
31512 Railroad Canyon Road, Canyon Lake, CA 92587

951.244.6841

www.canyonlakepoa.com

DATE: November 7, 2023

ACTION:

TO: Board of Directors

FROM: Asst. General Manager

RE: APPROVAL – Revise Rule GR.6.4 Permanent Guest List

Background

In an effort to prevent unauthorized access to the community, the board approved the following amendments to the permanent guest list policy: permanent guest lists will be purged on an annual basis. It is important to note that adequate notification will be provided to the membership prior to the annual purge. The following is being recommended to make the rule consistent with the policy being practiced.

Fiscal Impact

Recommendation

It is recommended that the Board of Directors approve to revise rule GR.6.4 as attached.



Lynn Jensen, Asst. General Manager

Current Rule

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.

Proposed Revision (Redlined)

GR.6.4 Permanent Guest List

A Permanent Guest List is available for Members to list **up to six (6) guests per tact and lot.** **These guests will remain on the property until removed or purged.** ~~additional guests on a permanent basis.~~ **These lists will be purged on an annual basis.** ~~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.

Revised Rule

GR.6.4 Permanent Guest List

A Permanent Guest List is available for Members to list up to six (6) guests per tact and lot. These guests will remain on the property until removed or purged. These lists will be purged on an annual 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.