

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, January 6, 2020
5:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Agenda

Members: Director Felicity Wood Carlson (FC), Sidney Bazett (SB),
Director Holly Morrison (HM), Gerald Lillpop (GL), Bob Dutta (BD)
Alternate Director Ellie Wooten

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

1. CALL TO ORDER

2. ROLL CALL

- Nominate Committee Chair

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Board; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Board. The Board reserves the right to waive said rules by a majority vote.

3. APPROVAL OF AGENDA

4. APPROVAL OF CONFORMED AGENDA

5. OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors.

COMMITTEE REVIEW/ACTION

6. MONTHLY STAFF REPORT

Update on Previous Action Items:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	Owner has been making some progress
6b.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Legal Counsel has sent letter	Approved by Board for legal action

Items Requiring Action:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6c.	2740 Alhambra Drive	Cameron Park North Unit #7	083-072-028-000	Improperly Stored Vehicle	ARC19-1095	Property is pending sale. Variance request is pending.

6d. Open Violations

- Initial Notices - 24
- Final Notices - 4
- Pre-Legal Notices – 0
- Pending – 10
- Legal Cases – 2 (1 in limited legal)

Note: A list of current violations will be available at the meeting.

6e. Architectural Review

- Projects Reviewed – 9
- Approved – 9
- Denied – 0
- Held Over to January – 0

6f. Staff Update

7. Updated CC&R Procedures for Committee Review

8. Discuss 2020 Committee Work Plan (all; discussion)

9. Items for February and Future CC&R Committee Agendas

10. Items to take to the Board of Directors

11. MATTERS TO AND FROM COMMITTEE MEMBERS

12. ADJOURNMENT

Cameron Park Community Services District
2502 Country Club Drive
Cameron Park, CA 95682



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, December 2, 2019
5:30 p.m.

Cameron Park Community Services District
2502 Country Club Drive, Cameron Park

Conformed Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Sidney Bazett (SB),
Director Felicity Carlson (FC), Gerald Lillpop (GL), Bob Dutta (BD)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

1. **CALL TO ORDER** – 5:30pm
2. **ROLL CALL** – EW/GL/BD/SB/FC
3. **APPROVAL OF AGENDA** - *Approved*
4. **APPROVAL OF CONFORMED AGENDA** - *Approved*
5. **OPEN FORUM**

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

COMMITTEE REVIEW/ACTION

6. **MONTHLY STAFF REPORT**

Update on Previous Action Items:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	Owner has been making some progress
6b.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Legal Counsel has sent letter	Violation will be forwarded to BOD in Dec

Items Requiring Action:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6c.	2740 Alhambra Drive	Cameron Park North Unit #7	083-072-028-000	Improperly Stored Vehicle	ARC19-1095	Consider property owner appeal

- *Motion to put Item 6c. in pending to get legal opinion; committee will look into variance if necessary at that point.*

*GL/FC – Motion Passed
 Ayes – EW, SB, FC, GL, BD
 Noes – 0
 Absent – 0
 Abstain – 0*

6d. Open Violations

- Initial Notices - 24
- Final Notices - 4
- Pre-Legal Notices – 0
- Pending – 10
- Legal Cases – 2 (both in limited legal)

Note: A list of current violations will be available at the meeting.

6e. Architectural Review

- Projects Reviewed – 14
- Approved – 14
- Denied – 0
- Held Over to January – 0

6f. Staff Update

7. Items for January and Future CC&R Committee Agendas

- *Updated CC&R Procedures for Committee Review*

8. Items to take to the Board of Directors

- *Violation at 3115 Boeing Road*

9. MATTERS TO AND FROM COMMITTEE MEMBERS

10. ADJOURNMENT – 6:18pm



Agenda Transmittal

DATE: January 6, 2020

FROM: Kate Magoolaghan, CC&R Compliance Officer

AGENDA ITEM #7: **PROPOSED CC&R AND ARC COMMITTEE APPOINTMENT
PROCEDURE - DRAFT**

RECOMMENDED ACTION: **REVIEW AND SUPPORT**

Overview

Staff is the process of reviewing and updating the CC&R Procedures Handbook. The current handbook is a separate document and is not part of the District Policy Handbook. It is staff's goal to fully update the CC&R handbook. The document may then be used as a foundation for updating appropriate sections the District Policy Handbook. Each section will be individually presented to the CC&R Committee for discussion.

The first section to be updated in the CC&R Procedures Handbook is the ARC and CC&R Committee appointment procedures. The CC&R and Architectural Review Committees both include non-elected volunteer residents. Over the past year the ARC has transitioned from being an all-staff to all volunteer resident committee. Since the committee is not a standing committee of the Board, it contains no Board members. It serves for the purpose of reviewing property improvement projects and is not involved with District policy making.

Staff has updated the section outlining the CC&R Committee and added the ARC appointment process which was not previously included in the Handbook.

Recommendation

Staff recommends CC&R Committee provide comment and support of this CC&R and ARC Committee Appointment Procedure – DRAFT.

Attachment:

7A – CC&R and ARC Committee Appointment Procedure - DRAFT

Proposed CC&R and Architectural Review Committees Appointment Procedure
DRAFT

CC&R Committee

Purpose of the Committee

The CC&R Committee shall be a standing committee to the Board of Directors and shall follow all policies, rules and regulations established by the Board. The CC&R Committee exists to perform the following functions:

- Conduct open communication with the public to hear any concerns regarding CC&Rs.
- Conduct initial meetings referred to the Committee by the CC&R Compliance Officer.
- Consider appeals related to Architectural Review Committee decisions.
- To resolve any matter through action that the CC&R Compliance Officer and resident, specific to a particular violation, cannot resolve between themselves the committee may propose, by a majority vote, a resolution of violation. If the property owner consents in writing to the resolution, it shall be binding. Any citizen of Cameron Park, or property owner of Cameron Park, may appeal the resolution by providing written notice to the compliance officer who will have the appeal placed on the next appropriate regularly scheduled Board meeting for consideration.
- Recommend legal action to the Board of Directors to compel compliance of CC&R violations.
- Review and update policies and procedures for ultimate approval by the Board of Directors.

All policies must be approved by the Board of Directors. The Committee shall submit any policy recommendations to the General Manager to forward to the Board.

Committee Composition

The CC&R Committee is composed of five (5) members; two (2) members of the Board of Directors and three (3) Cameron Park Residents serving in a voluntary capacity.

Board Member committee assignments as determined by the Board President begin every January and continue for 12 months.

Volunteer Committee members serve for a term of 2 year and may be reappointed on a bi-annual basis. All volunteer community members serve at the pleasure of the Board of Directors. Volunteer Committee members receive no compensation for their service on this committee.

The committee shall select a Chairperson and Vice-Chairperson. The Chairperson's role is to lead the meetings and to work with staff to identify agenda items. The Vice-Chairperson serves as Chairperson during a chairperson's absence. The officers shall be elected at the January meeting by a quorum vote of the committee, and shall take over responsibilities immediately after officer selection.

Quorums-For valid action, the Committee can only take action if a quorum of at least three (3) voting members are present at a duly noticed meeting. A valid action requires a unanimous vote with three (3) members present.

Eligibility

Candidates must be at least 18 years of age and reside within Cameron Park CSD boundaries.

Selection process

When a community member vacancy exists on the CC&R Committee, District Staff will begin the recruitment process which may include any or all of the following;

- Posting recruitment notice on the District website
- Posting Recruitment notice on District bulletin boards
- Announcing a vacancy at District Committee and Board of Director Meetings

Interested parties wishing to apply to be on the Committee must submit a letter of interest outlining the reasons for their interest in serving on the Committee, any community involvement and volunteer work, and any professional experience that may be relevant to the duties of the CC&R Committee.

All CC&R volunteer community members are appointed by and serve at the pleasure of the Board of Directors.

Committee positions are filled as vacancies occur.

Serving on the Committee

Members of the Committee are required to regularly attend monthly meetings as scheduled. Advance notice of absences is requested when possible to ensure a quorum will be present at the meeting. A Committee member may forfeit their position on the committee if they fail to attend three (3) consecutive meetings without good cause.

Current CC&R Committee members may also be asked to voluntarily serve on the Architectural Review Committee as an alternate.

Members are required to partake in Ethics and Ralph M. Brown Open Meeting Act training within 90 days of appointment. Staff will provide options for completing these training courses.

Code of Ethics

Committee members are expected to abide by the same Code of Ethics as outlined in Policy 4010 of the CPCSD Policy Handbook.

Role of District Staff

The CC&R Compliance Officer shall create monthly staff reports and, in coordination with the committee chairperson, prepare meeting agendas. Staff shall make recommendations for enforcement action and proposed procedural amendments. Staff will perform necessary research as required by the committee.

Residential Architectural Review Committee

Purpose of the Committee

The Residential Architectural Review Committee serves as a function of CC&R enforcement. The Committee reviews project applications for residential property improvements as pursuant to the applicable CC&Rs. It exercises its duties only to the extent that the Architectural Review Committee is authorized to do so by the CC&Rs for the specific unit and shall consider applicable local, state and federal laws. Projects may be “Approved”, “Approved with Conditions” or “Denied” with a majority vote. The Cameron Park Community Services District Architectural Review Committee, does not grant variances. ARC decisions may be appealed to the CC&R Committee.

The Residential Architectural Review Committee is a non-policy making committee and is not a standing committee of the Board of Directors.

Committee Composition

The Residential Architectural Review Committee is composed of Cameron Park Residents serving in a voluntary capacity. Committee members receive no compensation for their service on this committee. The Committee consists of three (3) standing members and alternates who serve in the event of scheduled or unscheduled member absences. Alternates shall attend meetings in a non-voting capacity in order to stay current on RARC proceedings. Committee members serve for a term of 1 year and may be reappointed on an annual basis.

The committee shall select a Chairperson and Vice-Chairperson. The Chairperson’s role is to lead the meetings and to work with staff to identify agenda items. The Vice-Chairperson serves as Chairperson during a chairperson’s absence. The officers shall be elected at the January meeting by a quorum vote of the committee, and shall take over responsibilities immediately after officer selection.

Quorums-For valid action, the Committee can only take action if a quorum of at least two (2) voting members are present at a duly noticed meeting. A valid action requires a unanimous vote with two (2) members present

Eligibility

Candidates must be at least 18 years of age and reside within Cameron Park CSD boundaries.

Selection process

When a vacancy exists on the Residential Architectural Review Committee, District Staff will begin the recruitment process which may include any or all of the following;

- Posting recruitment notice on the District website
- Posting Recruitment notice on District bulletin boards
- Announcing a vacancy at District Committee and Board of Director Meetings

Interested residents wishing to apply to be on the committee must submit a letter of interest outlining the reasons for their interest in serving on the committee, any community involvement and volunteer work, and any professional experience that may be relevant to the duties of the Residential Architecture Review Committee.

All ARC members are appointed by and serve at the pleasure of the Board of Directors.

Committee positions are filled as vacancies occur.

Serving on the Committee

Members of the committee are required to regularly attend weekly meetings as scheduled. Advance notice of absences is requested when possible to ensure a quorum will be present at the meeting. A standing member may forfeit their position on the committee if they fail to attend three (3) consecutive meetings without good cause. Alternate members may forfeit their position on the committee if they fail to attend at least one (1) meeting over a six (6) week period.

Current CC&R Committee members may also serve on the Architectural Review Committee as an alternate.

Members are required to partake in Ethics and Ralph M. Brown Open Meeting Act training within 90 days of appointment. Staff will provide options for completing these training courses.

Code of Ethics

Committee members are expected to abide by the same Code of Ethics as outlined in Policy 4010 of the CPCSD Policy Handbook.

Role of District Staff

The CC&R Compliance Officer or an individual appointed by the General Manager shall create and issue all correspondence and other memoranda to and from the Committee and prepare meeting agendas. Staff shall collect application packets and provide all submitted documentation and any other relevant information to the committee. Staff will perform necessary research as required by the committee. Staff will maintain records for all submitted applications in accordance with the District Record Retention Policy.