sign is permitted per property except on the golf course and lake where two (2) "For Sale", "For Lease" or "For Rent" signs are permitted - one (1) in the front yard and one (1) in the rear yard. Non-commercial signs are only allowed as per Civil Code Section 4710. Non-conforming signs may be removed from the Community Setback by the Association.*

**PC.4.7a Sign Restrictions** - A sign must have its own stake and shall not be affixed to any improvement. Balloons, streamers and similar material may not be added to a sign. No sign shall obscure the view of a fire hydrant and all signs shall have a professional appearance.

**PC.4.7b Community Setback Restriction** - Signs are not allowed in the Community Setback except for "For Sale", "For Lease" or "For Rent" signs which shall be placed no closer than six (6) feet from the curb. Political / election, open house, and garage sale signs have special restrictions and may be placed in the Community Setback. (Refer to the General Rules and Regulations, Section IV for additional information.)

### **PC.4.8 Contiguous Lot Ownership**

*Whenever two (2) or more contiguous lots in the subdivision shall be owned by the same person, and that person wishes to use two (2) or more of said lots as a site for a single dwelling house, the person shall apply in writing to the Committee for permission so to use said lots. If written permission of such a use shall be granted, the lots constituting the site for such single dwelling house shall be treated as a single lot for the purpose of applying these Restrictions to said lots, so long as the lots remain improved with a single dwelling house. The two (or more) memberships will be maintained and two (or more) assessments will be levied.*

### **PC.4.9 Outside Plumbing**

*No outside toilet or individual water well shall be constructed on any lot. All plumbing fixtures, dishwashers, toilets or sewage disposal systems shall be connected to the community sewage system.*

### **PC.4.10 Household Pets**

*No animals or livestock of any description, except the usual household pets, shall be kept on any lot (with the exception of Tract 3829).*

### **PC.4.11 Driveways**

*Driveways shall be maintained in good repair and free from cracks (lifting or tripping hazard), grease, oil, stains, and other debris.*

### **PC.4.12 Damaged Improvements and Structures**

*Damaged improvements and structures shall be repaired promptly and in no event later than three (3) months from the time of damage. Repairs require Committee approval.*

### **PC.4.13 Satellite Dishes and Antennas**

*Residents may install (without applying for Committee approval) a pre-approved dish / antenna upon their lot or residence. A pre-approved dish / antenna is defined as a satellite dish with a diameter of one (1) meter or less, a wireless cable antenna with a diameter of one (1) meter or less, or a traditional aerial television antenna designed to receive local broadcast signals. Subject to FCC regulations and any other applicable laws, no other type of antenna or dish of any kind shall be constructed or erected on any lot or*

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*residence.* A no-cost variance may be submitted for an antenna to be used for Emergency Preparedness communications.

### **PC.4.14 Extension Cords**

Extension cords shall not be placed across any street or portion thereof.

### **PC.4.15 Commercial Use of a Residential Lot**

Unless expressly exempted by law (e.g., child day-care facilities), commercial use of residential lots within the Association is prohibited. The Association's enforcement of this prohibition does not extend to the internal uses of homes (e.g., telephone, computer, and fax) which have no external manifestation of the internal commercial use. External manifestations of commercial use of residential lots, which will result in Association enforcement action include but are not, limited to:

- Signage (other than expressly permitted signage, e.g., advertising the lot as "For Sale" or "For Rent");
- Business traffic, parking or deliveries beyond what is normally associated with residential use;
- Noise or odors, (e.g., from operation or use of machines, tools, engines, chemicals, etc.);
- Employees other than household domestics, caregivers, gardeners or temporary service workers;
- Use of entry gates by customers, employees, suppliers, etc.;
- Erection or use of outbuildings for commercial purposes; or
- Use of any toxic or hazardous substance(s) or material(s).

### **PC.4.16 Trash Dumping or Burning**

*No outside burning of trash or garbage shall be permitted. No trash, ashes, garbage or other refuse shall be dumped or stored on any lot nor be thrown into or left on the shoreline of the lake.* In addition to potential fines, member shall be responsible for cost of clean-up.

### **PC.4.17 Lake Dirt Dumping or Removal**

No action (dumping or removing dirt, etc.) that diminishes the lake capacity will be tolerated. In addition to potential fines, members shall be responsible for cost to restore capacity or other appropriate response.

### **PC.4.18 Garbage and Refuse Containers**

*Trash containers must be stored out of sight from the street, lake and golf course.* Placement of trash containers for pickup at the curb shall not be earlier than noon of the day before regular pickup time. Trash containers must be removed from the street by the end of the pick-up day.

### **PC.4.19 Property Maintenance Required**

All lots and the improvements thereon shall be maintained in a neat and attractive condition. All miscellaneous items shall be stored out of view from the street, lake, golf course or neighboring properties. Examples, bags of trash or garbage, items for recycling or need to be taken to the dump, vehicle parts, and construction supplies when no permit has been issued, etc.

### **PC.4.20 Dumpsters and Roll-off Boxes**

Dumpsters and roll-off boxes shall not be stored in the street without permission from the Committee. They shall be placed parallel and adjacent to the curb and have reflectors so as to be visible from the street at night. They should not block a driveway and the wheels must be chocked.

### **PC.4.21 Household and Storage Modules**

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Modules shall not be stored in the street without permission from the Committee. They shall also be placed parallel and adjacent to the curb, have reflectors so as to be visible from the street at night, and not block a driveway.

### PC.4.22 Clotheslines

Clotheslines may not be visible from street, lake, or golf course.

### PC.4.23 Boat and Vehicle Covers

Boat and vehicle covers shall be manufactured to fit and kept in good condition.

### PC.4.24 Holiday Decorations

Halloween decorations shall be placed on the property no earlier than October 1st. Thanksgiving decorations shall be placed on the property no earlier than November 1st. Christmas and New Year's decorations shall be placed on the property no earlier than Thanksgiving Day. All holiday decorations listed in this paragraph shall be removed no later than fifteen (15) days after the holiday. Colored lights, specialty lights, and icicles are considered holiday lights and subject to these restrictions.

### PC.4.25 Basketball Hoops

Basketball hoops may be permanently installed but cannot be installed in the five (5) foot setback or placed in the community setback (varies per street). Portable basketball hoops are not to be stored in the street at any time when not in use.

### PC.4.26 Painting

A permit is required for repainting any structure including fences and gates. Painting a new project also requires a sample or samples with application. With an application, a color swatch is required. Samples are also required for trim and accents. Certain standard colors such as white and earth tones can be obtained over the counter. The Committee may request a sample of approximately one square foot or larger in size painted on the front of the house or garage so that they can evaluate per PC.1.1. Very dark colors, extremely bright colors, and some pastel colors are not considered aesthetically pleasing and may not be approved. The color shall be harmonious to the neighborhood or Victorian style of the house. The house wall color shall be low sheen. Painting permits are no-cost.

## SECTION V - REGULATIONS FOR CONSTRUCTION

### PC.5.1 Size of Residences

The CC&R's impose minimum size limits for residences. Review the CC&R's recorded against your tract and lot for the specific requirements.

**No lot shall be used except for residential purposes. No structures shall be erected, placed or permitted to remain on any lot other than one (1) detached, single family residence dwelling and such outbuildings as are usually accessory to a single family residence dwelling including a private garage and, in the case of a lot contiguous, to a lake or shoreline, a boat shelter, pier, or other similar structure approved as herein provided.**

### PC.5.2 Single & Multiple Stories

Residence dwelling shall be of single-story construction, provided however, that split-level or two-story residences may be constructed on lots where, in the opinion of the Committee, the terrain of such lot lends itself to such construction. Single story homes for level or downhill lots are based on one habitable floor above the curb elevation. Uphill lots are calculated by the height on the TOPO 1/3 the distance back from

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the front property line. If height change exceeds three (3) feet, it is an uphill lot and the habitable floor is determined from the floor elevation. A habitable floor is a floor that may contain one or more of the following: a toilet, a kitchen, a HVAC system, etc. Curb elevation, ridge height, and floor elevations shall be displayed in Riverside Datum numbers which may be a five (5) or a six (6) digit number such as 1493.5 or 1493.52 per PC.6.4. The lowest habitable floor on a Lakefront Lot shall be at or above 1397.5 feet mean sea level (msl) per the CC&R.

### 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.5.4 Roof / Eaves Setback Encroachment

Eaves can extend into all setbacks a maximum of thirty (30) inches.

### PC.5.5 Fireplace Setback Encroachment

Fireplaces can extend into the side or rear setback a maximum of one (1) foot.

### PC.5.6 Patios and Decks

Patios and decks attached to or separate from the main structure may be approved in the Rear Setback. No part of any attached patio or attached deck that extends into the Rear Yard Setback may be enclosed or made habitable. (Refer to paragraph PC.3.4 for more details).

### PC.5.7 Accessory Structures

Upon application to and receipt of Committee approval, 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. Maximum size is one-hundred twenty (120) sq. feet. Over that size requires structural plans and a City permit. Plastic storage containers may be approved on an individual basis. Temporary shade structures shall be removed within twenty-four (24) hours.

### PC.5.8 Fuel Tanks

Pursuant to the CC&Rs, *every tank for the storage of fuel installed outside any building shall be buried below the surface of the ground or completely screened to the satisfaction of the Committee.* Screening must be of a permanent nature: no plants, bushes or trees. Fuel tanks shall not be installed in a pit and must be set in a proper location with setbacks that conform to City / State building codes.

### PC.5.9 Air Conditioners / Heat Pumps

Air conditioners / heat pumps shall be screened from view of the street, lake and golf course. Screening must be of a permanent nature; no plants, bushes or trees. If screened with lattice, the openings should be one (1) inch or smaller.

### PC.5.10 Driveways

A concrete driveway shall be installed at all homes prior to occupancy. Turn around (circular) driveways may be approved, providing they maintain a minimum of eighteen (18) feet between cutouts (i.e. entrance and / or exit). Only concrete or paver driveways are allowed for driveways or additional parking.

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Decorative ribbons of landscaping material such as artificial grass or rocks may be installed in the concrete but the ribbons will not be used for calculating the 1/3 landscaping requirement. Additional parking for a RV, trailer, boat, car, truck, etc. may be installed provided the one third landscaping requirement for the front yard is met per PC.8.1. Curb cuts shall be shown on the application. In most cases, additional parking shall be perpendicular to the street and not transverse the front of the house. Additional perpendicular or parallel parking shall not block the front view of the home from the street. All driveways, additional parking, and curb cuts are at the discretion of the Committee based on the front width of the lot, neighbor's street parking requirements, aesthetics, and topography.

### **PC.5.11 Garages**

All dwellings will have an enclosed garage, capable of at least two-car storage. Garage door detail must be shown on plans. Garage conversions for habitable use are specifically prohibited unless a new garage is built prior to the conversion or the garage and conversion are part of the same permit application. NOTE: Exception to this rule is given to Tract 3961 (Fairway Estates).

### **PC.5.12 Solar Panels**

The roof mounting brackets and visible portions of underlay, if applicable, must match the roof in color. The electrical panels and exposed conduit mounted on the exterior wall(s) must match the main structure in color. Plot plans must show the location of the panels. Solar panels are not allowed in the front yard and / or the Community Setback.

### **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 or licensed civil engineer must be attached as an exhibit depicting the proposed improvements, their proposed location and distances. 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. A hose may be used but all new permit applications for an in-ground pool must be plumbed with a permanent line draining from the pool equipment to the sanitary sewer through a "p" trap with an air gap. 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.5.14 Variances**

*The Committee may allow reasonable variances and adjustments of these restrictions and those set forth in the CC&Rs in order to overcome practical difficulties and prevent unnecessary hardships in their application; provided, however, that such is done in conformity with the intent and purposes of the CC&Rs and these guidelines and provided also that in every instance such variance or adjustment will not be materially detrimental or injurious to other property or improvements in the neighborhood.* The roofing material variance is for flat roofs or roofs that have one (1) inch or less pitch per twelve (12) inches including metal patio covers. Board approval and a recorded variance are required for six (6) foot high fencing or block property line walls. Information on the variance application process is available at the Planning and Compliance Department. A variance request form submitted to the Committee must include

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justification for the variance. A variance, once given and not started within six (6) months, may be rescinded at the discretion of the Committee. Fees paid for the variance(s) will not be refunded.

## SECTION VI - APPLICATION PROCESS

### PC.6.1 Application Form

Applications for architectural approval for all improvements must be submitted to the Committee using the Association's architectural application form. Forms are available at the Planning and Compliance Department or on-line.

### PC.6.2 Submittal Requirements

**PC.6.2a Signature of Owner or Agent of Record** - Every application must be signed by a record owner of the property or an authorized agent.

**PC.6.2b Application Fees and Deposits / Bond** - Information on application fees and deposit / bond requirements and the cost is available at the Planning and Compliance Department. Deposits / Bonds are required for certain types of improvements. An application will not be deemed submitted unless and until *all required application fees* and deposits / bond, if any, are received.

**PC.6.2c Detail of Improvements / Modifications for which Approval is Sought** - The application form contains a section for the applicant to list the improvements or modifications for which architectural approval is sought. Sufficient detail of the project shall be provided so an independent third party can understand the proposed project. This section must be completed. **The Committee's approval of any application shall not, under any circumstances, be deemed to extend to improvements or modifications not specifically listed and described in this section.**

PC.6.2d Copies of Plans - *Two (2) copies of the plans for the proposed improvement(s) shall be submitted with the application form. After approval, one (1) copy will be returned to the Member and one (1) copy will be maintained by the Committee / Association for its permanent files.*

**PC.6.2e Additional Requirements for Fences, Walls or Other Improvements on or Adjacent to Neighboring Property Line** - The Member submitting the application shall submit a survey of the property line(s) prepared by a California licensed professional land surveyor or a California licensed civil engineer and obtain a signed agreement from the adjoining property owner approving the placement of the improvement. This agreement / document must be notarized by the owners and thereafter recorded with the Riverside County Recorder's Office.

### 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 for 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.

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## PC.6.4 Additional Requirements for New Homes

**PC.6.4a Topography Maps** - *Topography maps prepared and signed / stamped by a registered civil engineer or licensed surveyor shall be included as part of all plans.* The following data must be included on the map:

- All corners, lot dimensions and easements on lot.
- All street improvements, (e.g., curbs, utility boxes, catch basins).
- Topography to extend to retaining walls and fences of adjacent properties with a
- contour interval not to exceed two (2) feet. Indicate position of adjacent dwellings (if present) on each side.
- All elevations to be on Riverside County Datum (curb elevations from street
- plans on file at the Planning and Compliance Department). All floor elevations are to be designated on the plans.
- All plans shall be scaled and show scale used.

**PC.6.4b Profile Plan** - A profile plan is required of the lot from curb to rear lot line with the house shown to allow the Committee to see and evaluate the elevation relationship between the curb, all floors, and highest elevation of the roof. Profile must show accurate elevations for each floor and the ridge height in feet above msl. Earthwork must be shown on the plans as well as existing and finish contours, retaining walls and slopes. Where practical, all drainage shall be directed to the adjacent street.

**PC.6.4c Air Conditioners** - Proposed location for the air conditioner must be shown on the plot plan, including distance from Side and Rear Setback line. Air conditioners shall not extend into the five (5) foot side setback. Roof mounted units may be approved for a Mansard roof only. Plans also need to specify proposed screening method (refer to paragraph PC.5.9). Wall or window units require approval.

**PC.6.4d Square Footage** - Plans must be dimensioned and to scale as well as including the proposed square footage of living and garage areas.

**PC.6.4e Decorative Items** - Plans must show decorative items in sufficient detail to allow aesthetic evaluation by the Committee.

**PC.6.4f Fuel Tanks** - Location of liquid propane tanks and any other tanks must be specified on the plot plan as well as proposed screening method. Block walls are recommended, enclosed on three sides, so that the tank is screened from street, lake, or golf course view (refer to paragraph PC.5.8).

## PC.6.5 Street Excavation

A permit application is required for permission for street excavation or construction.

## PC.6.6 Permit

The Planning and Compliance Department will issue a permit as part of the Committee's approval. If a permitted project has not commenced within a six month period, and no extensions have been granted after six (6) month, the Committee may revoke the permit and return the bond if applicable.

## PC.6.7 Encroachments

Committee approval of an application for installation / alteration of an improvement shall not be deemed approval for encroachment onto adjacent lots with the exception of application for installation of improvements upon contiguous lots pursuant to paragraph PC.4.8.

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### **PC.6.8 Viewing of Application and Plans**

Application forms and accompanying plans submitted to the Committee are available for review, at a reasonable time and place, by Association Members for up to thirty (30) days after submittal upon the Associations receipt of a written request for same.

### **PC.6.9 Appeal Process for Permit Applications**

Pursuant to Civil Code Section 4765, if the Committee denies in whole or in part a Member's application for architectural approval, that Member shall have the right to appeal that denial first to the Committee in writing using the Committee Appeal Form stating justification for the appeal. If the Member is denied the Committee appeal, they may then appeal to the Board of Directors by submitting a written appeal (on an Association approved form) to the Board of Directors.

**PC.6.9a Appeal Forms** - Appeals must utilize the Association's Architectural Appeal Form, which are available for pick up by the Member at the Planning and Compliance Department. Also, if the Committee denies a Member's application, in whole or in part, the written notice sent to the Member informing them of that decision shall include a copy of the form and a description of the appeal procedure.

**PC.6.9b Submission of Appeal** - To submit a written appeal to the Board, the form must be completed, including the signature of the Member and received by the Association during regular business hours no later than thirty (30) days of the date of the notice of the Committee's denial of the appeal.

**PC.6.9c Board Hearing** - Upon receipt of a timely and completed appeal form, the appeal shall be scheduled to be considered by the Board of Directors at an Open Session meeting of the Board

**PC.6.9d Scheduling of Appeal Hearing** - The Board of Directors shall have a maximum time of thirty (30) days to respond to an appeal. The time period shall begin running upon receipt of a timely and completed appeal form unless the Association mails or personally delivers to the appealing applicant, within thirty (30) days of receipt of a timely and completed appeal form, written notice that due to the volume of appeals and / or other pressing business being considered by the Board, an additional period of time, which should generally not exceed an additional thirty (30) days, is required for the Board to consider the appeal.

**PC.6.9e Postponement** - A member may request one postponement of a scheduled hearing for good cause. The postponement is not to exceed 30 days from the date of the originally scheduled hearing. Such postponement requests must be made in writing to the Canyon Lake Property Owners Association, 31512 Railroad Canyon Rd. Canyon Lake, CA 92587, by stating in detail the reasons for the request and must be received by the Association not less than (3) days prior to the scheduled hearing.

**PC.6.9f 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.

**PC.6.9g 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.

### **PC.6.9 Viewing of Application and Plans**

Application forms and accompanying plans submitted to the Committee are available for review, at a reasonable time and place, by Association Members for up to thirty (30) days after submittal upon the Associations receipt of a written request for same.



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## PC.6.10 Appeal Process for Fines

An appeal must be in writing or placed on an appeal form which is available for pick up at the Planning and Compliance Department or located on the Association website. Members may email, mail, or drop off the written appeal to the Planning and Compliance Department. The appeal must include the member's property information, the reason for appeal, and be signed by the member.

**PC.6.10a Fine Appeal Procedure** - Upon receipt of an appeal, the P&C DHC shall have a maximum of ten (10) business days to respond to an appeal. The time period shall begin upon receipt of the written appeal. P&C DHC appeal meetings are held on an "as needed" basis.

**PC.6.10b P&C DHC Denial**- If P&C DHC denies, in whole, or in part, a member's appeal for fines levied on their account, that member shall have the right to appeal the decision to the ACC Committee. If the decision of the ACC Committee is not satisfactory to the member, then the member may appeal to the Board of Directors by submitting a written appeal on an Association's approved form.

## SECTION VII - CONSTRUCTION

### PC.7.1 Time Limits

*Construction / modification of any building, dwelling, or other major improvement shall be completed six (6) months after the beginning of such construction or modification, except that the Committee may require completion within a shorter time frame as a condition of approval of an application. Other permits are given a specific time limit for the project to be completed, usually less than six (6) months. Projects should be completed in a timely manner. If a Member is unable to meet the completion date given by the Planning and Compliance Department, an extension may be requested from the Committee. An Extension Request Form is available or an email may be sent directly to the Planning and Compliance Department. State justification for the extension and list what has been completed and what is left to be accomplished. Please keep the information short and to the point. Also, state the amount of time you are requesting.*

### PC.7.2 Forms and Footing Inspections

The Association's written approval of the location of the concrete forms must be issued before any concrete can be poured. The Planning and Compliance Department must be called and an inspection scheduled after footings have been dug and forms positioned (but before concrete is poured). For purposes of conducting the inspection, the owner must have the property lines strung. Please allow at least forty-eight (48) hours notice, although more time may be needed depending upon staff's workload.

### PC.7.3 During Construction

**PC.7.3a Concrete Delivery Trucks** - The property owner is responsible for the actions of concrete trucks delivering concrete to their property, including but not limited to concrete spills, discoloration of streets and the driver's clean up procedures following pour operations.

**PC.7.3b Storage / Job Site Conditions** - Materials, tools, supplies, equipment, etc., shall be confined to the building site and may not be stored on the street. All building materials must be neatly stacked to maintain a clean site. Bottles, cans and debris (including blowable trash) must be contained and regularly removed from the site. The job site must be kept clean. Streets, gutters and curb area must be kept clean and free of debris and dirt. Street spills must be promptly cleaned up.

**PC.7.3c Temporary Living Quarters** - *No temporary living quarters of any description, including but not limited to a mobile home, house or travel trailer, camper unit or tent shall be placed, maintained or occupied on any lot.*

**PC.7.3d Dust** - Dust shall be controlled during excavation and construction.

**PC.7.3e Portable Toilets** - Portable toilets used during construction must be maintained regularly, kept at least twenty (20) feet from the water's edge and storm drains, may not be stored on the street, and must be securely anchored to the ground.

## PLANNING & COMPLIANCE (PC)

**PC.7.3f Temporary Structures** - *No temporary structure or other outbuilding shall be placed or erected on any lot, provided however, that the Committee may grant permission for any such temporary structure for storage of materials during construction. No such temporary structure shall be used at any time as a dwelling place.*

**PC.7.3g Working Hours** - The property owner shall control contractor and employee work hours. The following work hour limits apply not only to contractors, but to property owners and / or residents as well.

- October 1st through April 30th: 7 a.m. to 6 p.m.
- May 1st through Sept. 30th: 6 a.m. to 6 p.m.
- Saturday Hours Year Round: 7 a.m. to 6 p.m.

**PC.7.3h Sundays and Holidays** - There will be no work on Sundays and Holidays. Work described in this section is limited to construction work at construction sites, as well as improvements requiring permits, and any construction which furthers the completion of the project, including clean-up work. Association Holidays are New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day.

**PC.7.3i Signs** - During construction, only two (2) signs may be displayed: the general contractor's sign (if any) and a "For Sale" sign. Signs must meet paragraph PC.4.7 restrictions. The general contractor's sign must be removed upon completion of construction.

### **PC.7.4 Contractor and Property Owner Responsibility**

Contractors, sub-contractors, equipment operators and their employees are the responsibility of the property owner employing them. The property owner (including owner-builders) shall ensure all construction personnel are familiar with and obey the rules governing their activities at Canyon Lake.

**PC.7.4a Contractor Conduct** - The property owner is responsible for ensuring the proper conduct of their contractors, and the contractor's employees, sub-contractors and material suppliers. The property owner shall ensure that the job site conditions (for example, radio volume or offensive language) and activities of the contractor and all persons working at or delivering supplies to the job site do not constitute an unreasonable annoyance or nuisance to other property owners. While the Association reserves the right to take enforcement action against contractors for violation of these rules, the property owner is, in all instances, ultimately responsible for ensuring compliance and is subject to direct enforcement action for violations by contractors or any other third parties.

**PC.7.4b Contractor Passes** - Contractors shall obtain passes through Member Services. The worker's passes must be displayed conspicuously on vehicle windshields. No contractor, construction personnel or their guests may bring family, friends, pets, or any type of sports or fishing equipment into Canyon Lake.

### **PC.7.5 Occupancy Permits**

No residence shall be occupied unless and until an occupancy permit is issued by the City of Canyon Lake. The member shall furnish a copy of the occupancy permit to the Planning and Compliance department.

### **PC.7.6 Failure to Obtain a Permit**

Members who fail to obtain a permit and start or complete a project that violates the Planning and Compliance section (except PC.1.2) shall be subject to a fine and/or removal of the project depending on the violation.

### **PC.7.7 Failure to Build According to Plans**

Members who fail to build a project according to the approved permitted plan shall be subject to a fine and/or removal of the whole or partial project depending on the violation.

# PLANNING & COMPLIANCE (PC)

## SECTION VIII - LANDSCAPING

### PC.8.1 Improved Lots

Landscaping must be maintained in a neat, clean, manicured, and attractive condition on all improved lots. All yards and slopes must be improved with some form of landscaping in all areas. A minimum of two (2) fifteen-gallon trees or larger located in the twenty (20) foot front setback and/or Community setback (excluding the courtyard area, if applicable) are required. Trees must be planted a minimum of six (6) feet back from the curb. Planting additional trees throughout the property is encouraged but not required. See PC.8.4 for information on trees. All landscaping shall be maintained in a reasonably weed-free condition. Bare dirt is not an approved landscaping material. See PC.8.10 for information on artificial grass and decompose granite (DG). A minimum of one-third ratio of landscaping to concrete shall be maintained in the front yard.

**PC.8.1a Rear Yard Landscaping** - Prior to May 1, 1989, the Association did not require owners to install rear yard landscaping (although such owners were, and are, required to maintain their rear yard in a reasonably weed-free condition). The Association requires property owners who acquired title to their property after May 1, 1989 to install and maintain rear yard landscaping. As a result, lots landscaped in accordance with the pre-May 1, 1989 rear yard landscaping standards shall become subject to the current landscaping requirements upon sale or change in ownership or improvements to the rear yard.

**PC.8.1b New Homes / Major Construction** - Landscaping must be completed in accordance with these requirements within three months from the time the new home / major construction is completed or two-hundred seventy (270) days after commencement of construction, whichever comes first.

### PC.8.2 Vacant Lots

Landscaping is not required on vacant lots. However, the property owner is responsible for maintaining the lot is a reasonably weed-free condition and in such a manner so that the lot is not rendered unsightly by reason of unattractive growth. In order to be considered compliant, the weeds on a lot must be cut or mowed down to no taller than four (4) inches high above the grade and removed from the property.

### PC.8.3 Landscaping Changes Requiring Approval

Property owners are required to apply for and obtain the Committee's approval, in writing, for changes or additions to landscaping (excluding trimming or softscape changes / additions). However, natural grass, rock, or bark groundcovers are deemed pre-approved and may be installed without application to the Committee, provided that for rock and bark, the groundcover must be installed over a layer of at least six (6) mil Visqueen™ or equivalent.

### PC.8.4 Trees

Trees are defined as woody plants usually having a single main stem or trunk with few or no branches on the lower part. A minimum of two (2) fifteen (15) gallon trees or larger shall be planted in the front yard. Trees shall be planted a minimum of six (6) feet back from the curb to avoid curb damage and branches hanging over the street. The property owner is responsible for trimming trees so that branches hanging over the street are no lower than fifteen (15) feet from street level to accommodate street sweepers and trash trucks. Application for approval to remove trees shall be submitted to the ACC Committee and approved prior to the removal as stated in the CC&Rs. Trees damaged beyond restoration, felled by storms, or other natural disasters shall be removed immediately and replaced with the approval of the ACC as soon as possible. Pursuant to the CC&Rs, *no tree with a diameter in excess of three (3) inches measured at a point twelve {12} inches above the ground shall be removed from any lot without first*

## PLANNING & COMPLIANCE (PC)

*obtaining the written consent of the Committee. Remaining stumps shall be removed or cut to ground level.*

### **PC.8.5 Front Yard Landscaping**

Planters and tree wells of up to thirty-six (36) inches in height are generally acceptable in the Front Yard Setback; however, the property owner is still required to apply for and obtain Committee approval before installing or altering such improvements. For those few lots where the Community Setback is less than six (6) feet, such improvements should be at least six (6) feet from the curb. Boulders and rocks (whether natural or constructed), statues, figurines and fountains may not be placed, installed, altered, constructed or maintained except upon application to and express written approval from the Committee.

### **PC.8.6 Side Yard Landscaping**

Both side yards must be hardscaped or landscaped and maintained.

### **PC.8.7 Community Setback**

Except for changes to softscape and the pre-approved forms of ground cover discussed above, Committee approval must be applied for and obtained for changes or additions to landscaping in the Community Setback. Plants and shrubs should be maintained no higher than thirty-six (36) inches. Trees, shrubs, and bushes shall be installed at least six (6) feet back from the curb. Boulders and rocks within six (6) feet from the back of the curb shall be no more than eight (8) inches in height. Fountains and similar improvements are not allowed in the Community Setback. The Community Setback is actually part of the street lot over which the property owner has an easement for use and maintenance. No other improvements may be altered, installed, placed or constructed within the Community Setback without the express written approval of the Committee. To accommodate street sweepers and trash trucks, the property owner is responsible for trimming trees so that branches hanging over the street are no lower than fifteen (15) feet from street level. Any hard aggregate or rock must be a minimum of two (2) feet back from curb and must be sealed with sealant or “rock lock” to prevent the material from tracking or spreading into the street.

### **PC.8.8 Corner Lots**

For lots which abut streets on two or more adjacent sides, plants, shrubs and bushes that have grown within the area six feet from the curb shall not be allowed to exceed three (3) feet in height.

### **PC.8.9 Leaves and Debris**

*All lots, and the improvements thereon, shall be maintained in a neat and attractive condition. Weeds, leaves, non-living foliage (i.e. tree branches, shrubs, ground cover, etc.) and debris must be removed.*

### **PC.8.10 Artificial Grass and Decomposed Granite (DG)**

A permit is required for artificial grass and or decomposed granite (DG). A sample of the artificial grass shall be submitted with the application or identified with a number from the samples available at the Planning and Compliance Department. Artificial grass shall be new and have a professionally installed appearance when completed. DG shall be properly installed and compacted. If this is not accomplished, the material is considered to be dirt and may become a blowing hazard. When property installed, DG becomes an extremely hard surface similar to concrete. Artificial grass and DG wears out over time and requires some maintenance to keep their appearance. Artificial grass and DG are considered landscaping and cannot be used for parking.

# PLANNING & COMPLIANCE (PC)

## SECTION IX - WATERFRONT LOTS

Elsinore Valley Municipal Water District (EVMWD) owns the lake and the strip of land completely surrounding the lake. This EVMWD property is leased to the Association and is sometimes referred to as the Shorezone. *Property owners, even those whose properties abut the lake, do not have the authority to encroach upon the EVMWD property for the purpose of installing docks, sun decks, ramps, or other improvements, or for other purposes, except as may be permitted by the Association.*

No improvement may be installed or altered in the Shorezone except pursuant to an encroachment permit issued by the Association. The Association's Board of Directors delegated to the Committee the role of considering applications for and authority to issue encroachment permits to owners of Lakefront Lots for installation or modification of improvements upon the Shorezone. *Committee approval, in the form of an encroachment permit, shall be obtained before any improvement (including, but not limited to, docks and seawalls) may be altered, installed or placed in the Shorezone. After Committee approval, final consent rests with the owner of the lake.*

Since the Shorezone property is leased by the Association from EVMWD, the applicant is actually seeking approval to install and maintain improvements upon the Association's leasehold. As a result, when considering an application regarding improvements within or alterations to the Shorezone, the Committee may consider factors beyond the criteria normally applied by the Committee when considering applications for improvements located entirely on the applicant's lot.

Applications for the placement and use of docks and other improvements within the Shorezone shall only be accepted by the Committee for consideration from members who own lots which are immediately adjacent to Canyon Lake and separated from the water surface by only the said strip of land owned by the EVMWD. Owners of lots that do not have a lakefront boundary line, as shown on the original tract map creating such lots, are not eligible, by virtue of lot line adjustments, grants of easement or other alterations of the original property rights, to install docks, ramps, sun decks or any similar structures.

Applications must include plans prepared and signed / stamped by a registered civil engineer or licensed surveyor.

### **PC.9.1 Encroachment Permits**

No lakefront property owner has the right to erect structures, install docks or otherwise improve the lake bed, either above or below the water line, except to the extent such use is permitted by the Association pursuant to an encroachment permit. An encroachment permit is required to construct, install and / or maintain any improvement (including, but not limited to a dock, ramp, sundeck, stairs, seawalls, steps, pools, spas, water features, slides, bulkheads, beaches, etc.) on the EVMWD strip (with the exception of improvements installed and maintained by the Association). In addition to the encroachment permit, the property owner must submit an application to and receive written approval from the Committee prior to the start of any construction.

By issuance of an encroachment permit, the Association does not grant the property owner any exclusive rights in or over any part of the bed of the lake. All encroaching improvements are subject to removal, modification and / or relocation if and when the Association determines that prudent lake management, the accommodation of other property owners, or other circumstances make such action appropriate.

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In order to comply with the terms of the Railroad Canyon Reservoir Lease, encroachment permits will be issued only for use incidental to boating, swimming, fishing and water sports. No other uses are authorized.

No approval by the Committee and / or the Association regarding the placement and use of any dock or other encroaching improvement shall be deemed, either specifically or by implication, a representation that said improvement is free from danger to any person or persons. All improvements placed or used on Canyon Lake are so placed and used at the sole risk of the owner thereof.

No approval by the Committee and / or the Association regarding the placement and use of any dock or any other encroaching structure shall be deemed final. The Committee and / or the Association and / or EVMWD expressly reserve the right to require relocation, replacement, or removal of such structures / improvements. Further, encroachment permits are subject to revocation.

After approval for installation / alteration of any encroaching structure (such as a dock or ramp) there can be no modifications, extensions, alterations, relocation, repairs, or replacement without submitting an application to the Committee and receiving written approval, except that the Committee may require relocation, alteration or removal of encroaching structures. Improvements that are not installed in accordance with the Committee's approval are subject to having their encroachment permit revoked, in which case the improvement shall be removed at the owner's expense.

### **PC.9.2 Maintenance Standards**

Shorezone improvements, including, but not limited to docks, ramps, sun decks and all appurtenances thereto and other encroaching structures, must be maintained in a neat and attractive condition and good repair. This includes decking, canopies, painting, hookup, flotation, etc. Raw foam is not acceptable as it deteriorates and pollutes the lake. If a structure is not maintained, the encroachment permit may be revoked and the structure removed from the lake at the owner's expense.

### **PC.9.3 Docks**

The following applies to all docks:

**PC.9.3a Criteria for Dock, Ramp, or Similar Structure** - A dock, ramp or similar structure cannot be installed on a property that is not a lakefront lot (refer to paragraph PC.2.8.)

**PC.9.3b 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 application for Committee 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.

**PC.9.3c Common Docks** - Common docks or marinas with three (3) or more slips are recommended in corner areas and coves. Two (2) or more members are encouraged to submit applications for a dock designed to be used jointly.

**PC.9.3d Dock Anchorage** - Dock anchorage should be designed to allow the dock to stay near the shoreline 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.9.3e Dock Placement** - The leading edge of the dock or the portion of the dock closest to the shoreline shall be set at 1372 msl contour.

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**PC.9.3f Dock Numbers** - All docks must be identified with the tract and lot numbers. These numbers must be visible and legible from the lake. Minimum three (3) inch letter size and of a contrasting color is required.

**PC.9.3g Enclosed Storage** - Enclosed storage may be allowed on a dock with prior Committee approval.

**PC.9.3h Mooring Privileges** - Mooring privileges are available only to owners of lots contiguous to lake property with permitted docks. Others must use Canyon Lake Association owned docks or accesses.

**PC.9.3i Disposal / Removal of Old Dock** - The property owner needs to provide as part of the application for removal or replacement of a dock a plan for removal of the old dock, such as disposal or sale. Further, as a condition of approval, the property 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. Owners will be charged for the cost of removing the dock from the lake in the event the dock is dumped or sunk somewhere in the lake.

## PC.9.4 General Design Data for New or Replacement Docks

The Committee will rule on type and color of dock allowed. The Committee may, in its sole discretion, deviate from these guidelines.

- U dock: 28' long including a 6' header, 16' wide, 3' fingers, 10' opening
- W dock: 27' long including a 5' header, 32' wide, 3' fingers, 10' opening
- L dock: 25' long including 4' header, 11' wide
- T dock: 25' long including 4' header, 16' wide
- Finger dock: 24' long, 6' wide

Typical dock design is based on width of rear property line. These are guidelines only. The Committee has the authority to deviate from these guidelines (e.g. relocated docks).

- Lots with over 26' at rear property line: U dock.
- Two adjacent lots with less than 26' each and more than 20' each at rear property line: W dock.
- More than two adjacent lots of 20' each at rear property line: joint use L or Finger dock.
- More than two adjacent lots with less than 20' each at rear property line; joint use T, L, or Finger dock.

This is general design information and subject to specific review by the Committee for approval. Where the Committee deems it would be appropriate, a master plan may be created for placement of docks in coves.

## PC.9.5 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. There must also be an accurate profile showing the present condition of the slope, the location of the dock, the method of anchorage, and the provisions for keeping the dock near to the shore at all elevations of the lake. Additional requirements are:

- Plans must be drawn to scale and must say what the scale is.
- Plans must show other docks with distances and all other structures on both sides of applicant's lot (i.e., seawall, etc.).
- Site plan must show property lines (sides and rear as well as those of adjoining properties).
- Dock and ramp drawing must show size, openings, ramp attachments and type of attachment, cable hookups, and canopy and / or lift, if applicable.

## PLANNING & COMPLIANCE (PC)

- Plans must show the low water (1372 foot msl) and contour at 1372 foot level. The innermost point of the dock, usually the header, can encroach no further than 1372 foot msl level in the water.

### PC.9.6 Seawalls

Retaining walls, or seawalls to prevent slope erosion, may be approved by the Committee. No portion of a seawall may intrude into the lake beyond the normal 1377 foot msl contour nor be higher than 1383 msl. If the slopes have eroded, the eroded material should be removed from the lake and replaced on the slope as part of any sea wall project. Any spillway may be extended to the water through a pipe or culvert, penetrating the sea wall if necessary.

Elevation at the top of the footing is to be no lower than 1377 feet msl and staked by a certified surveyor with a survey map showing footage from curb to stake or rear of house to stake and be visible on inspection. Seawalls cannot encroach beyond the 1377 foot level. Plans must be wet-stamped by a licensed engineer with seawall side elevation detailed specifications and show dock ramp openings or attachments and type of attachments. All requirements of paragraph PC.9.5 must be included.

### PC.9.7 Dredging

The Association is not responsible for dredging any portion of the lake. Dredging can be approved upon submission of an engineered drawing or plan to and approval of the same by the Committee and the EVMWD. The existing shoreline will not be changed. When silt or eroded material is removed from the lake, the plan for same must indicate the destination for the exported material. Grading on EVMWD property requires EVMWD approval.

## SECTION X - SHOREZONE SWIMMING POOLS

### PC.10.1 Swimming Pools Located in the Shorezone

Lakefront property owners may apply for approval to install a swimming pool and related improvements such as pumps, pool equipment, fences, and pool decks located in whole or in part on the Shorezone. Upon receipt of an application that satisfies all the following requirements, the Committee may consider issuing an encroachment permit that would allow the property owner to install and maintain such improvements subject to any conditions imposed by the Committee and the understanding that the Member may be required to modify or remove the swimming pool and related improvements at some future date.

### PC.10.2 Application Requirements

An application for Committee approval / encroachment permit for a swimming pool and related improvements upon the Shorezone is available at the Planning and Compliance Department. The items required are:

**PC.10.2a** - A completed application form signed by all the owners of record of the lakefront lot.

**PC.10.2b** - Submission of an Agreement and Covenant (Running with the Land) (referred to as the "Covenant") that has all blanks filled in with the required information. A plot plan prepared by a licensed land surveyor or licensed civil engineer must be attached as an exhibit depicting the proposed improvements, their proposed location and distances from the proposed improvements to:

- The boundary of the lakefront lot closest to the lake.
- Existing improvements on the lakefront lot.
- The nearest improvements on the lakefront lots directly adjacent to the applicant's lakefront lot.
- Existing improvements on the EVMWD property within three-hundred (300) feet of the proposed improvements.
- Must drain to the sanitary sewer through a "p" trap with an air gap.



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- The 1383 msl contour.

The Covenant 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 officials specified on the Covenant, again accompanied by original notary acknowledgements for those signatures sufficient for recording purposes.

**PC.10.2c** - Submission of proof of the insurance coverages required by the Covenant.

**PC.10.2d** - Subordination agreements executed by the holders of any security interest in the applicant's lakefront lot whereby the holders of those security interests would subordinate their interests to those of the Association created by virtue of the Covenant.

**PC.10.2e** - The applicant must make payment of the applicable application fee and deposit, a portion of which may be refunded if the application is not approved by the Committee. The Association may require the Member obtain a title insurance policy securing the priority of the Covenant in the chain of title to the applicant's lot.

**PC.10.2f** - Plans of the proposed swimming pool and all related improvements detailing all proposed changes to be made to the EVMWD property. Plans must include a description of proposed grade changes and the how any grading is to be performed. The plans must also include detailed drainage plans as well as a description of how water will be drained, pumped and diverted from the pool to the sanitary sewer system.

**PC.10.2g** - The applicable construction fee and deposit and completion of a Construction Conformance Agreement must also be submitted.

## **PC.10.3 Committee Review**

Once all the application requirements are satisfied, the Committee will review and consider the application. The Committee shall deny the 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 and structures; the proposed improvements, or any part thereof, will be contrary to the interest, welfare or rights of other property or property owners.
- There is not enough space for the proposed improvements and the anticipated future potential use(s) of the EVMWD property by owners of surrounding lakefront lots for installation of seawalls, docks and related improvements.
- The proposed improvements are not consistent with prudent lake management.
- The proposed improvements are not consistent with the Association's governing documents, including these rules.

The Committee may also deny the application if the application is incomplete in any way or if the Association does not believe it will be able to obtain an adequate title

## **PC.10.4 Related Improvements**

When considering whether to approve such improvements, the Committee will employ the same criteria described in paragraph PC.10.3 above. In general, habitable structures and bathrooms shall not be permitted to be installed in the Shorezone.

## **PC.10.5 General Maintenance**

Any swimming pool and related improvements installed in whole or in part upon the Shorezone must be maintained in a neat, attractive and sanitary condition. Failure to do so may result in the Association revoking the encroachment permit for the improvements, in which case the improvements would have

## PLANNING & COMPLIANCE (PC)

to be removed from the Shorezone and the Shorezone restored to its previous condition. If the owner of the Lakefront Lot fails to so remove the improvements and restore the Shore-zone, the Association may have that work performed in which case the Member will be responsible for reimbursing the Association for its out-of-pocket expenses, including attorneys' fees and costs.

### **PC.10.6 No Commercial Use**

No swimming pool or related improvement upon the Shorezone 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 swimming pool and related improvements or surrounding area are rented out for a wedding, seminar, anniversary party, etc.

### **PC.10.7 Lake Protection**

There shall be no contact between waters / chemicals from a swimming pool or related improvements located in whole or in part upon the Shorezone and the lake waters. The swimming pool and related improvements must be designed and built with this requirement in mind and include protections and fall backs to keep waters or chemicals from the swimming pool and related improvements from entering the lake. Minimum height of decking for a pool or trough or a water feature is 1388' msl

# SENIOR CENTER (SC)

## SENIOR CENTER (SC)

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

### SECTION I - INTRODUCTION

The Senior Center is a multi-purpose facility offering activities and a place for senior citizens to socialize and participate in various programs, classes and recreational activities.

For additional information on Senior Center Activities and Programs, go to the CLPOA website.

### SECTION II - SENIOR CENTER RULES FOR PARKING

These rules have been established for the Senior Center parking. Any violation of the rules may result in an applicable fine.

#### SC.2.1 No Park & Ride Programs

No park & ride programs are permitted in the Senior Center parking lot.

#### SC.2.2 Designated Parking for Motorcycles

Motorcycles must be parked in designated parking areas at all times.

#### SC.2.3 Designated Area for Community Patrol Personnel and Vehicles

Community Patrol personnel and company vehicles must be parked in designated parking areas only. Community Patrol vehicles are permitted to park in the parking lot.

#### SC.2.4 Parking Hours

Any vehicle(s) may not be parked in the parking lot over twelve (12) hours. Exception: Vehicles / motorcycles that belong to members which commute.

#### SC.2.5 No Parking on Landscaped Areas

No golf carts, bikes, motor vehicles, skateboards or scooters are allowed on landscaped areas.

### SECTION III - SENIOR CENTER POLICY FOR USAGE

Policy has been established for usage of the Senior Center.

#### SC.3.1 Events

All events will be organized by the Senior Committee and scheduled through the Activities department at CLPOA.

#### SC.3.2 Hours

Senior Center is open during regular scheduled class, activity and during special events.

#### SC.3.3 CLPOA Sponsored Meetings, Sanctioned Club Meetings and Events

CLPOA sponsored meetings, sanctioned club meetings and events may be scheduled through the Activities department at CLPOA.

# SWIMMING POOL (SP)

## SWIMMING POOL (SP)

**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

Use of the swimming pool is for the entire community; however, classes and swimming lessons are offered for a fee through the Activities department. The swimming pool is located at the Lodge and is a Jr. Olympic size pool. The facility includes:

- Dressing Areas
- Drinking Fountain
- Handicap Lift
- Outside Showers
- Shade Areas
- Restrooms
- Roped Swim Areas
- Vending Machines

The pool hours differ during seasonal periods. For Summer, pool hours are: 6 a.m. - 10 p.m. and for Fall / Spring, pool hours are: 7 a.m. - 8 p.m. During the winter, the pool is closed.

For additional information about the swimming pool, go to the CLPOA website or for more information on classes and swimming lessons, please contact the Activities department.

### SECTION II - POOL RULES

The pool rules have been established for the protection and safety of Members, Member's family, guests and / or invitees. These rules are to be adhered to by all. Violations of the pool rules may result in a fine and / or CLPOA management has the authority to write a citation or ask the person to leave.

#### SP.2.1 Valid CLPOA Card is Required

In order to enter the pool area, a valid CLPOA card must be presented.

#### SP.2.2 Members in Good Standing

Members must be "Members in Good Standing" to utilize the pool.

#### SP.2.3 Members Must Accompany and Stay with Guests

Members must accompany and stay with their guests.

#### SP.2.4 Pool Use Limited to Six (6) Guests Per Tract / Lot

No more than six (6) guests per tract / lot are allowed to use the pool at any one time. NOTE: Guests are defined as any individual(s) who are not listed on the CLPOA account as a resident.

#### SP.2.5. Proper Supervision Required

# SWIMMING POOL (SP)

Proper supervision is required. Weak, inexperienced or non-swimmers must be accompanied by a responsible person who is of sufficient maturity, size and swimming ability to assist the person in the event of distress or emergency.

**SP.2.5a DIRECT SUPERVISION Required for Children Five (5) Years of Age or Younger** - It is required that children five (5) years of age or younger be under the DIRECT SUPERVISION of a responsible person of age at all times. Toddlers and babies will not be allowed to wander around the deck or sit on the edge of the pool unless accompanied by an adult.

**SP.2.5b Adult Supervision Required for Minors Under Fourteen (14) Years of Age** - Persons under fourteen (14) years of age must be accompanied by an adult eighteen (18) years of age or older. Persons fourteen (14) to seventeen (17) years of age may be unaccompanied by an adult; however, they are required to have their own valid CLPOA card and are allowed to bring one (1) guest to the pool. All swimmers are encouraged to use the buddy system. NOTE: A Drivers License, State I.D. or other form of I.D. may be requested in order to determine age.

**SP.2.5c Adult Supervision Required for Inexperienced Swimmers** - Individuals who cannot swim twenty-five (25) yards unaided must be accompanied by an adult who is an experienced swimmer.

**SP.2.5d Adult Supervision Required with Use of Swim Aids** - Any individual using water wings or any other type of flotation device must be accompanied by an adult who is an experienced swimmer.

## **SP.2.6 No Animals**

No animals are allowed in the pool or the surrounding pool deck area. EXCEPTION: An exception will be made for any individual(s) who require the assistance of a “service animal”.

## **SP.2.7 No Smoking**

Smoking is not allowed in the pool area.

## **SP.2.8 No Alcoholic Beverages**

Alcoholic beverages are not permitted in the pool deck area.

## **SP.2.9 No Glass Containers or Objects**

No glass containers or objects allowed in pool area.

## **SP.2.10 No Bicycles**

Bicycles are not permitted at the pool area.

## **SP.2.11 No Skateboards**

No skateboard riding allowed at the pool area.

## **SP.2.12 No Scooters**

No scooters are permitted at the pool area.

## **SP.2.13 Obey Pool Attendants**

Members and their guests must obey Pool attendants at all times.

## **SP.2.14 No Unsafe Behavior and / or Activity**

No running, pushing, or throwing allowed. No horseplay allowed such as shoulder games, launching persons, etc.

# SWIMMING POOL (SP)

## SECTION III - POLICY FOR USE OF THE POOL

Policy has been established for the safety and enjoyment of all when using the pool.

### SP.3.1 Proper Swim-Wear Required

Proper swim-wear must be worn. No cut offs. Garment must be designed as swim-wear.

### SP.3.2 Proper Waterproof Swim Pants or Briefs Required for Babies, Toddlers or Incontinent Adults

All babies, toddlers and incontinent adults must wear proper waterproof swim pants or briefs in the pool. The swim pants or briefs cannot disintegrate in the pool and must have waterproof containment to ensure leak-proof protection.

### SP.3.3 Safeguard for Crowded Days

No flotation devices, balls, boards, etc. on crowded days (at Pool Attendants' discretion).

### SP.3.4 Notification Required for Injury, Accident or Emergency

Notify pool attendants immediately in the event of any incident, accident or emergency.

### SP.3.5 No Lifeguard on Duty

Members and / or guests use the Lodge pool, lake, beaches and docks at their own risk. NO LIFEGUARD ON DUTY.

### SP.3.6 Pool Passes

Pool passes are available to Members requesting them for use of the pool for adult non-Members who are responsible for the resident minor children of Members of Canyon Lake. This would include, but not be limited to: nannies, babysitters, or any other individual responsible for the Member's minor children. Certain conditions, however, will apply.

**SP.3.6a Availability** - Pool passes are issued at the CLPOA offices. Photo ID is required.

**SP.3.6b Provisional Use** - The passes are only effective for use by the adult non-member when he or she is accompanying and supervising the resident minors at the pool.

**SP.3.6c Time Period** - These passes are available for a time period of two (2) weeks and up to one (1) year.

# TENNIS COURTS (TC)

## TENNIS COURTS (TC)

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

### SECTION I - INTRODUCTION

This facility is located on 1.15 acres and has six (6) tennis courts. The tennis courts areas include:

- Lighted Courts / Parking
- Restrooms
- Shaded Areas

For additional information about the Tennis Courts, go to the CLPOA website.

### SECTION II - TENNIS COURTS RULES

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

#### TC.2.1 Hours

Courts hours are: 6 a.m. – 10 p.m.

#### TC.2.2 Non-Marking Tennis Shoes Required

Non-marking tennis shoes must be worn on the courts at all times.

#### TC.2.3 No Loitering

Loitering is prohibited on the tennis courts. Only tennis players and / or maintenance personnel are allowed on the courts.

#### TC.2.4 No Smoking

No smoking within twenty-five (25) feet of tennis courts / perimeter fencing.

#### TC.2.5 No Profanity

No foul language allowed.

#### TC.2.6 No Bicycles

Bicycles are not permitted on the tennis courts.

#### TC.2.7 No Skateboards

No skateboard riding allowed.

#### TC.2.8 No Scooters

No scooters are permitted on the tennis courts.

#### TC.2.9 No Rollerblades

No rollerblades allowed on the tennis courts.

#### TC.2.10 No Pets

# TENNIS COURTS (TC)

No pets are permitted on the tennis courts at any time.

## **SECTION III - TENNIS COURTS POLICY FOR USAGE**

Policy has been established for use of the tennis courts facility as a courtesy and mutual benefit to all players.

### **TC.3.1 Sign-In Required**

Prior to entering courts, members are required to register their name and start time for specific court number on sign-in board. Failure to sign-in will result in forfeiture of the court if players are waiting.

### **TC.3.2 Attire**

Members and / or guests are encouraged to wear appropriate tennis or athletic apparel while on the courts.

### **TC.3.3 Practice by A Single Player**

A single player practicing is limited to thirty (30) minutes when players are waiting.

### **TC.3.4 Play**

Single play is limited to sixty (60) minutes when other players are waiting and for doubles, play is limited to ninety (90) minutes when other players are waiting. Exception: USTA League Play and Tournaments.



# FINE SCHEDULE

## FINE SCHEDULE

**NOTICE TO ALL MEMBERS:** Sections of this Property Owner’s Manual include CC&Rs, rules and regulations, policy and procedure, laws and / or guidelines. Violation and / or failure to comply with any of these as set forth herein may result in applicable fine(s) at the discretion of Canyon Lake Property Owners Association (CLPOA). Applicable fine(s) are herewith provided.

The purpose of fines is not to earn revenue for the Association, but to compel compliance. The fine amounts set forth are the amounts generally considered for the described violation. In every instance, the Association reserves the right to impose a fine of a different amount as may be appropriate under the circumstances. Fines are not the Association’s exclusive remedy for violations. The Association reserves the right, in all cases, to pursue other remedies / enforcement procedures in addition to and / or in lieu of imposition of fines.

GENERAL RULES & REGULATIONS		
Section No.	Abbreviated Violation	Fine Amount
GR.2.1	Any Violation of the Rules with No Specified Fine	\$50.00
GR.2.2	Threats to Damage Personal Property	\$50.00
GR.2.3	Harassment	1st Offense - \$100.00 2nd Offense - \$250.00 3rd Offense - \$500.00 18 Mos. Rolling
GR.2.4	Physical Abuse	\$500.00
GR.2.5	Falsification or Forgery of Documents	\$500.00
GR.2.6	Indiscriminate Shooting of A Firearm	\$500.00
GR.2.7	Fireworks	1st Offense - \$100.00 2nd Offense - \$250.00 3rd Offense - \$500.00 18 Mos. Rolling
GR.2.8	Use of CLPOA Equipment	\$100.00
GR.2.9	Malicious Mischief (Vandalism, Graffiti)	\$500.00
GR.2.10	Damage to CLPOA Property (Unintentional / Accidental)	Cost of Repair
GR.2.11	Curfew	\$100.00
GR.2.12	Loitering	\$50.00
GR.2.13	Smoking Near Building or Playground	\$50.00
GR.2.14a	Leash or Confinement for Dogs	1st Offense – Written Warning 2nd Offense - \$50.00 3rd Offense - \$100.00 Progressive
GR.2.14b	Aggressive Dogs	\$200.00
GR.2.14c	Designated Areas for Dogs	1st Offense – Written Warning 2nd Offense - \$50.00 3rd Offense - \$100.00 Progressive

## FINE SCHEDULE

GR.2.14d	Dog Waste	\$100.00
GR.2.14e	Unreasonable Disturbance	\$100.00
GR.2.14f	Service Dogs	\$50.00 (per occurrence)
GR.2.15	Littering	\$100.00
GR.2.16	Door-to-Door Solicitation	1 <sup>st</sup> Offense: \$250.00 2 <sup>nd</sup> Offense: \$500.00 3 <sup>rd</sup> Offense: \$1,000.00
GR.2.17	Fighting	\$500.00
GR.2.18a	Loud Noise	\$100.00
GR.2.18b	Aggravated Nuisance	\$250.00
GR.2.18c	Noxious/Offensive Conduct	\$100.00
GR.2.19	No Use of Recreational Facilities for Commercial Purpose	\$250.00
GR.2.21	No Alcohol Permitted	\$100.00 (per occurrence)
GR.2.22	Lake Contamination	Unintentional – 1st Offense: Warning Unintentional – 2nd Offense: \$250.00 plus cost of clean-up Intentional: \$750.00 plus cost of clean-up
GR.4.2a	Permit Required for Garage Sales	\$50.00
GR.4.2d	Garage Sales - Address / Tract & Lot	\$50.00
GR.4.2f	Garage Sales Duration	\$50.00 Per Day
GR.4.2g	Commercial Merchandising at Garage Sales	\$50.00
GR.4.2h.1	Garage Sales Signs	\$50.00
GR.4.2h.2	Only Three (3) Garage Sale Signs	\$50.00
GR.4.2h.3	Date and Location on Garage Sale Signs	\$50.00
GR.4.2h.4	Garage Sales Signs on Vehicles	\$50.00
GR.4.2h.5	Garage Sales Sign Modification	\$50.00
GR.4.2h.6	Garage Sale Signs without Stake	\$50.00
GR.4.2h.7	Other Garage Sale Signs or Advertising	\$50.00
GR.4.2h.8	Remove Garage Sales Signs	\$50.00
GR.4.2i	Unauthorized Garage Sales Signs	\$50.00
GR.4.3	Moving Pass / Temporary Parking Permit	\$50.00
GR.4.4b	Fishing License	\$100.00
GR.4.4c	Guests Must Be Accompanied by a Member	\$150.00
GR.4.4f	Fishing Pole Requirements One (1) Pole per Person	\$50.00
GR.4.4g	Night Fishing	\$50.00
GR.4.4h	Fishing Prohibited on Main/North/Treasure Island Causeways and Common Docks	\$50.00
GR.4.4i	Fishing on Private Property	\$50.00
GR.4.4j	Fishing Flotation Device Requirements	\$50.00
GR.4.4k	Fishing Tube Requirements	\$50.00

## FINE SCHEDULE

GR.4.4k.1	Fishing Tube Reflective Material Requirement					\$50.00
GR.4.4k.2	Whistle Required for Fishing					\$50.00
GR.4.4k.3	Flashlight Required for Fishing					\$50.00
GR.4.4k.4	Possession of Whistle and Flashlight for Fishing					\$50.00
GR.4.4k.5	Lifejacket Required for Fishing					\$50.00
GR.4.5	Signs in Community Setback					\$50.00
GR.4.5a	Political Sign Requirements					\$50.00
GR.4.5a.1	Political Sign Size					\$50.00
GR.4.5a.2	Political Sign in Street					\$50.00
GR.4.5a.3	Political Sign Location / Cannot Obscure Fire Hydrant					\$50.00
GR.4.5a.4	Political Sign Attachment					\$50.00
GR.4.5a.5	Political Sign Appearance / No Embellishments					\$50.00
GR.4.5a.6	Non-Conforming Political Signs					\$50.00
GR.4.5a.7	Political Sign Removal					\$50.00
GR.4.5b	CLPOA Election Sign Requirements					\$50.00
GR.4.5b.1	CLPOA Sign Size					\$50.00
GR.4.5b.2	CLPOA Sign in Street					\$50.00
GR.4.5b.3	CLPOA Sign Location / Cannot Obscure Fire Hydrant					\$50.00
GR.4.5b.4	CLPOA Sign Attachment					\$50.00
GR.4.5b.5	CLPOA Sign Appearance / No Embellishments					\$50.00
GR.4.5b.6	Non-Conforming CLPOA Signs					\$50.00
GR.4.5b.7	CLPOA Sign Removal					\$50.00
GR.4.5b.c	Open House Sign Requirements					1st Offense: Warning 2nd Offense/Each Additional: \$50.00
GR.4.6	No Signs/Flags with Obscene Content					If located on a member's separate interest: \$250 per week If located within the community setback or common area: \$250 per daily occurrence
GR.5.1a	Non-Specified Violations					\$50.00
GR.5.1b	Valid State Registration					\$50.00
GR.5.1c	Maximum Speed Limit 20 MPH Over is considered Reckless Driving (GR.5.1r)		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
		1-10 MPH Over	\$50.00	\$100.00	\$150.00	
		11-15 MPH Over	\$100.00	\$200.00	\$300.00	
		16-19 MPH Over	\$200.00	\$400.00	\$600.00	
			36 Month Rolling			
GR.5.1d	Passing					\$100.00
GR.5.1e	Riding / Towing					\$50.00

## FINE SCHEDULE

GR.5.1f	Alcoholic Beverages / Open Containers	\$100.00
GR.5.1g	Entry Requirements	\$50.00
GR.5.1h	Decal Requirements	\$50.00
GR.5.1i	Decal Removal	\$100.00
GR.5.1j	Helmet Requirement	\$50.00
GR.5.1k	Speed Exhibition	1st Offense - \$200.00 2nd Offense - \$400.00 3rd Offense - \$600.00 36 Month Rolling
GR.5.1l	Evading Community Patrol	\$250.00
GR.5.1m	Failure to Comply	\$50.00
GR.5.1n	Failure to Stop for School Bus Signal	\$100.00
GR.5.1o	Failure to Stop for A Stop Sign	\$100.00
GR.5.1p	Crossing Over Double-Yellow Line	\$50.00
GR.5.1q	Passing on the Right	\$100.00
GR.5.1r	Reckless Driving	\$500.00
GR.5.1s	Following Too Close	\$50.00
GR.5.1t	Use Of Wireless Communication Device	\$75.00
GR.5.2	Prohibited Vehicles	1st Offense - \$100.00 2nd Offense - \$300.00 3rd Offense - \$500.00 36 Month Rolling
GR.5.3a	Parking Vehicle For Sale	\$50.00, Per Day
GR.5.3b	Vehicle Parking / Storage on Unpaved Portion of Property	\$50.00
GR.5.3c	Vehicle Parking / Storage on Unimproved Lots	\$50.00
GR.5.3d	Parking of Stripped, Wrecked or Junk Vehicles on Streets	\$50.00
GR.5.3e	Long-Term Street Parking	\$50.00
GR.5.3f	Vehicles Extending Beyond Curb Line	\$50.00
GR.5.3h	Parking Too Close to Stop Sign	\$50.00
GR.5.3i	Parking in Handicap Zone	\$100.00
GR.5.3j	Parking in Community Patrol Space	\$50.00
GR.5.3k	Parking on Wrong Side of Street	\$50.00
GR.5.3l	Parking Obstructing Traffic	\$50.00
GR.5.3m	Parking Blocking Driveway	\$50.00
GR.5.3n	Parking Away From Curb	\$50.00
GR.5.3o	Parking Semi-Truck on the Street	\$50.00
GR.5.3p	Parking Near Fire Hydrant	\$100.00
GR.5.3q	Parking Without Current Decal or Guest Permit	\$50.00
GR.5.3r	Parking Without Valid State Registration Decals	\$50.00
GR.5.3s	Other Illegal Parking	\$50.00
GR.5.3t.1	Restrictions for Campers and Trailers	\$50.00

## FINE SCHEDULE

GR.5.3t.2	Designated Area for Boat Trailer Parking				\$50.00
GR.5.3t.3	Designated Area for Car and Truck Parking				\$50.00
GR.5.3t.4	Overnight Camping Vehicles				\$50.00
GR.5.3t.5	Parking Trailer on Vacation Drive or Old Wrangler				\$50.00
GR.5.3u	Designated Parking For Boat Trailer Parking At Launch Sites				\$50.00
GR.5.3v	Vehicles Displaying Service Provider/Contractor Passes				\$50.00
GR.5.4a	Commercial Use of Lots				\$50.00
GR.5.4b	Parking of Vehicles Over 3/4 Ton				\$50.00
GR.5.4c	Construction Vehicle Parking				\$100.00
GR.5.4d	Parking of Contractors' Equipment				\$100.00
GR.5.5a	Recreational Vehicle / Trailer Parking on Streets				\$50.00
GR.5.5b	Recreational Vehicle / Trailer Parking / Storage on Lots				\$50.00
GR.5.5c	Trailer Parking After Sunset				\$50.00
GR.5.5d	Loading / Unloading of Recreational Vehicles				\$50.00
GR.5.6a	Operation of Prohibited Vehicle				1st Offense - \$100.00 2nd Offense - \$300.00 3rd Offense - \$500.00 36 Month Rolling
GR.5.6b	Registering of Prohibited Vehicle				\$500.00
GR.5.6d	Registration Required				\$100.00
GR.5.6f	License Required				\$100.00
GR.5.6g	Flag Required				\$50.00
GR.5.6h	Maximum Speed Limit for Golf Carts 20 MPH Over Is Considered Reckless (GR.5.6j)		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
		1-10 MPH Over	\$50.00	\$100.00	\$150.00
		11-15 MPH Over	\$100.00	\$200.00	\$300.00
		16-19 MPH Over	\$200.00	\$400.00	\$600.00
					36 Month Rolling
GR.5.6i	Golf Cart Riders Per Passenger Seat				\$50.00
GR.5.6j	Unsafe Reckless and / or Negligent Behavior				\$500.00
GR.5.6k	Standing in a Moving Golf Cart				\$100.00
GR.5.6m	Headlights and Taillights Required				\$50.00
GR.5.6n	Towing of Bicycles, Skateboards or Any Other Device				\$50.00
GR.5.6o	Requirements for Pulling Single Motorcycle Trailer				\$50.00
GR.6.1b	Gate Entrances				\$50.00

## FINE SCHEDULE

GR.6.1c.2	Drivers Entering Community Must be Authorized	\$200.00
GR.6.2b	Driver's License or Government ID Required	\$100.00
GR.6.2c	ID or CLPOA Card Required in the Common Areas	\$100.00
GR.6.3	Misuse of Access Identification	\$250.00
GR.6.7	Membership Cards	\$100.00
GR.6.9	Vehicle with Expired or No Identification	\$50.00
GR.6.9a	Non-Authorized Entry (fine shall be progressive and issued based on the individual person on an 18 month rolling calendar)	First Offense \$125.00 Second Offense \$250.00 Third Offense \$500.00 Progressive
GR.6.9b	Piggy Backing	First Offense Written Warning Second Offense \$50.00 Third Offense \$100.00 Progressive
<b>ACTIVITIES RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
AD.2.5	Removal of CLPOA Property	\$100.00, Plus Cost of Property Removed
<b>BASKETBALL COURTS RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
BC.2.2	Non-Marking Shoes Required	\$50.00
BC.2.3	No Loitering	\$100.00
BC.2.4	No Profanity	\$50.00
BC.2.5	No Bicycles	\$50.00
BC.2.6	No Skateboards	\$50.00
BC.2.7	No Scooters	\$50.00
BC.2.8	No Rollerblades	\$50.00
BC.2.9	No Pets	\$100.00
<b>CAMPGROUND RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
CG.3.2	Registration / Payment	\$50.00
CG.3.4	Check-In	\$50.00
CG.3.5	Receipt	\$50.00
CG.3.6	Occupancy	\$50.00
CG.3.7	Day Campers	\$50.00
CG.3.9	Overstaying	\$50.00, Per Day
CG.3.10	Stay Limits	\$100.00, Per Day
CG.3.11	Non-Compliance	\$100.00
CG.4.1	Restricted Areas	\$50.00
CG.4.2	Quiet Hours	\$500.00
CG.4.3	Vehicle Parking	\$50.00
CG.4.4	Parking or Storing Boat Trailers	\$50.00, Per Day

## FINE SCHEDULE

CG.4.5	Speed Limit	\$50.00
CG.4.6	Minors/Curfew	\$100.00
CG.4.7a	Leash is Required	\$100.00
CG.4.7b	Barking Dogs	\$100.00
CG.4.7c	Pets on Beach Areas, Docks and / or Slopes	\$100.00
CG.4.7d	Pets in Restroom or Laundry Area	\$50.00
CG.4.7e	Clean-up After Pet	\$50.00
CG.4.8	Loud / Amplified Music	\$500.00
CG.4.9	Open Fires	\$50.00
CG.4.10	Littering / Trash	\$100.00
CG.4.11	Glass Containers	\$50.00
CG.4.12	Clotheslines	\$50.00
CG.4.13	Vehicle Washing	\$50.00
CG.4.14	Securing Boats Overnight	\$50.00 Per Boat, Per Night
CG.4.15	Reporting Leaks	\$50.00 Plus Cost of Clean-Up
CG.4.16	Damages	Cost of Repair
<b>COUNTRY CLUB RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
CC.2.1	Smoking	\$50.00
CC.2.2	Underage Drinking	\$100.00
CC.2.4	Alcoholic Beverages Leaving Premises	\$50.00
<b>EQUESTRIAN CENTER RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
EC.2.3	Recreational Use	\$100.00
EC.2.4	Stallions	\$500.00, Per Day
EC.2.6	Compliance	\$100.00
EC.2.8	Unsafe Behavior and / or Activity	1st Offense - \$100.00 2nd Offense - \$200.00 3rd Offense - \$400.00
EC.2.10	Speed Limit	\$50.00
EC.2.11	Feeding Other's Horses	\$50.00
EC.2.12	Shoes Required / No Bare Feet	\$50.00
EC.2.13a	Leash Required for Dogs	\$100.00
EC.2.13b	Clean-Up After Pet	\$50.00
EC.2.14	Littering / Trash	\$100.00
EC.2.15	Smoking	\$50.00
EC.2.16	Alcohol	\$50.00
EC.2.17	Bicycles	\$50.00
EC.2.18	Skateboards	\$50.00
EC.2.19	Music	\$50.00
EC.2.20	Riding in Designated Areas	\$50.00
EC.2.21	Authorized Persons in Horse Stall Areas	\$50.00
EC.3.1	Ponying of Horses	\$50.00
EC.3.2	Horses Under Saddle	\$50.00
EC.3.3	Direction	\$50.00

## FINE SCHEDULE

EC.3.4	Distance	\$50.00
EC.3.5a	Riders Under Sixteen (16) Years of Age - Helmet Required	\$50.00
EC.3.5b	Jumping - Helmet Required	\$50.00
EC.3.6	Working Patterns	\$50.00
EC.4.1	Turn-Out Period	\$50.00
EC.4.2	Turn-Out Routine	\$50.00
EC.4.3	Keep Gates Closed	\$50.00
EC.4.4	Unattended Horses	\$50.00
EC.4.5	Horse Wash Area	\$50.00
EC.4.6	Clean-Up After Your Horse	\$50.00
EC.4.7	Riding in Barn Aisle-Ways	\$50.00
EC.4.8	Close and Lock Trail Gate	\$50.00
<b>GAULT FIELD RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
GF.2.1	Hours of Use	\$100.00
GF.2.2	Closure	\$100.00
GF.2.6	Designated Parking	\$50.00
GF.2.7	Driving or Riding on Fields	\$50.00
GF.2.8	Alcoholic Beverages	\$50.00
GF.2.9	Smoking	\$50.00
GF.2.10	Trash / Littering	\$100.00
GF.2.11	Climbing	\$50.00
GF.2.12	Hardball / Baseball	\$50.00
GF.2.13	Other Recreational Sports (Leagues)	\$50.00
<b>GOLF COURSE RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
GC.3.1	Registration and / or Payment	\$50.00
GC.3.3	Start	\$50.00
GC.3.4	Practice	\$50.00
GC.3.5	Stopping	\$50.00
GC.3.6	Falling Behind	\$50.00
GC.3.7	Fighting or Misconduct	\$500.00
GC.3.8	Replace Divots, Rake Bunkers and Repair Ball Marks	\$50.00
GC.3.9	Swimming, Fishing or Wading in Golf Course Lakes	\$50.00
GC.3.10	Pets on Golf Course	\$50.00
GC.3.11	Authorized Persons on Golf Course and / or Cart Paths	\$50.00
GC.3.12	Authorized Golf Carts Allowed on Golf Course	\$50.00
GC.3.13	Bicycles	\$50.00
GC.3.14	Skateboards	\$50.00
GC.3.15	Scooters	\$50.00
GC.3.16	Inline Skates	\$50.00



## FINE SCHEDULE

GC.4.1	Drivers License Required	\$100.00
GC.4.2	Authorized Use	\$50.00
GC.4.3	Ninety Degree (90°) Rule	\$50.00
GC.4.4	Maximum Two (2) Persons Per Cart	\$50.00
GC.4.5	Fivesomes	\$50.00
GC.4.6	Carts on Steep Hills	\$50.00
GC.4.7	Stay on Paths	\$50.00
GC.4.8	Stay Off Tees	\$50.00
GC.4.9	Stay and / or Park on Cart Path Around Tees and Greens	\$50.00
GC.4.10	Parking in Front of Greens	\$50.00
GC.4.11	Maintain Required Distance from Greens	\$50.00
GC.4.12	Maintain Required Distance from Greens for Carts with Authorized Medical Flags	\$50.00
GC.4.13	Carts without Turf-Friendly Tires	\$50.00
<b>LAKE &amp; MARINA RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
LM.2.5	Registration is required with the state for power boats and boats larger than eight (8) feet in length propelled solely by sail	\$100.00
LM.2.6	Unregistered Boat Operating On the Lake	\$500.00 / \$100.00 Motorized / Non-Motorized
LM.2.7	Unregistered Boats Sitting On or Above Water	\$100.00 Motorized / Non-Motorized
LM.2.9c	Cancelled / Expired Insurance	\$100.00
LM.2.11	Change in Ownership	\$100.00
LM.5.1	Domestic Animals in the Water	\$50.00
LM.5.2	Restrictions for Swimming, Snorkeling, Skin Diving and / or Use of Small Flotation Devices	\$50.00
LM.5.3	Swimming in Tunnels	\$100.00
LM.5.4	Flotation Devices / Blocking Ingress or Egress	\$100.00
LM.5.5	No Jumping or Diving from Docks / Causeways	\$50.00
LM.5.6	Scuba Diving without Approval from Marine Patrol	\$50.00
LM.5.7	Littering	\$100.00
LM.6.6	Exceeding Load / Weight Capacity	\$150.00
LM.6.7	Speed Limits - Main Lake Ski Area	\$100.00
LM.6.8	Temporary Restricted Speeds	\$100.00
LM.6.9	Age Requirements for Boat Operation	\$100.00

## FINE SCHEDULE

LM.6.10	Lifejackets for Minors	\$150.00
LM.6.11a	Noise Pollution	\$100.00
LM.6.11b	Excessively Loud Music	\$500.00
LM.6.12	Right of Way	\$100.00
LM.6.13	Follow Counter-Clockwise Pattern	\$150.00
LM.6.14	Rowboats / Slow Moving Craft - Stay Close to Shoreline	\$50.00
LM.6.15	Use of Water Devices	\$150.00
LM.6.17	No Towing Permitted between Almanac Sunset to Sunrise	\$150.00
LM.6.18	Navigation Lights Required	\$100.00
LM.6.19	Secure Moored Boat at Docks	\$50.00
LM.6.20	Docking or Anchoring Boat	\$50.00
LM.6.21	Lodge Rental Docks Restricted to Slip Holders	\$250.00
LM.6.22	Boats Anchored, Drifting or Coming to Rest in between Center Line Buoys in the East Bay	\$100.00
LM.6.23	No Access on Lake Between Float Line Barrier and Dam	\$500.00
LM.6.24	Passing Mid Channel Buoys	\$50.00
LM.6.25	Tie Up To, Move or Damage CLPOA Owned Buoy	\$250.00
LM.6.26	Personal Anchor Buoy for Docking a Boat	\$50.00
LM.6.27	Cleaning, Painting or Repairing Boats, Equipment or Items on CLPOA Property	\$100.00
LM.6.29	Towing Through Tunnel	\$50.00
LM.7.1	Jet Skis, Motorized Boards, Personal Motorized Watercraft	\$500.00
LM.7.3	Reckless / Negligent Behavior Operating a Boat	\$500.00
LM.7.4	Operate Powerboats from the Primary Operators Station	\$50.00
LM.7.5	Lifejackets / Equipment Required	\$100.00, Per Item
LM.7.6	Water Diverting Devices	\$100.00
LM.7.7	Buzzing or Wetting Down Others	\$250.00
LM.7.8	Remote Controlled Watercrafts	\$50.00
LM.8.1	Lower Sails and Secure Sailboats	\$50.00
LM.8.2	Lifejackets	\$150.00
LM.8.3	Lifejackets Required for Windsurfers	\$150.00
LM.8.4	Equipment for Night Use	\$100.00
LM.9.1	Watersports	\$150.00
LM.9.2	Lifejackets Required for Skiers or Riders	\$150.00
LM.9.3	One (1) Skier or Rider Per Boat	\$100.00
LM.9.4	Counter-Clockwise Ski Pattern	\$150.00

## FINE SCHEDULE

LM.9.5	Ski Pattern Turns	\$150.00
LM.9.6	Requirements for Observers	\$100.00
LM.9.7	Requirements for Down Skier / Rider	\$100.00
LM.9.9	Maintain Safe Distance from Docks	\$150.00
LM.9.10	No Start or End at Dock	\$50.00
LM.9.11	Safe Distance Required for Towing	\$50.00
LM.9.12	Requirements for Use of Water Devices	\$100.00
LM.9.13	Unsafe, Reckless and / or Negligent Behavior	\$500.00
LM.9.14	Shore Start	\$50.00
LM.9.15	Requirements for Cove Start	\$50.00
LM.9.16	Special Rules for Treasure Island, Sunset Beach and Other High Traffic Areas	\$50.00
LM.9.17	Ski Rope Requirements / No Side Mount Bars	\$50.00
LM.9.18	Retrieval of Ski Ropes	\$50.00
LM.9.19	Retrieval of Loose Skis	\$50.00
LM.9.20	Wake Enhancing Devices	\$100.00
LM.9.21a	Direction of Travel	\$150.00
LM.9.21b	Safe Distance	\$150.00
LM.9.21c	Persons Assisting Beginner Skiers / Riders	\$150.00
LM.9.23	Slalom Skiing Priority	\$50.00
LM.9.24	Skiers Turn/Boat Rotation	\$50.00
LM.9.25	Skiers Turn Determination	\$50.00
LM.9.26	Restricted Boat Access During Skiers Turn	\$50.00
LM.9.27	Boats Stop at North End of Course	\$50.00
LM.10.6b	Removal of Cable Lock	\$500.00
LM.10.7	Requirements for Non-Operation Agreement	\$250.00
<b>LODGE/LIGHTHOUSE RESTAURANT RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
LR.2.1	Smoking	\$100.00
LR.2.2	Underage Drinking	\$100.00
LR.2.4	Alcoholic Beverages Leaving Premises	\$50.00
LR.2.6	Loitering	\$100.00
LR.2.7	Golf Cart Parking	\$50.00
LR.2.8	Skateboards or Bicycles	\$50.00
LR.2.9	Dogs	\$50.00
LR.2.10	Fishing	\$50.00
LR.2.11	Solicitation without Approval	\$50.00
<b>PARKS &amp; BEACHES RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
PB.2.2	Designated Parking	\$50.00
PB.2.2.a	Overnight Parking at Lodge	\$50.00

## FINE SCHEDULE

PB.2.3	Propane Grills / Fire Extinguisher	\$50.00
PB.2.4	Open / Beach Fire	\$50.00
PB.2.5	Golf Carts, Bicycles, Skateboards, Etc. on Landscape	\$50.00
PB.2.6	Dogs	\$100.00
PB.2.7	Loud Music	\$100.00
PB.2.8	Reserved Sites	\$200.00
PB.2.9	Working on CLPOA Property	\$100.00
PB.2.10	No Glass Containers On Beaches	\$50.00 Per Occurrence
PB.3.3	Outside Vendors	\$100.00
PB.3.4a	Facility Use	\$50.00
PB.3.4b	Proof of Insurance	\$50.00
PB.3.4d	Generators	\$50.00
PB.3.5	Group Functions	\$100.00

### PICKLEBALL COURTS RULES

Section No.	Abbreviated Violation	Fine Amount
PK.2.2	Non-Marking Shoes Required	\$50.00
PK.2.3	No Loitering	\$100.00
PK.2.4	No Profanity	\$50.00
PK.2.5	No Bicycles	\$50.00
PK.2.6	No Skateboards	\$50.00
PK.2.7	No Scooters	\$50.00
PK.2.8	No Rollerblades	\$50.00
PK.2.9	No Pets	\$100.00

### PLANNING & COMPLIANCE/ARCHITECTURAL GUIDELINES

Section No.	Abbreviated Violation	Fine Amount
PC.1.2	Committee Review / Approval Process	\$250.00
PC.4.1	Lot Maintenance	\$100.00
PC.4.3	Fences, Walls and Retaining Walls	\$250.00, Per Month
PC.4.4	Pool / Spa Maintenance	\$100.00, Per Month
PC.4.5	Easements	\$100.00, Per Month
PC.4.6	Light Posts / Flag Poles	\$50.00, Per Month
PC.4.7	Signs	\$25.00, Per Day
PC.4.7a	Sign Restrictions	\$25.00, Per Day
PC.4.7b	Community Setback Restriction	\$25.00, Per Day
PC.4.9	Outside Plumbing	\$100.00, Per Week
PC.4.10	Household Pets	\$100.00, Per Month
PC.4.11	Driveways	\$100.00, Per Month
PC.4.12	Damaged Improvements and Structures	\$200.00, Per Month
PC.4.13	Satellite Dishes and Antennas	\$50.00, Per Month
PC.4.14	Extension Cords	\$25.00, Per Day
PC.4.15	Commercial Use of A Residential Lot	\$100.00, Per Day
PC.4.16	Trash Dumping or Burning	\$1,500.00, Per Occurrence
PC.4.17	Lake Dirt Dumping or Removal	\$1,500.00, Per Occurrence

## FINE SCHEDULE

PC.4.18	Garbage and Refuse Containers	1st Offense - \$50.00 2nd Offense - \$75.00 3rd Offense - \$100.00 Progressive
PC.4.19	Property Maintenance Required	\$250.00, Per Month
PC.4.20	Dumpsters and Roll-off Boxes	\$100.00, Per Week
PC.4.21	Household and Storage Modules	\$100.00, Per Week
PC.4.22	Clotheslines	\$25.00, Per Day
PC.4.23	Boat and Vehicle Covers	\$50.00, Per Week
PC.4.24	Holiday Decorations	\$50.00, Per Week
PC.4.25	Basketball Hoops	\$100.00, Per Month
PC.5.1	Size of Residences	\$1,500.00, Per Occurrence
PC.5.7	Accessory Structures	\$100.00, Per Month
PC.5.8	Fuel Tanks	\$50.00, Per Month
PC.5.9	Air Conditioners / Heat Pumps	\$50.00, Per Month
PC.5.13	Swimming Pool, Spa and Water Feature / Pond	\$100.00, Per Month
PC.6.1	Failure To Obtain Permit	\$250.00, Per Month
PC.6.5	Street Excavation	\$1,000.00 One Time Fee Plus Cost of Repairs
PC.6.7	Encroachments	\$200.00, Per Month
PC.7.1	Time Limits	\$100.00, Per Month
PC.7.2	Forms and Footing Inspections	\$1,000.00 One Time Fine with Stop Work Order
PC.7.3a	Concrete Delivery Trucks	\$1,500.00 One Time Fine Plus Cost of Clean-Up
PC.7.3b	Storage / Job Site Conditions	\$100.00, Per Day
PC.7.3c	Temporary Living Quarters	\$100.00, Per Day
PC.7.3e	Portable Toilets	1st Offense - \$100.00 2nd Offense - \$200.00 with Stop Work Order
PC.7.3f	Temporary Structures	\$100.00 Per Week
PC.7.3g	Working Hours	1st Offense - \$100.00 2nd Offense - \$200.00 with Stop Work Order
PC.7.3h	Sundays and Holidays	1st Offense - \$100.00 2nd Offense - \$200.00 with Stop Work Order
PC.7.3i	Signs	\$25.00, Per Day
PC.7.4b	Contractor Passes	\$100.00 Per Occurrence
PC.7.5	Occupancy Permits	\$100.00, Per Day
PC.7.6	Failure to Obtain Permit	1st Offense - \$500.00 2nd Offense - \$1,000.00

## FINE SCHEDULE

		3rd Offense - \$1,500.00
PC.7.7	Failure to Build According to Plans	1st Offense - \$500.00 2nd Offense - \$1,000.00 3rd Offense - \$1,500.00
PC.8.1	Improved Lots	\$100.00 Per Month - Front \$50.00 Per Month - Rear & Sides
PC.8.1b	New Home / Major Construction	\$250.00, Per Month
PC.8.2	Vacant Lots	\$150.00, Per Month
PC.8.4	Trees	\$500, Per Occurrence
PC.8.5	Front Yard Landscaping	\$100.00, Per Month
PC.8.6	Side Yard Landscaping	\$50.00, Per Side, Per Month
PC.8.7	Community Setback Landscaping	\$100.00, Per Month
PC.8.8	Corner Lots Plants, Shrubs and Bushes	\$100.00, Per Month
PC.8.9	Leaves and Debris	\$100.00 Per Month - Front \$50.00 Per Month - Rear & Sides
PC.9.2	Maintenance Standards	\$100.00 Plus Cost of Removal
PC.9.3a	Unapproved Installation of Dock	\$1,000.00, Per Month
PC.9.3b	Dock Covers	\$100.00, Per Month
PC.9.3d	Dock Anchorage	\$200.00, Per Month
PC.9.3e	Dock Placement	\$200.00, Per Month
PC.9.3f	Dock Numbers	\$50.00, Per Month
PC.9.3h	Mooring Privileges	\$100.00, Per Occurrence
PC.9.3i	Disposal / Removal of Old Dock	\$1,000.00 Plus Associated Costs
PC.9.7	Dredging	\$1,500.00 Per Occurrence Plus Cost of Clean-Up
PC.10.2	Application Requirements	\$250.00, Per Month for No Application
PC.10.5	General Maintenance	\$100.00, Per Month
PC.10.6	Commercial Use	\$500.00, Per Occurrence
PC.10.7	Lake Protection	\$1,500.00, Per Occurrence
<b>SENIOR CENTER RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
SC.2.1	Park & Ride Programs	\$50.00
SC.2.2	Designated Parking for Motorcycles	\$50.00
SC.2.3	Designated Area for Community Patrol	\$50.00
SC.2.4	Parking Hours	\$50.00
SC.2.5	No Parking on Landscaped Areas	\$50.00
<b>SWIMMING POOL RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
SP.2.6	Animals	\$100.00
SP.2.7	Smoking	\$50.00

## FINE SCHEDULE

SP.2.8	Alcoholic Beverages	\$50.00
SP.2.9	Glass Containers or Objects	\$50.00
SP.2.10	Bicycles	\$50.00
SP.2.11	Skateboards	\$50.00
SP.2.12	Scooters	\$50.00
SP.2.13	Obey Pool Attendants	\$50.00
SP.2.14	Unsafe Behavior and / or Activity	\$50.00
<b>TENNIS COURT RULES</b>		
<b>Section No.</b>	<b>Abbreviated Violation</b>	<b>Fine Amount</b>
TC.2.2	Non-Marking Tennis Shoes	\$50.00
TC.2.3	Loitering	\$100.00
TC.2.4	Smoking	\$50.00
TC.2.5	Profanity	\$50.00
TC.2.6	Bicycles	\$50.00
TC.2.7	Skateboards	\$50.00
TC.2.8	Scooters	\$50.00
TC.2.9	Rollerblades	\$50.00
TC.2.10	Pets	\$100.00

# REMOVED RULES

## REMOVED RULES

March 1, 2016

- **Lodge/Lighthouse Restaurant, Section 2.3**  
Only Persons Under Twenty-One of Age or Older Allowed in Bar or Lounge Area of Lodge

May 3, 2016

- **General Rules, Section 6.14c** - Fairway Estates Access Control

September 6, 2016

- **Lake and Marina Rules and Regulations for Registration**

April 5, 2017

- **General Rules, Section 6.14d (d.1, d.2 & d.3) – Fairway Estates Access Control**

May 2, 2017

- **Planning & Compliance, Section 9.7 – Lake Contamination**

September 5, 2017

- **Lodge/Lighthouse Restaurant, Section 3.3 – Bar/Patio Attire**

February 6, 2018

- **General Rules, Section 5.3e - No Parking/Storage of Inoperable Vehicles on Lots**  
No inoperable vehicle, or vehicle that is not used regularly, i.e. at least once a week, shall be parked or stored on any lot in such manner as to be visible from any other lot, street, lake or golf course within Canyon Lake.

June 4, 2018

- **Lake & Marina, Section 8.4 - Windsurfers, Pedal Boats and Paddle Boards Allowed in All Areas Five (5) Miles Per Hour or Less Only**  
Windsurfers, pedal boats and paddle boards are allowed in all five (5) mile per hour or less areas only.

November 6, 2018

- **GR.4.4d Availability of Permits** - Canyon Lake Fishing Permits are available at the Member Services department and at the Campground.
- **GR.4.4e Conditions for Obtaining Permit** - Before a permit is issued, the Prime Member of Associate Member and guest(s) must present themselves and proper license(s) along with a valid guest pass, if applicable.
- **GR.4.4f Duration / Termination** - Each permit will have date of termination. Permits can be issued for a maximum of ten (10) days. The General Manager can grant additional time for house sitters or guests on extended stays. This extension should be applied for and completed in advance and authorization presented at time of permit issuance.



## REMOVED RULES

- **GR.4.4h Evidence of Proper License / Permit Required** - State Fishing license and Canyon Lake permits must be visible at all times

# GLOSSARY OF TERMS

## GLOSSARY OF TERMS

The Glossary of Terms is provided to assist with understanding various terminology referenced throughout this Property Owner's Manual. The glossary is an alphabetical list of terms or words found in or relating to a specific subject or text with explanations along with the corresponding definition. The glossary is intended to be a reference tool for Property Owners.

### **Amenities**

Any tangible or intangible benefit associated with real property, particularly those that increase its attractiveness or value and contribute to its comfort or convenience is deemed an amenity. In a residential community, tangible amenities may include golf, a lake with boating and fishing, tennis courts, a swimming pool, an equestrian center, dining and country club facilities, parks and beaches, and a manned, gated entrance. Intangible amenities may include views, nearby activities, nearby schools, nearby shopping, and services such as on-site program directors and instructors. Both tangible and intangible amenities within the community add to the value of the property with the CLPOA.

### **Articles of Incorporation**

A legal document that creates a corporation; it is filed with a state by the founders of a corporation and is governed by the laws of the state. Canyon Lake Property Owners Association is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California.

### **By-Laws**

By-Laws set forth precise guidelines with respect to how the Property Owners Association operates. Issues that are typically defined in the By-Laws include the composition of the Board of Directors, the method by which the Board is elected, the terms of office including term limits, the handling of Board vacancies, when elections should take place, how the removal of Board members should be performed, and when/how often meetings should take place and the associated requirements of notification. Other issues addressed in the By-laws include voting rights and qualifications, the requirements for a quorum, ballot tallying procedures, an explanation of how funds will be handled, and By-law amendment regulations and adoption procedures.

### **Canyon Lake Property Owner's Association**

Canyon Lake Property Owners Association is a mutual benefit, non-profit corporation organized under the Corporations Code of the State of California. The Canyon Lake Property Owners Association (CLPOA) holds elections to choose a Board of Directors, which is responsible for the overall operation and management of the community. The CLPOA owns, maintains and operates common property and facilities, such as streets, parks, greenbelts, recreational and service facilities. It adopts and administers rules and regulations to promote a quality living environment. It levies assessments to generate the revenues necessary to finance its operations and to perform the responsibilities placed upon the CLPOA by its Articles of Incorporation, By-Laws and Declarations of Restrictions recorded against the tracts within the community. The CLPOA's relationship with its members is contractual rather than governmental, and this contract consists of the Declaration of Restrictions which is recorded against each residential lot within the community. When you buy a home or lot within the Canyon Lake Property Owners Association, you purchase it subject to this contract. This contract regulates, among other things, what kind of structures can be erected on a lot, their appearance and that of the site in general, and how the site and improvements thereon must be maintained.

# GLOSSARY OF TERMS

## **Common Area**

Common areas are those that are not owned by an individual owner of a residential unit, but shared by all Owners, either by a percentage interest or owned by the Property Owner's Association (CLPOA). In residential communities, common areas may include recreational facilities, parks and other outdoor open space, parking, landscaping, fences, and all other jointly used space. Management of the common areas is the responsibility of the Property Owner's Association and / or the Board of Directors, which collects assessments from the Owners that are applied to the maintenance, insurance, and reserves for replacement of improvements within the common areas.

## **Covenants, Conditions and Restrictions (CC&Rs)**

CC&Rs are the governing documents that dictate how the Property Owner's Association operates the community. The documents provide the policies, procedures, rules and regulations that the owner, their tenants and guests must follow. When buying a home, it is important to understand the restrictive covenants that are in place for the real estate being purchased, as they dictate how one can and cannot use the property. It is the responsibility of the elected Board of Directors to enforce the rules and regulations set forth in the CC&Rs. Policies communicate, organize and focus the resources of the CLPOA. Procedures are set to accomplish a particular objective. For instance, each resident is a member of the Property Owner's Association and as such pays assessments to cover the expenses associated with the maintenance of the community. The procedure for the collection of these assessments would be outlined in the CC&Rs. Rules, regulations and restrictions are set forth within the CC&Rs to define the allowable uses of the common elements of the community, the architectural guidelines for the residences, and the behavior of residents and guests. If an Owner breaks a rule, penalties can include a fine, forced compliance, and even a lawsuit. The Covenants, Conditions and Restrictions serve to provide a residential development with a standardized appearance and control over the activities that take place within its boundaries. When enforced, CC&Rs effectively serve to protect property values. A buyer should receive a full copy of the CC&Rs prior to closing on the purchase of property.

## **Guideline**

A guideline is a recommended practice that allows some discretion. Accordingly, it is a general rule, principal, or piece of advice. Guidelines may be issued by and used by any organization (private or governmental) to make the actions of its members, employees, citizens, community, or divisions more predictable, and presumably of higher quality.

## **Law**

The system of rules that a particular country, nation, state or community recognizes as regulating the actions of its members which is formally accepted as binding and enforced by the controlling authority.

## **Policy**

A policy is a decision or a set of decisions that the CLPOA may "make", "implement" or "carry out". Like a decision, a policy is not itself a statement nor is it only a set of actions. A policy is typically described as a principle or rule to guide decisions and achieve rational outcomes. The term is not normally used to denote what is actually done; this is normally referred to as either procedure. Policies can assist in both subjective and objective decision making. Policies are typically communicated through official written documents. While formats may differ in form, policy documents usually contain certain standard components including the intended effects of a policy. Broadly, policies are typically instituted to avoid some negative effect that has been noticed in the organization, or to seek some positive benefit.

# GLOSSARY OF TERMS

**Procedure**

An established or official way of doing something. Accordingly, it is the order or method of doing something.

**Rule**

One of a set of explicit or understood regulations or principles governing conduct within a particular activity of area. Accordingly, it is a principle, rule, or law designed to regulate or control conduct.