



**Canyon Lake Property Owners Association
Regular Session Meeting Agenda
of the
Board of Directors**

**Tuesday, February 7, 2012 - 7:00 p.m.
CLPOA Lodge - Holiday Bay Room**

- I. Call to Order**
 - Pledge of Allegiance
 - Invocation
 - Verification of Quorum
- II. Special Presentations (if any)**
- III. Approval of Minutes**
 - Regular Session January 3, 2012
- IV. Report of Executive Session Actions**
- V. Communication from Association Membership**
- VI. General Comments from Board Members**
- VII. Committee Updates (if any)**
- VIII. Communication from Public Officials**
- IX. Staff Reports:**
 - General Manager; Jeremy Wilson
 - Director of Finance; Christopher Mitchell
- X. Board Consent Calendar**
- XI. Board Action Items and other Non-Consent Items**

Continued Items:
None

New Business:

1. **1st Reading – Golf Cart Registration Policy**

Approve / Reject

Motion – Moved that the Board of Directors **approve / reject** a 30-day reading for the proposed policy changes for registration of golf carts.

2. **Committee Appointment – Senior Committee**

Approval / Rejection –

Motion – Moved that the Board of Directors appoint member Kathy Barbay to the Senior Committee, effective immediately.

3. **Sanctioning of the Canyon Lake Girl Scouts Daisy Troop #2425**

Approval / Rejection Moved that the Board of Directors approve/reject the Canyon Lake Girls Scout Troop #2425 as a sanctioned club, effective immediately.

4. **Proposal to discontinue the 20% member discount at the County Club Restaurant.**

Approval / Rejection

Motion – Moved that the Board of Directors authorized the General Manager to eliminate/discontinue the 20% discount for members at the Country Club Restaurant.

5. **Establish the Canyon Lake Property Owners Association Wellness Program for employees and volunteers of the association.**

Approval / Rejection –

Motion – Be it resolved that the Board of Directors **approve / reject** the recommended implementation of the Employee/Volunteer Wellness Program.

6. **Authorize the formation of a safety services department of the Canyon Lake Property Owners Association to be implemented in 2012.**

Approval / Rejection –

Motion – Be it resolved that the Board of Directors **approve / reject** the formation of an in-house Department of Public Safety. Be it further resolved that the Board of Directors authorize the General Manager to recruit a Director of Public Safety to manage the department and to apply for appropriate licensing through the State Bureau of Security and Investigative Services.

7. **The purchase of CMMS program software that will meet the needs of the Association and Village Management Software.**

Approval / Rejection –

Motion – Moved that the Board of Directors authorize the General Manager to enter into an agreement with Manager Plus of Sandy, Utah, in an amount not to exceed \$15,187.00 for the purchase and implementation of the Manager Plus Maintenance Manager Software and 12 months support contract.

8. Small Claims Processing for the Month

Approval / Rejection –

Motion – Moved that the Board of Directors **authorize / reject** the Director of Finance or the appropriate personnel to process claims through Small Claims Court against the attached Assessor Parcel Numbers in order to secure the debt owed to the Association.

9. Property Liens

Approval / Rejection –

Motion - Moved that the Board of Directors authorize Corporate Counsel, the General Manager and/or the appropriate personnel to record the liens against each of the attached Assessor Parcel Numbers in accordance with Civil Code 1367.1 in order to secure the debt owed to the Association.

XII. Architectural Appeals

~~10. Gregg / Joesette Gibbel
Tract 3718 Lot 182~~

~~Member Gebbel is asking the Board to waive \$330 in lot clearing charges~~

~~Item being moved to Executive Session, March 6, 2012~~

XIII. Discussion

11. Limit Funding of new items on Reserve Study
12. Monthly financial statement must report the following after VMS is up and running.
13. Financial report of the past three years; total revenue and expenses
14. ACC, Community Patrol, Marine Patrol fines put in a contingency fund.
15. Reserve expenditure for the fiscal year will be published at the same time as the Pro-Forma Budget along with the schedule of repair and replacement of the item.
16. New Club Menu.

17. Homeowner request for reduction/waiving fees for Canyon Lake Jr. Women's Golf Club Tournament.

XIV. Closing Comments

X. Adjournment



**Canyon Lake Property Owners Association
Regular Session Meeting Minutes
of the
Board of Directors
Tuesday, January 3, 2012 - 7:00 p.m.
CLPOA Lodge - Holiday Bay Room**

President Chenette called the meeting to order at 7:01 PM. Directors present were Paul Chenette, Larry Neigel, Sean McDonald, Chuck Newsom, and Dawn Haggerty. A quorum was met. Also present were the General Manager, Jeremy Wilson; Director of Finance, Christopher Mitchell; Operations Manager, Paul Johnson; Legal Counsel, Howard Silldorf; Compliance Manager, Kathryn Rich; Operations Manager Paul Johnson, and Corporate Administrative Assistant, Kathleen Wheeler.

Pledge of Allegiance was led by Director Haggerty.

Invocation was led by Dennis Korte.

Special Presentations (if any)

None

Approval of Minutes

A. *Regular Session* - December 6, 2011

MSC (Haggerty / Neigel) Moved that the Board of Directors approve the minutes as submitted.

5 yes, motion carries, unanimous

Report of Executive Session Actions

The Board held an Executive Session Board meeting on January 3, 2012 at 2:00 PM at which time litigation, member discipline and personnel matters were discussed. The Board instructed legal counsel on certain litigation, potential litigation and assessment of related matters. Received and considered legal advice on litigation and potential litigation issues. The Board considered seven financial/legal matters (reimbursements, foreclosure, money judgment or payment plans) and motioned to approve six and reject one.

Communication from Association Membership

- Linda Freeman; 3863-117

Member Freeman questioned the Board on the extra 20 feet of dirt by Normandy in regards to what will be done with this; landscaping. Member Freeman further commented with the current condition of this area it brings property values down. There was further discussion with Manager of Operations, Paul Johnson on the jurisdiction of the property. Member Freeman continued with questioning if the areas where maintenance is taking our vegetation if that can be placed in the dirt area by Normandy.

- Linda Freeman; 3863-117
Member Freeman questioned the Board on the voting rights of members how have liens placed on their homes. Finance Director, Christopher Mitchell replied stating members with assessment related liens will not have voting rights in the up-coming elections and will not have ballots mailed to them.
- Bob Cline; 3716-317
Member Cline commented he has been a volcano during his absence and also has been spending time schooling grandchildren and working with the little league. Member Cline then stated there is a four letter word that describes the Boards actions lately; egos. Member Cline further commented egos can be good like with the veterans memorial and yet egos can be bad when individuals are not willing to admit mistakes and blaming others. Member Cline stated his opinions are not for or against but of a neutral nature. Member Cline briefly touched on the following areas. 1) Budget cash flow; does ego prevent us in admitting the dues were pulled back too quickly. 2) Police. We need to look at all of our options when the RFP's go out. 3) Tennis building. Not convinced we need this. There is space in the lodge that could be used as an office for the tennis pro and we could build a shed for storing equipment. The association will be responsible for the taxes and utilities of the new building. 4) Motorcycles. Member Cline stated his mother-in-law lives in Sun Lakes and they allow motorcycles there. These old people learned how to deal with them and so should Canyon Lake. There is a speed restriction for motorcycles in Sun Lakes. 5) Software. Has Tim Brown's idea been given a fair viewing. 6) Amnesty. In the prior election there was talk of this and I am not in favor of this amnesty program. Member Cline concluded stating there seems to be a lot of confusion of people prior to the election and after the election. Both sides need a fair and and equal opportunity to state their case.
- Rocky Rogers; 3961-105
Member Rogers directed a comment to Director Neigel that he forced a ballot to allow motorcycles in Canyon Lake. Member Rogers further commented Director Neigel is the same man that has rode a motorcycle in Canyon Lake and the sad part is every one of your Board members are aware of this man's actions and you stand by and do nothing.
- Mark Titus; 3777-004
Member Titus withdrew his request to speak on the ACH process.

General Comments from Board Members

- Director McDonald
Director McDonald welcomed the members and stated Happy New Year to everyone. Director McDonald commented all the past ProForma budgets were based on annual assessments. We will be borrowing funds to account for the assessments not received this year. We will also need to increase the dues by approximately \$36 to prevent this from happening again. As much as we do not want to increase dues there is no choice. Last year we had the same financial problems. Christopher Mitchell is currently doing a reconciliation to see what happened financially last year. We are doing everything in our power to reduce expenses and are looking for new finance committee members.
- Director Haggerty
Director Haggerty responded to Member Cline and commented she assures him from experience when there is an issue that comes up the Board does not railroad through them. We

investigate and discuss them thoroughly and explore every avenue. There were a few cases that this was not done.

- Director Neigel

Director Neigel responded to Member Cline's comments and stated he appreciates his input. Director Neigel further commented to Member Cline in the past he has not been objective and commends that tonight. Director Neigel further commented if we all practice objectivity we would get along better. Director Neigel reported the Light House Lodge is open as a full restaurant. A promise to move the Board meeting to the lodge, revise the employee handbook, to over seed the golf course as all of this has been done. Security and safety programs are in the progress of being made. RFP's have been sent out for security services. We will be providing a dog park in the future that will be completely fenced in where the dogs can run free. As promised we formed a Forensic Study Committee and the committee is still active. We have promised to review collections and are in the process of doing this. Mike Vahl is no longer working for us. We have changed the process of food and beverage regarding comp meals.

Motorcycle club – Director Neigel commented he has never denied being a member of the club and has never denied he would like to see motorcycles in the community. Director Neigel further commented he resents the a few in the community feels he does not have the right as a paying member to be involved in collecting petitions to change the rules or law on motorcycles in the community.

Education – Director Neigel commented he does have an unaccredited degree which at least ¾ of his unites are accredited. Director Neigel further commented he was raised in a poor family of nine kids and he struggled to get his education. He put himself through two years of college, joined the police department at the age of 21. Director Neigel commented he is not ashamed of his degree and how he has worked hard in his life and does not need to justify this to anyone. Director Neigel has spent 35 years enforcing the law. Board members do not take an oath but do sign a confidentiality agreement which Director Neigel did not sign. This is no longer required.

Merry Christmas and Happy New Year.

- Director Newsom

Director Newsom wished everyone Happy New Year. Director Newsom commented the Country Club is a golf course with a restaurant and people talk when they are eating. Director Neigel and Director McDonald have been having meetings at the Country Club and have been heard talking. When people are wrong they are wrong. The board has done some good and some not so good.

- Paul Chenette

Director Chenette commented he too wishes to make a comment about boards. The community has gone through some amazing transitions. We have started the healing of the community. We as a community are heading in a good direction. Currently we have finance and collection issues that I want you to pay attention to. Director Chenette further commented he hoped all has had a wonderful Christmas and a good New Year and that the members for their support.

Committee Updates (if any)

None

Communication from Public Officials

- **Former Mayor Barry Talbot**

Member Talbot commented there is one issue he wishes to address. The special event ordinance that the City utilizes is to help provide public safety. This is the same ordinance used in Riverside and county wide.

- **Mayor Jordon Ehrenkranz**

Mayor Ehrenkranz thanked the board for changing the rules. Mayor Ehrenkranz commented he has a 25 minute presentation but would condense it down to three minutes. Happy and healthy holidays. Mayor Ehrenkranz commented he is looking forward to working with the POA. He is familiar with some of the problems and feels they can be fixed. Mayor Ehrenkranz further commented he is glad the healing has starting and there is much more to be done. Canyon Lake is still the safest city to live in and the New Year Eve's party was quiet. This Thursday the lodge will be hosting the Emergency Preparedness Committee to conduct an earthquake awareness presentation. Please come to the meeting.

Staff Reports:

- General Manager; Jeremy Wilson

Currently the POA is accepting bids for community patrol, inspector of elections, janitorial/housekeeping services. VMS is our new accounting and property management software. Installation is complete and we will have begun staff training. We have established an in-house safety committee. We have instituted an IIPP program. Director Chenette commended Mr. Wilson on his efforts to lowering the mod insurance. In the past there were no policies in place and Mr. Wilson did this.

- Director of Operations, Paul Johnson

The staff is working with the General Manager and the Director of Finance on the 2012/2013 budget. The seawall is well under way. We anticipate we will have plans for the community building ready for committee to review in February 2012. Staff is also making recommendation to computerized maintenance software package. Road rehabilitation project is out to bid and due at the end of January.

- Director of Finance; Christopher Mitchell

The POA is currently over budget and this is due to legal and water expenses. The biggest concern is accounts receivable. The numbers represent members not paying their assessments. The POA is not in a unique situation as all HOA's have had cash flow issues. The issues will require POA management to plan. There will be many difficult choices to be made. The POA is looking into collection agencies and will start reporting to all three credit bureaus. We will continue to do small claims and may have to foreclose on some homes to collect bad debt. Staff continues to work on the 2013 budget. Further discussion on the mod rate referring to the past 3 years and how there is an 51% increase over the last year.

Board Consent Calendar

- **Board Action Items and other Non-Consent Items**

Continued Items:

None

New Business:

1. **Amnesty** – Amnesty Proposal to waive past Planning and Compliance (ACC), selected Community Patrol, and selected Marine Patrol Fines.

MSC (Chenette / Neigel) Moved that the Board of Directors establish an Amnesty Program with the criteria identified in the attached proposal entitled **Proposed FINE Amnesty Program**, including a probationary period, before fines are ultimately reduced and/or waived.

4 yes, 1 no by Director Haggerty, motion carries

Comments

Director Chenette

Director Haggerty commented after what you just heard you will take a different view of amnesty. Most of the debit is 90 days or older; most are over 5 years old. We collect less than 5% of old debt. We have 920 members that owe money. 250 have both fines and assessments.

This is a one-time program to help promote compliance by bringing assessments and related fines current. The criteria of this program is: 1) the member must be current, become current or on an approved payment plan. 2) the member must agree that all violations must be brought into compliance within 60 days of signing up for the program. Staff can authorize up to \$5,000 of fines to be waived; anything over must be approved by the Board. Six months into the program 50% will be waived and at twelve months the remaining 50% will be waived. Fines that are included are ACC fines, marine patrol and community patrol violations that are non-moving only; not including verbal abuse or moving violations. Members can regain their "good standing" immediately and use the amenities. Those that enter into a payment program will be required to sign a stipulated judgment. Any new violations must be paid in the current structure and failure to do so will disqualify you from the program.

Member Korte; 3868-446

Take \$5,000 for an example at \$50 per month, this would take 8 years to pay off.

2. **Committee Appointment – Green Committee**

MSC (Newsom / Neigel) – Moved that the Board of Directors appoint member Marion Ewing to the Green Committee, effective immediately.

5 yes, motion carries, unanimous

3. Transfer of \$525,000.00 from Repair and Replacement Reserve to the general operating account

MSC (Chenette / Haggerty) – Moved that the Board of Directors authorize the General Manager to transfer the amount of \$525,000.00 (five hundred, twenty-five thousand dollars) from the Repair and Replacement Reserve account to the General Operating account. The money transferred and expended, pursuant to this Resolution, shall be restored to the Association's reserve fund not more than one (1) year from the initial date of the transfer and shall be repaid at 4% interest from the following source: FY 2012-2013 general operating assessments.

5 yes, motion carries, unanimous

Comments

Mr. Mitchell commented the POA is facing financial issues that have been developing over several years. Members are in bankruptcy or foreclosure and loss of income. It is hard to pay with IOU's. Staff recommends the borrowing of funds.

Travis Montgomery; 3863-010

If this transfer happens will the dues be reflected for 2012/2013 and would the loan be less than 12 months. Would the dues increase reflect and then reduces.

Director McDonald

The best way to pay the loan back is from the community development fund. We don't want to raise dues further. At this point we will have no choice but to pay it back from the fund. The amnesty program will bring in more money.

Bob Cline; 3716-317

If we do not reduce the dues would we not have the amount? Are we looking at a \$36 increase.

4. Authorization to move the ACH transfer date from the 15th of the month to the 1st of the month.

MSC (Neigel / Haggerty) Moved that the Board of Directors approve the amendment to the ACH Policy dated January 16, 2001, to allow for date changes pertaining to the withdrawal procedure, given proper notice to the effected members, as outlined by NACHA rulebook, section 7 & 10 day rule, Consumer Accounts subsection 3.4.3.

5 yes, motion carries, unanimous

Comments

Mr. Wilson spoke on the policy and how governing agents allow the date change.

5. Property Liens

MSC (Chanette / Haggerty) Moved that the Board of Directors authorize Corporate Counsel, the General Manager and/or the appropriate personnel to record the liens against each of the attached Assessor Parcel Numbers in accordance with Civil Code 1367.1 in order to secure the debt owed to the Association.

	APN NUMBER		APN NUMBER		APN NUMBER
1	355-411-041	26	354-062-020	51	354-232-003
2	355-412-001	27	355-037-002	52	353-092-026
3	355-412-003	28	355-021-005	53	353-060-022
4	355-212-009	29	355-021-007	54	353-060-004
5	355-232-013	30	355-102-015	55	353-053-008
6	355-232-029	31	355-044-011	56	353-033-001
7	355-272-030	32	355-041-009	57	353-033-010
8	355-272-029	33	355-350-003	58	353-022-023
9	353-152-009	34	354-072-004	59	353-021-013
10	353-151-019	35	354-073-003	60	353-034-001
11	353-141-010	36	354-141-011	61	353-041-066
12	353-132-012	37	355-404-006	62	353-041-044
13	353-231-007	38	355-382-003	63	353-041-030
14	353-232-015	39	355-392-016	64	353-074-008
15	353-231-030	40	355-071-001	65	353-081-010
16	353-231-056	41	355-061-027	66	355-112-010
17	353-201-002	42	355-044-004	67	355-281-010
18	353-191-005	43	351-181-013	68	355-341-001
19	353-181-010	44	3511-810-002	69	353-281-026
20	353-192-020	45	351-131-002	70	353-253-013
21	354-161-001	46	351-131-007	71	355-300-016
22	354-172-012	47	351-162-001	72	355-300-027
23	354-171-006	48	351-155-012	73	353-161-017
24	354-103-017	49	351-152-003		
25	354-061-039	50	351-142-004		

Architectural Appeals

6. Member Chris Vorhies; 3868-401
29033 Scout Court
Gate height in front setback is over the height limit

MSC (Neigel / Haggerty) that the Board of Directors reject Member Christopher Vorhies' request to allow an over-height rolling gate to remain in the Front Yard Setback of the property

5 yes, motion carries, unanimous

Comments

Vorhies not present.

Director Newsom

Director Newsom questioned how long has the gate been in place.

Ms. Rich

Ms. Rich responded the gate was installed without a permit.

7. Member Lester Fowler; 3716-115
23562 Continental
Seawall extension in front of POA property (Pebble Cove Park)

MSC (Neigel / Chenette) moved that the Board of Directors table the matter of Member Lester Fowler and the extension of a seawall in front of POA property and work with Mr. Gowler to get the encroachment from EVMWB.

Comments

Director Chenette

Director Chenette commented a permit from EVMWD and our legal counsel would need to be drafted and signed.

Director Neigel

Director Neigel questioned Member Fowler if all he is doing is a seawall. Director Neigel further commented legal counsel advised not to proceed without an encroachment permit from EVMWD.

Ms. Rich

Ms. Rich commented Member Fowler has supplied a plan for the sea/outer wall and the tree in question. Mr. Fowler is asking for a portion of the seawall to be in the shorezone in front of POA influence. Members are allowed through encroachments to construct a seawall, dock, boat house. The ACC is not comfortable to give this permit in front of POA property.

Lee Fowler – 3716-115

Good evening. The park property is 120 feet and so is my property. Where my lot is there is a corner stake. From that point over the tree is 24 in diameter and the center is 18 inches on the lake property. The seawall is on lake property.

Discussion

There was a discussion on changing the CLPOA financial reporting from fiscal year to calendar year.

Closing Comments

None

Adjournment at 9:00 p.m.

Respectfully submitted,

Dawn Haggerty
Board Secretary

BOARD ACTION ITEM

Action to be considered- 1st Reading- (30 Day Reading) Purposed change in the Policy & Procedures for Golf Cart Registration with the CLPOA.

RECOMMENDED ACTION: It is recommended that the Board of Directors approve/reject the purposed policy modification for registration of golf carts with the CLPOA.

REASON FOR RECOMMENDED ACTION: This purposed revision to the Policies & Procedures will require golf carts to be registered on annual basis, based on the golf cart's insurance policy expiration date, and not on a fiscal year. This recommendation has been submitted from the Golf Cart, Modified Cart & Insurance Review Committee.

**30 DAY READING
OF
THE BOARD OF DIRECTORS
February 7, 2012**

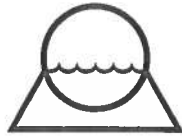
1st Reading- Golf Cart Registration Policy- modification to policy & procedures

MOTION/RESOLUTION: Moved that the Board of Directors approve/reject a 30-day reading for the purposed policy changes for registration of golf carts.

Board Discussion: Discussion/Comments from the Board

Member Input: Request input from members in attendance

Board Vote: Call for the vote.



CANYON LAKE PROPERTY OWNERS ASSOCIATION

Golf Cart Registration/Operation Policy

Prohibited vehicles – 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.) Operation of a prohibited vehicle is subject to a fine of \$250.00. Registering a prohibited vehicle on the representation that it is a golf cart or modified golf cart/Neighborhood Electric Vehicle is subject to a fine of \$250.00.

The following rules shall apply to Golf Carts, Modified Golf Carts and Neighborhood Electric Vehicles (NEV). These three (3) categories are collectively referred to as “Golf Carts or Carts”. As a note-NEVs are allowed to drive in the vehicle lane if registered carts with the DMV.

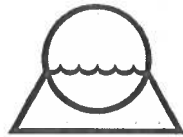
1. Members must be in Good Standing to register their golf cart with the CLPOA.
2. All golf carts must be registered with the CLPOA. Effective May 1, 2012, golf cart decals will be issued based on the golf cart's insurance policy expiration date and no longer on a fiscal year. The decal issued will be identified for street and or golf course use respectively. The decal shall be placed on front left corner of golf cart.
3. Any Members registering a golf cart must sign a release agreement form at the time of registration indemnifying the CLPOA from any liability associated with or arising out the use of their cart.
4. Insurance Requirements: Effective May 1, 2012, all members shall provide evidence of insurance to the Association that will provide adequate coverage to protect their personal interests, as the Association does not provide insurance coverage for individual members.
 - Policy must list the member's name and address
 - The policy/certificate must specify the terms of the policy, list the policy number, and list the golf cart(s) make and model
 - The policy must list the CLPOA as an “Additional Insured” or “Additional Interest” and include the CLPOA address- 31512 Railroad Canyon Road, Canyon Lake, CA 92587
 - The policy must specify a minimum of \$300,000 combined single limit or \$300,000 per person liability Insurance coverage
 - Policy cannot have exclusions for modified carts, distance limitations such as- to and from the golf course only, or usage time limitations.
5. All golf carts driven on Canyon Lake streets or common areas after sunset and/or before sunrise must be equipped with functioning head and taillights.
6. The maximum speed limit for golf carts is 20mph.
7. The number of persons riding in a golf cart is limited to the number of passenger seats.

8. Any operator of a golf cart must have a valid membership card or guest pass, and a valid Driver's License in their possession at all times while operating the golf cart.
9. No golf cart will be permitted to pull a trailer of any kind.
10. The same Vehicle Code rules prohibiting open containers of alcohol and driving under the influence of alcohol apply to golf cart use.
11. Golf carts being operated on Canyon Lake streets must carry a flag that extends above the top of the vehicle.
12. No golf cart shall be operated in a reckless manner while being operated within the boundaries of Canyon Lake.
13. All persons in golf cart must remain seated while the vehicle is in motion.
14. Drivers of golf carts will not tow or otherwise propel any bicycle, skateboard or any other device being ridden by another person.

Additional Recommendations:

15. The insurance policy should list all drivers in the household.
16. If the golf cart is modified, the policy exclusions should specify modifications are not excluded from coverage.
17. Collision and comprehensive coverage is recommended.
18. Seatbelts and child seats are recommended for children riding in golf carts.
19. It is recommended if the golf cart is modified in size, shape, power, that all equipment be updated to include the modifications (i.e. braking, steering, etc.).
20. Make sure to read your policy carefully as many do have exclusions.

Note- if the 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.



CANYON LAKE PROPERTY OWNERS ASSOCIATION

**STANDING & ADHOC COMMITTEE
RECOMMENDATION TRACKING FORM**
(One Form per Recommendation)

Sponsoring Committee Information

Committee Name	Golf Cart, Modified Cart and Insurance Review Committee
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Committee Membership

Title	Name
Chairperson	Frank Virag
Vice-Chairperson	None
Member	Dale Willingham
Member	Roger Skougard
Member	Dan Birch
Member	Joe Kamashian
Member	Brian Kouroubacalis
Member	Mike Rutter

Non-voting Liaisons (Board Member, Staff, Contractors)

Title	Name
Board Member	Sean McDonald
Staff Liaison	Lynn Jensen

Contact Information

Title	Phone No.	Email
Chairperson	(951)-234-6663	fvirag@farmersagent.com
Staff Liaison	(951) 244-6841 ext. 217	ljensen@canyonlakepoa.com

Note: All supplemental and back-up documents should be attached to this form. Staff liaisons are to keep a master copy of this form and copies of all supplemental/back-up documents in the Committee files.

Recommendation Details

Recommendation Description

This committee is recommending a modification to the policy and procedures in which golf carts are registered with the CLPOA. The Golf Cart Review committee is recommending- members applying to register their golf carts shall provide a copy of their insurance policy with the registration form to the POA, in order to obtain a decal for their golf cart. The insurance policy requirements are included on the revised draft Golf Cart Registration/Operation Policy. With this recommendation, the committee is also recommending that golf cart registration become effective based on the insurance policy date, and not on a fiscal year basis. Currently, golf carts are registered May 1. With this change, members shall provided their current evidence of insurance, and then be issued a decal based on the expiration of their insurance policy. In addition to changing the policy and procedures, this committee is recommending to change the number of decals issued to a golf cart from 2 to 1 decal.

Rationale for the Recommendation (problem or issue being addressed)

The reasons this committee would like to make these changes are- to insure members have their golf carts properly insured, and to list the CLPOA as an additional insured on the policy. The committee also agrees that the registration dates should be according to the insurance policy expiration date, so that the golf cart is insured while driving through the community. Also, the reason to change the decals issued from 2 to 1 is, due to improper placement, loss of decals, or transfer of decals. It is agreed 1 decal placed similar to a vehicle decal would be sufficient for the golf carts. Additional reasons for changing this policy and procedure would be- if golf carts are registered based on the insurance policy expiration dates, the Member Services department will not have to register 2000 plus golf carts in the month of May. It can be spread out more evenly throughout the year, making less wait time for members at the counter.

Summary of Committee Action

Date approved by Committee	1-3-12
Voting Results	
Vote	No. of Votes
Aye	4
Ney	0
Abstain	0
Absent	3

Attach a copy of the Committee meeting minutes when the recommendation was approved

Fiscal Impact?

if yes, complete this section and please note that the Finance Committee must review the recommendation

Estimated Cost

Type	Amount	Details
One-time (implementation costs)		
Annual	TBD	Depending on the number of decals and manufacture costs to print monthly decals instead of annual decals.

Year Fiscal Impact is proposed to occur?

May 1, 2012

Are funds currently budgeted to cover the fiscal impact?

TBD

If funds are not currently budgeted, how does the committee propose to finance the fiscal impact?

Member Services has funding budgeted for golf decals, need to verify costs for changing to monthly decals.

Rule Changes

Complete this section if the recommendation involves a rule change, if not skip to the next section

Rule, Regulation or Policy Section to be Amended

Section: Section VI- F. Golf Cart Registration Policy will be updated accordingly

Please attach an edited copy of the proposed rule change with deletions marked by a strikethrough and additions underlined.

Review by Affected Committees or Clubs

Affected Committee/Club Actions

Staff liaisons will identify which committees and/or clubs need to review the recommendation

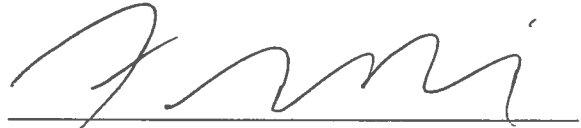
Committee/Club	Date Reviewed	Action, Recommendation, or Comments
Community Patrol		
Rule Review		

Submission to General Manager's Office

Staff liaisons to submit the recommendation

1/3/12

Date Submitted



Submitted By *Committee chair person*

General Manager Comments

Next Steps

General Manager's Signature

Date

OFFICIAL USE ONLY—DO NOT WRITE BELOW THIS LINE

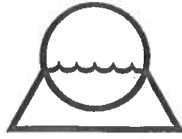
to be completed by CLPOA Corporate Administrator

Board Review Date: _____

Board Decision: _____

Follow-up to Committee

Letter to Committee Chairman, Staff Liaison, and Board Liaison Sent On: _____



CANYON LAKE PROPERTY OWNERS ASSOCIATION
MINUTES
Golf Cart, Modified Cart & Insurance Review Committee
January 3, 2012, 2:00p.m.
POA Towne Center Conference Room

Meeting called to order at 2:10pm.

Attendees: Frank Virag, Joe Kamashian, Dale Willingham, and Dan Birch
Absent: Roger Skougard, Brian Kouroubacalis, and Mike Rutter
Board Liaison: Sean McDonald not present
Staff Liaison: Lynn Jensen

Minutes from the November 29, 2011 meeting were reviewed and approved. Discussion items of December 20 meeting were reviewed.

Committee Recommendation Forms:

Golf Cart Speed Limit Sign recommendation-

A motion was made by Joe Kamashian to approve the recommendation form requesting to have Golf Cart Speed limit signs installed in the community. The motion was second by Frank Virag. The committee voted (4-0) to approve the recommendation. The recommendation form will be submitted to the GM, affected committees, and Board of Directors for consideration and request for approval.

Golf Cart Registration Policy and Procedures recommendation-

A motion was made by Joe Kamashian to approve the recommendation and attached policy for members to register their golf carts with the CLPOA. The motion was second by Frank Virag. The committee voted (4-0) to approve the recommendation. The recommendation form, revised Policy and Registration forms will be submitted to the GM, affected committees and the Board of Directors for consideration and request for approval.

Use of UTV's within the community recommendation-

A motion was made by Joe Kamashian to reject the recommendation to allow the use of UTV's in the community or be registered with the CLPOA. The motion was second by Dale Willingham. The committee voted (4-0) to deny the recommendation. The recommendation form will be forward to the GM's office for review.

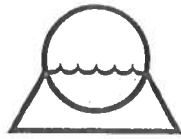
Rule Review:

A copy of the Rules & Regulations for golf cart operation/registration was given to the Committee for review. The committee will evaluate and then discuss at the next meeting.

Next meeting schedule is to be determined.

Meeting adjourned at 3:45pm

Committee chairperson signature



CANYON LAKE PROPERTY OWNERS ASSOCIATION
MINUTES
Golf Cart, Modified Cart & Insurance Review Committee
November 29, 2011, 11:00a.m.
POA Board Room

Meeting called to order at 11:05pm.

Attendees: Frank Virag, Brian Kouroubacalis, Joe Kamashian, Mike Rutter, and Dan Birch
Absent: Roger Skougard, Dale Willingham
Board Liaison: Sean McDonald
Staff Liaison: Lynn Jensen

Minutes from the November 8, 2011 meeting were reviewed and approved. Discussion items of November 22 meeting were reviewed.

POA Insurance Coverage review-

Lynn reviewed the POA's current insurance coverage with the committee. The POA does have liability coverage for the Association in the event a claim is submitted. The members are responsible to make sure their own golf carts are insured. The Golf Cart Review Committee will be submitting a recommendation to the Board of Directors that will require the members to provide a copy of their insurance certificate, in order to register the golf cart with the CLPOA.

Insurance coverage-

After much discussion, the committee agreed that the following items shall be listed on a member's golf cart insurance policy to register their golf cart with the CLPOA.

- Member's name and address
- List the make and model of the golf cart
- List the CLPOA as an "additional insured" or "additional interested" party on the insurance policy, including the CLPOA address.
- Have a minimum \$300,000 liability coverage on the insurance policy

Golf Cart Registration-

The Committee shall be submitting the recommendation for golf cart registration to be changed from a fiscal year registration period of May-April, to a calendar year registration period based on the date of the member's insurance policy. The recommendation will be to implement this change next fiscal year in May of 2012.

Annual Golf-

The annual golf membership and the trail fee currently are registered on a fiscal year. The committee determined the registration fee for the golf cart should follow the same registration period as the street decal. Staff shall evaluate this membership and discuss further with the committee.

Next meeting agenda items-

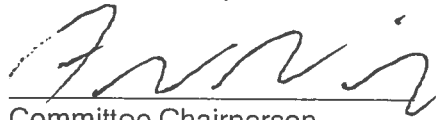
Discussion on alternate vehicles

Discussion of the CC&R's

Review and discuss committee recommendation form(s)

The next committee meeting the committee will meet at Langston's motorsports at 2:30pm and then will meet at the POA office for the discussion,

Adjourned 12:25pm



Committee Chairperson

BOARD ACTION ITEM

Approval / Rejection- Committee Appointment- Senior Committee

PROBLEM / SITUATION: Due to a vacancy, it is recommended the Board of Directors appoint a member to the Senior Committee.

RECOMMENDED ACTION: It is recommended the Board of Directors appoint Kathy Barbay to the Senior Committee, as recommended by the Committee.

**RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012**

Action Item Committee Member Appointment

MOTION / RESOLUTION: Moved that the Board of Directors appoint member Kathy Barbay to the Senior Committee, effective immediately.

Board Discussion: Discussion / Comments from the Board

Member Input: Request Input from the Members in attendance

Board Vote: Call for the Vote



CANYON LAKE PROPERTY OWNERS ASSOCIATION

Committee Application

Dear Applicant:

Thank you for your interest in the Canyon Lake Property Owners Association. Please print or type the requested information below and return it to the Corporate Office for processing. Please be sure to complete a separate application for each committee you are interested in serving on.

Please check the Committee you would be interested in serving on:

- | | | |
|--|--|---|
| <input type="checkbox"/> Appeals | <input type="checkbox"/> Fairway Estates | <input type="checkbox"/> Parks & Beaches |
| <input type="checkbox"/> Architectural Control | <input type="checkbox"/> Finance | <input checked="" type="checkbox"/> Senior |
| <input type="checkbox"/> Campground | <input type="checkbox"/> Garden | <input type="checkbox"/> Social |
| <input type="checkbox"/> Community Patrol | <input type="checkbox"/> Green | <input type="checkbox"/> Storage Prohibition Review |
| <input type="checkbox"/> Equestrian | <input type="checkbox"/> Lake & Marina | <input type="checkbox"/> TWG |
| <input type="checkbox"/> Facilities Review | <input type="checkbox"/> Long Range Planning | <input type="checkbox"/> Youth |

Name: Kathy Barbay

Street Address: 31356 Emperor Dr

City: C.L. State: CA Zip Code: 92587

Member Tract: 3714 Lot: 330 Member Since: 2002

Home Phone (951) 244 - 2378 ^{cell} Work Phone (951) 405 - 3278

E-Mail Address: catskathy@in.netcom.com

QUALIFICATIONS

What is your education?

UCLA - BA - 1973

What is your current occupation?

Retired

GENERAL INFORMATION

What specific expertise would you bring to the committee you specified above?

Team worker
Organized
Desire of expectation of success of Senior Center

Have you previously served on a committee of the Canyon Lake Property Owners Association?

_____ Yes (please list committee(s) and dates served) No

How do you feel you contributed to the Committee(s)?

COMMITTEE MEMBER AGREEMENT

I hereby covenant and agree, as a condition to my appointment and/or continued service upon a Canyon Lake Property Owners Association Committee to support and uphold the policies of the Association and to bound by the following provisions:


That I will fully disclose any actual or potential Conflict of Interest, which may affect my service on a committee of the Association.

That I will refrain from any participation in a transaction, decision or other matter at issue before the Committee upon which I serve, including, but not limited to, refraining from any activity that may lobby or influence the Association staff or my fellow Committee Members as to which I face an actual or potential Conflict of Interest.

That I will maintain the confidentiality of any information I receive or become aware of as a result of my service as a Committee Member, and that I will use such information for Association purposes only.



Signature



Date

BOARD ACTION ITEM

Approval / Rejection- Club Sanctioning Request- Canyon Lake Girl Scouts Daisy Troop #2425

The Canyon Lake Property Owners Association has received a request from the Canyon Lake Girl Scouts Daisy Troop #2425, seeking approval as a CLPOA Sanctioned Club.

**RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012**

Approval, Canyon Lake Girl Scouts Daisy Troop #2425

MOTION / RESOLUTION: Moved that the Board of Directors **approve/reject** the Canyon Lake Girl Scouts Daisy Troop #2425 as a sanctioned club effective February 7, 2012.

Board Discussion: Discussion / Comments from the Board

Member Input: Request Input from the Members in attendance

Board Vote: Call for the Vote

Canyon Lake POA Sanctioned Club Application/Information



Girl Scouts Daisy Troop #2425

Club/Organization Name

Girl Scouts Daisy Troop #2425
Canyon Lake, California

Principal Address:

Girl Scouts of America
Southwest Service Center
26855 Jefferson Avenue, Suite B, Murrieta, CA 92562

List of Co-Leaders

Donelle Chavez
Raquel Jones-Pierce

Type of Club/Organization

Girl Scout Daisies are in grades K-1 and meet in a nurturing, inclusive environment. They go on trips, learn about nature and science, and explore the arts and their communities. Girl Scout Daisies can also earn Learning Petals and receive participation patches.

Membership Qualification

More than 60% of our troop are residents in Canyon Lake.

Requested Date of Sanction

February 7, 2012

*Letter outlining the acceptance of responsibility for any damage to CLPOA property is attached to this application.

Girl Scouts Daisy Troop #2425

Current troop members:

Christina Pierce

Danica Chavez

Tori Rushing

Ryleigh Howard

These troop members are all Canyon Lake residents

Girl Scouts Daisy Troop #2425



January 23, 2012

Canyon Lake POA
Board of Directors
31512 Railroad Canyon Road
Canyon Lake, CA 92587

RE: Acceptance of Responsibility
Girl Scouts Daisy Troop #2425

Dear Sir/Madam:

On behalf of Girl Scouts Daisy Troop #2425, we assume and accept the responsibility for any damage other than minor damage which may occur to the Association's facilities utilized by our troop for its activities.

Should you have any questions, please contact Donelle at (909)436-7101.

Sincerely,

Donelle Chavez, Co-Leader
Raquel Jones-Pierce, Co-Leader



January 11, 2012

To whom it may Concern,

Please be advised that Girl Scout Troop 2425 is official Troop of the Girl Scouts of San Geronio Council a chartered council of Girl Scouts of America.

Attached is a copy of our organizations policies and procedures for volunteers.

If you have a questions or concerns please feel to contact me.

Girl Scouts of San Geronio
1751 Plum Lane
Redlands, CA 92374-4505
800-400-4475
gssgc.org

We look forward to working with you in future endeavors,

A handwritten signature in black ink, appearing to read "Tom Cox", written over a horizontal line.

Tom Cox

Membership & Community Development Manager

Girl Scouts of San Geronio Council
26855 Jefferson Ave., Murrieta, CA 92562
Toll Free: (800)400-4475
T:(951) 813-3355 extension 203
F:(951) 813-3309
C:(909) 731-4844
tcox@gssgc.org

Board Action Item

Approval / Rejection – Proposal to discontinue the 20% Member discount at the Country Club Restaurant.

Problem / Situation – In mid-2011 the Association implemented a 20% discount for member at the Country Club Restaurant. Given the current increase in cost of doing business (Food Costs, Labor Costs, Utilities) the Association need to consider the removal of this discount to maximize revenue.

Recommended Action – It is recommended that the Board of Directors authorize the General Manager to discontinue the 20% discount for members at the Country Club.

Reason for Recommended Action – To maximize revenue over expenses, ultimately relieving a portion of the Country Club budgeted subsidy.

RESOLUTION

OF

THE BOARD OF DIRECTORS

February 7, 2012

Motion / Resolution: Moved that the Board of Directors authorizes the General Manager to eliminate/discontinue the 20% discount for members at the Country Club Restaurant.

Board Discussion: Discuss / Comments from the Board of Directors

Member Input: Request input from the Members in attendance

Board Vote: Call the Vote

BOARD ACTION ITEM

ACTION TO BE CONSIDERED – Establish the Canyon Lake Property Owners Association Wellness Program for employees and volunteers of the association.

PROBLEM / SITUATION: There has been a lack of a definitive and proactive program promoting exercise and fitness toward an overall “Wellness Program” for our employees. Exercise will promote better health and wellness of employees and diminish injuries, sickness and absenteeism that results in the loss of productive performance of duties to the POA. The Wellness Program for employees and volunteers will:

- Produce a better performing workforce.
- Reduce loss of productive time due to injuries and sickness.
- Improve overall health.
- Improve morale.
- Serve as an incentive for volunteers who give many hours to the Association saving costs.
- Serves as a benefit of employment and volunteerism within the organization.
- Reduces the workers compensation insurance MOD rate due to the proactive nature of the program to promote health and wellness of the workforce.

RECOMMENDED ACTION: Authorize the General Manager to enter into an agreement with David Garcia of Canyon Fitness Center for providing employees and volunteers of the Canyon Lake Property Owners Association with a Group Membership supporting the Employee Wellness Program. The initial program will provide a group plan for up to 50 memberships at the discounted rate of \$20.00 per member per month. The normal rate is now at \$39.00 per membership.

The cost to the association will be discounted at \$1,000.00 per month with the option of increasing the group plan if the program is successful at reaching the initial enrollment goal.

REASONS FOR RECOMMENDED ACTION: There appears to be a significant interest by board members, executive staff, management staff and employees and volunteers who see the benefits in a fitness program that will work toward overall health and wellness. The Canyon Fitness center has a program to monitor the use by members to provide feedback to the association to gauge the success of the program.

The program will provide for enrollment of any employee/ volunteer so long as the enrollee attends at regular intervals. The group plan allows for enrollment of participants to replace participants not utilizing the program on a regular basis.

**RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012**

MOTION / RESOLUTION: Be it resolved that the Board of Directors **approve / reject** the recommended implementation of the Employee/Volunteer Wellness Program:

Board Discussion: Discuss / Comments from the Board

Member Input: Request input from the Members in attendance

Board Vote: Call for the Vote

BOARD ACTION ITEM

ACTION TO BE CONSIDERED - Approval / Rejection – Authorize the formation of a safety services department of the Canyon Lake Property Owners Association to be implemented in 2012.

PROBLEM / SITUATION: In the recent city election in June 2011 the voters rejected the Public Safety Tax Initiative placed on the ballot by the City Council. The results of that rejection by the voters resulted in the reduction of public safety services according to the city manager and council members. The reduction in county services is anticipated with budget cuts in the law enforcement and criminal justice systems throughout the State of California.

The Canyon Lake Property Owners Association currently contracts for community patrol services from Allied Barton Security Services Inc. for gate entry screening and rules enforcement. There is no personal or property protection afforded in this model. There is an ever increasing demand from our membership to have personnel respond to security needs that the current contractor does not provide.

The current service model is no longer appropriate for our gated community in light of the changes needed for the protection of our residents and their property. It is now time for our corporation to consider the forming of our own safety services to meet the needs of our members.

RECOMMENDED ACTION: Authorize the formation of the CLPOA Department of Public Safety to be staffed by employees of the Canyon Lake Property Owners Association. The formation of such a department will include:

- Central dispatching of all personnel in the department and radio communications coordination with other departments within the association.
- Uniformed gate guard services and modernization of entry gate procedures.
- Uniformed patrol officers in marked vehicles for the purpose of rules enforcement, maintaining the public safety, peace, personal protection of our membership and protection of our member's property. Enforcement of the laws regarding trespass, vandalism and other property related offenses.
- Uniformed marine patrol officers in patrol boats for the purpose of boat safety inspections, licensing, boat safety training, rule enforcement and maintaining the orderly navigation of our waterways within our gated community.
- Bicycle patrols of our parks and other venues within the community where such patrols can increase safety and property protection.

It is proposed that the operating funds to finance the Department of Public Safety come from the accounts appropriated from the current community patrol services when the contract terminates.

In the current budget, the contract for community patrol services is approximately \$ 1,300,000.00 and it is believed that enhanced services provided by the Department of Public Safety can be provided at or below this amount on an annual basis. Not including necessary start-up costs.

REASONS FOR RECOMMENDED ACTION: There appears to be a general membership interest in the protection of our personal well-being, personal property as well as the preservation of our amenities through proactive measures to enforce the rules and the laws pertaining to public peace, vandalism, trespassers, conflicts between property owners and general misbehavior by members, their guests and visitors.

Because of the recent state, county and municipal indicators to decrease public safety staffing that will affect our community the corporation needs to consider action that protects the interest of its membership regarding security and safety issues.

RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012

MOTION / RESOLUTION: Be it resolved that the Board of Directors **approve / reject** the formation of an in-house Department of Public Safety. Be it further resolved that the Board of Directors authorize the General Manager to recruit a Director of Public Safety to manage the department and to apply for appropriate licensing through the State Bureau of Security and Investigative Services.

Board Discussion: Discuss / Comments from the Board

Member Input: Request input from the Members in attendance

Board Vote: Call for the Vote

Approval / Rejection – Purchase Computerized Maintenance Software Package

Problem/Situation : At present, the CLPOA is switching from using a home-grown accounting and association management software program to VMS (Village Management Software). The Association's current work order system (PIC, Profi'C, etc) will no longer be usable once we fully switch to VMS. It will be necessary for the association to purchase a CMMS program that will meet the needs of the Association now and in the future.

Recommended Action : It is recommended that the Board review the attached ROI statement for the 4 options which were reviewed as replacements for PIC work order components. Based upon the ROI study, staff is recommending the Manager Plus Option, which provides all of the necessary functionality and growth, at the lowest cost. Please note this does NOT currently include the process for tablets and truck hardware, as we cannot fully price these options until the system is installed and stable.

Reason for Recommended Action : To purchase a computerized maintenance management software system that will replace the existing PIC System that as outlived its useful life.

Resolution

Of

The Board of Directors

February 7, 2012

Approval, Purchase of Computerized Maintenance Management System Software

Motion/Resolution : Moved that the Board of Directors authorize the General Manager to enter into an agreement with Manager Plus of Sandy, Utah in an amount not to exceed \$15,187.00 for the purchase and implementation of the Manager Plus Maintenance Manager Software and 12 months support contract.

Further moves : Funding in an amount not to exceed \$15,187 shall be drawn from the previously approved VMS budget line.

Board Discussion : Discussion/Comments from the Board

Member Input : Request Input from the Members in attendance

Board Vote : Call for the Vote

	MC	MP	NF	FI
1	Inhouse or Hosted Solution for the management of workorders and Pos to replace the wo/po functionality currently in PIC	both	both	both
2	Must have the ability to expand to a mobile application in the future. This cost benefit analysis will not include the equipment needed for the mobile app, but the basic functionality must be present in the solution chosen	X	X	X
3	Must have the ability to convert open work orders from the PIC system.	X	X	X
4	Must have preventative maintenance scheduling	X	X	X
5	Must have inventory management of all consumable goods.	X	X	X
6	Should have calculated reorder point and auto generation of Pos for specific items that are consumed on a regular basis (paper towels, toilet paper, etc)	X	X	X
7	should have a master vendor list with at least 9999 vendors available	X	X	X
8	Should have the ability to scan documents, attach pictures (before and after), and attach requisitions, contracts or other multipage documents to each work order, vendor, purchase order or project.	X	X	X
9	Should have project management capabilities, including budget tracking and actual vs. budgeted capabilities.	X	X	X
10	Must have role based security.	X	X	X
11	Must have work-flow capabilities.	X	X	X
12	Must have signing authority routing.	X	X	X
13	Should have asset tracking functionality (including warranty, insurance, physical location, bar coding, etc)	X	X	X
14	Should have help desk functionality for IT tickets.	X	X	X

BOARD ACTION ITEM(S)

A. Action to be Considered - Approval / Rejection – Small Claims Processing for the Month

PROBLEM / SITUATION: The Board of Directors is required to authorize the approval of Small Claims Court processing against members for amounts owed to the Association.

RECOMMENDED ACTION: It is recommended the Board of Directors authorize, the Director of Finance or the appropriate personnel to process claims through Small Claims Court against the attached Assessor Parcel Numbers in order to secure the debt owed to the Association.

REASON FOR RECOMMENDED ACTION: In order to secure the debt owed to the Association.

FISCAL IMPACT: There will be fees and staff time to process ;

**RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012**

**Action to be Considered – Approval / Rejection
Liens for the Month**

Motion / Resolution: Moved that the Board of Directors **authorize/reject** , the Director of Finance or the appropriate personnel to process claims through Small Claims Court against the attached Assessor Parcel Numbers in order to secure the debt owed to the Association.

Attachment Page (Assessor Parcel Numbers)

Board Discussion: Discussion / Comments from the Board

Member Input: Request Input from the Members in attendance

Board Vote: Call for the Vote

Assessor Parcel Numbers

	APN NUMBER		APN NUMBER
1	355-183-018	30	355-121-005
2	355-183-011	31	353-350-002
3	355-211-019	32	355-350-009
4	355-173-001	33	355-091-009
5	355-232-001	34	355-063-029
6	355-223-003	35	355-042-013
7	355-162-001	36	355-042-012
8	353-151-019	37	351-131-019
9	353-141-001	38	351-161-017
10	353-113-009	39	351-172-028
11	353-132-033	40	351-163-004
12	353-112-025	41	351-155-012
13	353-231-070	42	351-152-010
14	354-061-023	43	353-033-010
15	353-201-015	44	353-022-033
16	353-201-012	45	353-034-001
17	353-182-013	46	353-041-032
18	353-193-002	47	353-052-048
19	353-192-001	48	353-082-034
20	353-202-002	49	353-245-007
21	354-091-035	50	355-281-007
22	355-141-010	51	355-281-001
23	355-142-022	52	354-192-010
24	355-144-007	53	354-192-003
25	354-042-003	54	355-300-016
26	355-021-005	55	355-300-027
27	355-021-007	56	353-161-017
28	355-044-003		
29	355-041-005		

BOARD ACTION ITEM(S)

A. Action to be Considered - Approval / Rejection – Liens for the Month

PROBLEM / SITUATION: Based on Civil Code 1367.1 the Board of Directors is required to authorize the approval of the recordation of liens against members when they become delinquent.

RECOMMENDED ACTION: It is recommended the Board of Directors authorize Corporate Counsel, the General Manager or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with Civil Code 1367.1 in order to secure the debt owed to the Association.

REASON FOR RECOMMENDED ACTION: In order to secure the debt owed to the Association.

FISCAL IMPACT: There will be fees and staff time to record the liens; however we charge the member a \$300 fee for such service in order to cover the direct costs.

**RESOLUTION
OF
THE BOARD OF DIRECTORS
February 7, 2012**

**Action to be Considered – Approval / Rejection
Liens for the Month**

Motion / Resolution: Moved that the Board of Directors authorize/reject Corporate Counsel, the General Manager or the appropriate personnel to record the liens against the attached Assessor Parcel Numbers in accordance with Civil Code 1367.1 in order to secure the debt owed to the Association.

Attachment Page (Assessor Parcel Numbers)

Board Discussion: Discussion / Comments from the Board

Member Input: Request Input from the Members in attendance

Board Vote: Call for the Vote

Assessor Parcel Numbers

	APN NUMBER		APN NUMBER
1	355-042-012	38	353-231-012
2	351-172-024	39	355-300-021
3	353-261-011	40	355-063-027
4	353-060-006	41	353-172-015
5	353-075-010	42	355-11-002
6	354-062-007	43	353-163-001
7	353-172-035		
8	355-092-047		
9	354-051-015		
10	354-062-025		
11	354-042-004		
12	355-111-008		
13	354-172-006		
14	351-183-001		
15	353-201-019		
16	355-131-007		
17	353-082-017		
18	354-093-002		
19	354-220-024		
20	355-411-024		
21	353-242-040		
22	353-232-011		
23	353-242-031		
24	353-114-002		
25	354-042-007		
26	355-223-006		
27	355-201-007		
28	355-211-031		
29	355-212-014		
30	355-042-006		
31	351-172-001		
32	351-155-015		
33	354-220-005		
34	354-112-003		
35	354-041-003		
36	353-222-022		
37	351-131-037		