

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



**Covenants, Conditions & Restrictions (CC&R) Committee**  
**Monday, December 3, 2018**  
**5:30 p.m.**

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

**Agenda**

Members: Director Ellie Wooten (EW), Director Monique Scobey (MS), Gerald Lillpop (GL),  
Robert Dalton (RD), Sidney Bazett (SB)  
Alternate Director Margaret Mohr (MM)  
Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. APPROVAL OF CONFORMED AGENDA**
- 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. Draft Procedure proposal for CC&R variance Requests** (Draft procedure attached and discussion-K.Magoolaghan)  
Action: Review and Discuss
- 7. Overnight parking enforcement** (discussion-K.Magoolaghan)  
Action: Discussion

## **8. MONTHLY STAFF REPORT**

- Staff Update
- Initial Notices-19
- Final Notice -6
- Pre-Legal Notices-1
- Legal Cases-0
- Corrected Violations-6

Note: There are no violations requesting action at this time. A list of current violations will be available at the meeting. There are no violations currently in Legal status.

## **9. Items for the January CC&R Committee Agenda**

## **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, November 5, 2018**  
**5:30 p.m.**

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

**Conformed Agenda**

Members: Director Ellie Wooten (EW), Director Monique Scobey (MS), Gerald Lillpop (GL),  
Robert Dalton (RD), Sidney Bazett (SB)  
Alternate Director Margaret Mohr (MM)  
Staff: General Manager Jill Ritzman, CC&R Compliance Officer Kate Magoolaghan

*(Monique Scobey has a planned absence and will not be in attendance)*

1. **CALL TO ORDER** - 5:35 pm
2. **ROLL CALL** – EW/GL/RD (MS & SB were absent)
3. **APPROVAL OF AGENDA** – GL/EW
4. **APPROVAL OF CONFORMED AGENDA** – GL/RD
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. Architectural Review Fees (Oral report, fee comparison chart attached and discussion- K.Magoolaghan)

Action: Review and forward to the Board of Directors for consideration

- *Motion to Approve Architectural Review Fees and new CC&R Amendment Administrative Fee and forward to the Board of Directors*

*Motion by: RD , Second: GL*

*Ayes - 3*

*Noes - 0*

*Absent – MS/SB*

*Public Comment – None*

### 7. CC&R Workshop Report (Written Report- K. Magoolaghan)

### 8. MONTHLY STAFF REPORT

- Staff Update
- Initial Notices - 20
- Final Notices - 1
- Pre-Legal Notices - 2
- Legal Cases - 0
- Pending - 1
- Corrected Violations - 9

Note: Violations requesting action are attached. A list of all other current violations will be available at the meeting. There are no violations currently in Legal status.

- *Motion to move improperly stored boat violation at 400 Cragmont Court from Pre-Legal to Pending status while legal reviews CC&R Amendment regarding boat storage in Black Oaks Estate #1*

*Motion by: RD , Second: GL*

*Ayes - 3*

*Noes - 0*

*Absent – MS/SB*

*Public Comment – None*

- *Motion to grant Provisional Variance for improperly parked commercial vehicle at 3248 Chasen Drive with adjustment to the permitted hours from 4:00pm to 4:00am to 2:00pm to 4:00am.*

*Motion by: EW , Second: RD*

*Ayes - 3*

*Noes - 0*

*Absent – MS/SB*

*Public Comment – Committee reviewed a written statement from a neighbor received 11/2/2018 who was opposed to the variance.*

**9. Items for the December CC&R Committee Agenda**

**10. Items to take to the Board of Directors**

- *Architectural Review Fees*

**11. MATTERS TO AND FROM COMMITTEE MEMBERS**

**12. ADJOURNMENT - 6:22pm**

***NOTE – THERE WAS NO AUDIO RECORDING MADE OF THIS MEETING.***



## Agenda Transmittal

**DATE:** December 3, 2018

**FROM:** Kate Magoolaghan, CC&R Compliance Officer

**AGENDA ITEM #6:** **DRAFT PROCEDURE PROPOSAL FOR CC&R VARIANCE REQUESTS**

**RECOMMENDED ACTION:** Review & Discuss

### INTRODUCTION

At the October 2018 CC&R Committee meeting, a property owner who was in violation of their CC&Rs made a request for variance due to hardship. The Committee asked staff to explore a potential variance proposal. At the November 2018 CC&R Committee meeting, staff presented a provisional variance for the one isolated violation. Staff continued to work on a more formalized process to address any future requests.

The following draft proposal seeks to provide property owners an opportunity to appeal to the CC&R Committee for a CC&R variance based on hardship. This process requires the property owner to engage the neighbors that would most likely be impacted by a variance. If approved, staff requests an admin fee of \$50 be added to the schedule of fees to help offset the cost of managing and tracking the variance.

### DISCUSSION

Staff has drafted the following procedure and requests Committee feedback. Staff has had preliminary conversations with legal counsel regarding this proposal. We have thus far concluded that the District has the authority except where a certain set of CC&Rs may prohibit granting variances. A finalized procedure will be presented for legal opinion following CC&R Committee discussion and feedback.

Those requesting a temporary variance due to a hardship must submit an appeal to the CC&R Committee. The appeal process is as follows:

1. The property owner must initiate the process by first engaging proximal neighbors.
  - a. The property owner must obtain agreement from no less than 75% of the property owners that would be most greatly impacted by granting such variance.
  - b. A document outlining the proposed variance parameters must be presented to each of the property owners within the specified area.
  - c. Each neighbor property owner must specify whether they support or object to the proposed variance.
  - d. If the requestor is able to obtain the required signatures in support, they may submit a request for variance to the CC&R Compliance Officer to be put on the Agenda for CC&R Committee for review and action.
  
2. If a variance request is approved by the CC&R Committee:
  - a. The temporary variance will be granted for a period of 60 days following the commencement of the variance.
  - b. If after 60 days no complaints pertaining to the requested variance have been submitted to the CC&R Compliance Officer, the temporary variance will automatically convert to the full timeframe as approved by the CC&R Committee not to exceed 12 months from commencement.
  - c. An administrative fee will apply and must be paid prior to the variance going into effect and must be paid within 30 days of CC&R Committee approval.
  
3. If a property owner would like to renew the temporary variance:
  - a. The property owner must appear before the CC&R Committee no less than 30 days prior to the expiration of the variance.
  - b. A petition for variance is not required for renewal. However, the property owners within a 250 foot radius of the subject property must be notified of the renewal request to allow for public comment.
  - c. The CC&R Compliance Officer must be notified 60 days prior to the expiration to request a renewal.
  - d. The administrative fee will also apply for each subsequent year that the variance is renewed.
  
4. Once a variance is granted, the following conditions will also apply:
  - a. All variances will be posted on the CSD website and in a conspicuous location at the District Office.
  - b. If the subject property is sold or occupancy changes, the temporary variance will be automatically revoked.
  - c. If the property owner deviates from any of the conditions, the variance will be revoked immediately upon confirmation of the deviation by the CPCSD CC&R Compliance Officer.

**Variations will not be granted where a given set of CC&Rs explicitly prohibit such variations**

# Staff Report

PROPERTY ADDRESS	VIOLATION	UNIT	CLAUSE #	STATUS	Notes
3239 Western Dr	RV Parked >10 days not properly screened	Airpark Estates	Amend #3	Initial Notice	Initial Notice
3056 Camerosa Circle	Neglected Landscape	Bar J Ranch #1	4 & 21	Pending	No Change. Researching prior enforcement notes from Lyle
3033 Camerosa Circle	Neglected Landscape/Weeds	Bar J Ranch #1	4 & 21	Final Notice	Final Notice sent
2349 El Mesita Court	Neglected Landscape/Weeds	Bar J Ranch #2	4 & 21	Final Notice	Property looks somewhat better after recent rain. Will continue to monitor
4713 Castana Dr	Construction vehicles parked on the street.	Bar J Ranch #3	6&17	Initial Notice	Construction vehicles have not been observed on street on recent inspections but 1 truck has been in the driveway. Will continue to monitor.
3520 Covello Cir	Fence falling down	Bar J Ranch #3	8	Initial Notice	First Notice Sent
4642 Abrijo Road	Roof has tarp over it	Bar J Ranch #5	8	Initial Notice	Roof has not been replaced. Final Notice will be sent
2642 Bertella Road	Debris in front of property	Bar J Ranch #6	2.15	Final Notice	Some debris still present. Will monitor and consider further enforcement if there is no more improvement
4020 Berry Road	Shed installed on side of house near front w/out ARC approval	Cambridge Estates	Article VIII, 1 Amend 1	Initial Notice	No change at property and no ARC application received. Final Notice will be sent
4165 Crazy Horse	Neglected Landscape	Cambridge Oaks #1	A-18	Initial Notice	Some improvement but additional calls have been rec'd about debris on the property. Verification



4228 Crazy Horse	Neglected Landscaping	Cambridge Oaks #2	A-18	Initial Notice	Initial Notice sent
4234 Crazy Horse Road	Neglected Landscaping	Cambridge Oaks #2	A-18	Initial Notice	Initial Notice sent
305 Reid Court	VACANT- neglected landscape/Weeds	Cambridge Oaks #3	4	Final Notice	L/M for Prop Mgmnt re: status of clearing overgrown vegetation
4312 Crazy Horse Rd	Incomplete Landscaping	Cambridge Oaks #3	20	Initial Notice	Initial Notice sent
3840 De Salba Rd	Travel Trailer in Driveway	Cameron Park N #1	4 (f)	Initial Notice	Initial Notice
2640 Green Glen Road	Chickens on property	Cameron Park N #2	6	Pre-legal	Attempting to re-verify presence of chickens.
2809 Wentworth Rd	inoperable cars/ debris	Cameron Park N #2	7	Initial Notice	Tenants have removed vehicles from the front of property. Rec'd call from neighbor who says better but she can still see stuff from her property. Will continue to work with both parties.
3235 Sudbury Road	Commercial Vehicles in Driveway and on street	Cameron Park N #6	8	Initial Notice	Vehicles not observed in recent inspections. Will continue to monitor
2788 Alhambra Drive	Chickens on property	Cameron Park N #7	10	Initial Notice	Letter returned as undeliverable. No forwarding address. Need to obtain correct mailing address before further action
2720 Arcadia	Trash Cans left out	Cameron Park N #7	14	Initial Notice	Initial Notice

3106 Pasada Road	Pallets in front of property	Cameron Park N #8	12	Initial Notice	Pallets gone but truck with pallets in back seen at property. Will continue to monitor
3185 Perlett Dr	Boat visible from street	Cameron Woods #1	7	Initial Notice	Initial Notice
3248 Catawba Drive	Chickens on property	Cameron Woods #5	8	Final Notice	Rec'd call from owner. She states that she does not intend to remove her
2926 Royal Park Dr	Debris	Deer Creek Estates #1	11	Initial Notice	Some improvement. Will continue to monitor. Final notice will be sent if no more improvement.
3433 Raben Way	Garbage cans visible from Street	Eastwood Park #2	3.1	Initial Notice	Initial Notice
2615 Starbuck Road	Utility Trailer in Front	Highlands #1	4f	Final Notice	Received return mail- not deliverable. Need to get correct address prior to further action.