Canyon Lake Forest POA Board Positions – 2 year terms

President – Prepare agendas, conduct meetings and work with officers, directors and committees on action items to ensure POA business in on track. Act as official spokesperson to members, vendors, legal representation, press and greater community. Votes only to break a tie.

Vice President- Substitutes for President in his/her absence. Assists President and other Board Directors/Officers as needed to disperse workload.

Secretary – Preserve history, maintain/retrieve records to prepare documents for business transactions such as Resales and Transfers. Prepare and distribute minutes for approval and public posting after approved and signed. Maintain lists of Board Officers/Directors and all members with current mailing address to ensure all required Board Meeting Notices are delivered timely and accurately. Prepare monthly report for the Board, if applies.

Treasurer – Responsible for collection of assessments, make banking deposits and manage aging accounts according to collection guidelines established. Prepare and report monthly Statement of Financial Performance, Statement of Financial Position, member balances, bank reconciliations and disbursements with receipts to the board monthly for approval. Prepare annual budgets for approval. Maintain insurance and other professional coverages without lapse. Maintain all financial records according to retention policy.

Pool Director – Ensure maintenance, cleanliness and safety of pool and area amenities. Ensure compliant equipment and signage present and in good working order. Issue and maintain access cards, list and status. Ensure pool is open/closed timely. Manage inquiries related to pool and applicable rules. Work with Clubhouse Director to maintain Tennis, Basketball and Volleyball courts. Prepare monthly reports to the Board.

Clubhouse Director – Ensure maintenance, cleanliness and safety of clubhouse and surrounding area. Ensure signage is updated and present. Monitor Public Bulletin Board, Library and Suggestion boxes. Manage inquiries and reservations, obtain and return deposits, as applicable, and retain all records according to retention schedule. Work with Clubhouse Director to maintain Tennis, Basketball and Volleyball courts. Prepare monthly reports to the Board.

Building Director – Ensure all new or add-on construction projects meet required building restrictions and guidelines. Obtain plans, specs, site plan, final septic approval and fees prior to submission to board for approval. Retain all records according to retention policy. Manage, investigate and respond to all property related complaints and violations. Work with County Representatives for issues outside of POA authority.

Would like to add -

Beautification Committee – Recruit volunteers for special projects to beautify community

Social Media Committee- Manage Website monthly/as needed – Post on Facebook and Nextdoor to promote meetings and events, poll the community

Events Committee- Organize and promote agreed upon community events

Email Committee – Focus on obtaining email approvals