

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, April 1, 2024
5:30 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

Agenda

Members: Chair Bob Dutta (BD), Vice Chair Sid Bazett (SB), Tim Israel (TI), Candice Hill Calvert (CHC),
Terry Eastwood (TE)
Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. The 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 Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

1. APPROVAL OF AGENDA

2. APPROVAL OF CONFORMED AGENDA

a. Conformed Agenda – CC&R Meeting – March 4th, 2024

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 55
 - Courtesy Notices – 15
 - Initial Notices – 8
 - Final Notices – 4
 - Pre-legal Notices – 2
 - Referred to Legal – 0
 - Outside Agency – 3
 - Prior Month's Cleared Cases – 11
 - Prior Month's New Cases – 5

- b. Architectural Review Projects – Period –January 2024
 - Projects Reviewed – 11
 - Projects Approved – 11

Summary of ARC Projects:

- Roofs – 5
- Solar – 1
- Tree Removals – 1
- Fences – 1
- New Home Const. – 0
- ADU/JADU – 0
- Swimming Pool – 2
- Exterior House Paint – 0
- Carport – 0
- Deck – 1
- Exterior Renovation – 0
- Siding Replacement – 0
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 0
- Storage Shed – 0
- Window Replacement – 0

4. Action Item – Staff is seeking approval of the following.

- a. **CCR19-1086 – 3559 Kimberly Rd. – Cameron Park N. Unit #3** – Improperly Stored Materials. This case originally went to pre-legal in 2020. The same violation is present as was back during the 2019 – 2020 abatement. The violation included multiple items in the front driveway. During the Neighborhood Campaign in the area, staff found items in the same place as before.

Recommendation: Typically, the violation status would pick up where it left off. Since the case is opening back up 4 years later, staff would like to downgrade the violation status to Either Initial Notice or Final Notice. The Owner is the same as in 2019-2020.

5. Staff Updates – (Not an action item)

- a. CCR23-1008 – 3210 Bentley Dr. – The Highlands #5 Clause 4.e – Building Regulations – Vehicle Storage. The owner of record contacted staff to let us know the house was sold in Jan 24. The case must start over with new owner- new owner info received from county.
- b. CCR23-1084 – 3793 Archwood Rd. – Cameron Park N. #2 – Improperly Stored Materials. Landscape material removed from driveway case will move to voluntary compliance.
- c. Neighborhood Campaign – Cameron Park N. #8 on El Tejon Rd. and Estepa Dr. Granda Dr. Campaign letters were specific to trailers. Clause 11 – Vehicle Storage. This campaign has been completed.
- d. Date Open on the CC&R Report – Staff had Comcate come into the office and reconfigure the program to include “Open Date” in the CC&R report. This change has been included in this month’s case detail report.
- e. The CC&R/ARC department has publicized a new program we are calling “Site Assistance”. This program reminds residents that a ARC staff member can (by appointment) meet with a homeowner at their property to review new projects and guide them through the CC&Rs to ensure that their project meets the required CC&R criteria. We want to help our residents complete their projects without any costly corrections or removals.

6. Items for Future CC&R Committee Agendas

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, March 4, 2024
5:30 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

Conformed Agenda

Members: Chair Bob Dutta (BD), Vice Chair Sid Bazett (SB), Tim Israel (TI), Candice Hill Calvert (CHC),
Terry Eastwood (TE)
Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER - 5:31 PM

ROLL CALL – BD/SB/TI/CHC – TE Absent

Public testimony will be received on each agenda item as it is called. The 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 Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

- 1. APPROVAL OF AGENDA – Approved 4-0**
- 2. APPROVAL OF CONFORMED AGENDA – Approved 4-0**
 - a. Conformed Agenda – CC&R Meeting – February 5th, 2024

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 61
 - Courtesy Notices – 15
 - Initial Notices – 8
 - Final Notices – 5
 - Pre-legal Notices – 5
 - Referred to Legal – 0
 - Outside Agency – 3
 - Prior Month's Cleared Cases – 9
 - Prior Month's New Cases – 19

- b. Architectural Review Projects – Period –January 2024
 - Projects Reviewed – 9
 - Projects Approved – 9

Summary of ARC Projects:

- Roofs – 2
- Solar – 1
- Tree Removals – 0
- Fences – 1
- New Home Const. – 0
- ADU/JADU – 0
- Swimming Pool – 1
- Exterior House Paint – 0
- Carport – 0
- Deck – 0
- Exterior Renovation – 0
- Siding Replacement – 2
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 0
- Storage Shed – 0
- Window Replacement – 1

4. Pre-Legal Requests – Action Item – Staff is seeking approval of the following.

- a. CCR23-1008 – 3210 Bentley Dr. – The Highlands #5 Clause 4.e – Building Regulations – Vehicle Storage. Resident rotates trailers and a big rig in frontage side yard. 3 notices have been sent through Final Notice. The staff is requesting pre-legal approval from the CC&R Committee. – *SB Motion, CHC Second - Approved for Pre-Legal – 4-0*

- b. CCR23-1084 – 3793 Archwood Rd. – Cameron Park N. #2 – Improperly Stored Materials. Owner has had a large pile of mulch in the driveway for nearly a year. The neighborhood has filed several complaints to the CSD and Fire department. Owner has received 4 notices through Final notice without any response. The staff is requesting pre-legal approval from the CC&R Committee. – *TI Motion, SB Second - Approved for Pre-Legal – 4-0*

5. Staff Updates – (Not an action item)

- a. Pre-Legal Notices sent:
CCR23-1014 – 2885 Holly Hills Lane – Cameron Park N. #2 – Clause 3 Architectural Review required for a frontage fence. Pre-Legal sent for fence not in conformance with CC&Rs and Cameron Park Fence Guidelines. The homeowner applied for a new fence with the construction meeting the CPCSD Fence Guidelines. Project was approved by Committee. Work to be done no later than May.
- b. CCR23-1053 – 3589 Castlebrook Rd. – Cameron Park N. #1 – Vehicle parking and storage. Resident has a large flatbed trailer in frontage along the Castlebrook Rd. frontage. The trailer has now been removed. This case continues each year so the case will be moved to Continue to Monitor.
- c. Neighborhood Campaign – Cameron Park N. #8 on El Tejon Rd and Estepa Dr. Campaign letters were specific to trailers. Clause 11 – Vehicle Storage.

6. Items for Future CC&R Committee Agendas – *TI Requested that staff review with Comcate assist to review software to possibly break down open case date other than Case number that reflects year opened.*

7. Items to take to the Board of Directors - None

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF – *TI requested Outreach notes to be added as addendum to Conformed Agenda.*

ADJOURNMENT – 6:33 PM.

Addendum attached: Outreach Notes from meeting.

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Jim Mog
CC&R Officer

Chair Director Bob Dutta or V. Chair Sid Bazzett
CC&R Committee

3.4.24 Addendum – Matters to and from Committee and Staff – Outreach items.

Current Outreach Projects regularly performed by CPCSD CC&R Office

Neighborhood Campaigns – CC&Rs most effective educational process. Staff perform regular full neighborhood inspections. When the violations exceed the amount of staff time to perform regular inspection and notices, staff moves to a campaign. This campaign blankets all residents with a letter in a neighborhood that have a violation of some sort. All letters are the same so neighbors talk and help each other. From there, Staff completes an additional inspection a month later and lists any homes remaining with violations to receive a violation notice. This is an overlapping process from neighborhood to neighborhood.

E-Newsletter – CC&R staff works with the front office to provide an informative statement for an item that fits that month or period for residents to be aware of. This includes Recreational Vehicles in the spring and end of summer. Trash and materials during summer. Watershed issues in the fall, Website updates etc.,

Activity Guide – Used for education of CC&Rs and ARC. Describes the type of community, amenities, and responsibilities. This often will be in line with the e-newsletter.

On Site Assistance – CC&R staff meets with property owners that are working on a new project or is in violation and needs staff to come and provide a layout of allowances to help residents get their project or violation under control for completion.

Welcome Wagon – These are packets that Staff provides to new residents that may not know their CC&Rs which would be evident with a violation in frontage. Staff performs a site visit to review the packet which includes a map of all our parks, an activity guide, a newsletter, the neighborhood CC&R in which the resident lives in, a guide to understanding CC&Rs, a guide to requesting approval on ARC projects.

MAAT Meetings (Multi Agency Abatement Team) – Outside agencies meet once per quarter to review overlapping case work that each agency can request help and share files.

Real Estate Education – Staff has performed tutorials and Q&A with various real estate agencies in Cameron Park to provide agents with information to pass onto potential buyers. Our GM will be contacting EDCAR to request this outreach program with at one or two EDCAR meetings at the CSD annually.

Rotary – Once a month gathering to discuss the state of the CSD and its department needs.

Additional programs are in the works pending cost and CC&R staff time. These projects are being discussed among staff and will be announced upon release.

Additional Services being completed which is not in the CC&R staff job description/scope of work:

Board Clerk Duties

LAFCO Meetings

Coordination with Community Developers

Call verifications and delegation to correct departments.

MAAT Meetings – Multi Agency Abatement Team

CC&R Violation Manager Case Detail Report

Case#	Status	Violation(s)	Street #	Street Name		Open Date
CCR23-1025	Referred to Outside Agency	Cameron Park North Unit No. 1 - Failure to Obtain Architectural Review Committee Approval - Open	3931	TORONTO	Rd	4/25/2023
CCR21-1018	Referred to Outside Agency	Creekside Estates Unit Nos. 2 and 3 - II. Special Provisions - K. - Open	2781	HILLCREST	Dr	3/11/2021
CCR20-1010	Referred to Outside Agency	Cameron Park North Unit No. 2 - Improperly Stored Materials - Closed Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	2879	COUNTRY CLUB	Dr	2/21/2020
CCR24-1026	Courtesy Notice Sent	Cambridge Oaks Unit 1 - Part A Residential Area Covenants A-15. Automobile, Boat and Trailer Storage - Open	4879	CANFIELD	Cir	3/21/2024
CCR24-1025	Courtesy Notice Sent	Cambridge Oaks Unit No. 2 - Vehicle Storage - Open	4823	CANFIELD	Cir	3/21/2024
CCR24-1024	Courtesy Notice Sent	Cameron Park N. Unit 8 - Clause 11 - Vehicle Parking Restrictions - Open	3132	GRANADA	Dr	3/18/2024
CCR24-1022	Courtesy Notice Sent	Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	3776	ARCHWOOD	Rd	2/28/2024
CCR24-1020	Courtesy Notice Sent	Cameron Park N. Unit 8 - Clause 11 - Vehicle Parking Restrictions - Open	3020	ESTEPA	Dr	2/26/2024
CCR24-1019	Courtesy Notice Sent	Cameron Park N. Unit 8 - Clause 11 - Vehicle Parking Restrictions - Open	3062	ESTEPA	Dr	2/26/2024
CCR24-1017	Courtesy Notice Sent	Deer Creek Estates Unit 1 - Vehicles - Open	2447	MELLOWDAWN	Way	2/23/2024
CCR24-1014	Courtesy Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3573	KIMBERLY	Rd	2/9/2024
CCR24-1007	Courtesy Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3139	OAKWOOD	Rd	2/9/2024
CCR24-1002	Courtesy Notice Sent	Cameron Park North Unit No. 7 - Improperly Stored Materials - Open	2766	MONTEBELLO	Way	1/23/2024
CCR23-1061	Courtesy Notice Sent	The Highlands Unit No. 1 - CLAUSE 4.f) Trailer and Recreational Vehicle Storage - Open	2539	STARBUCK	Rd	8/29/2023
CCR23-1055	Courtesy Notice Sent	Cameron Ridge Unit No. 2 - Article 2 Architectural and Use Restrictions - 2.14 Animals - Open	7046	KENTFIELD	Dr	8/28/2023
CCR23-1041	Courtesy Notice Sent	Cameron Park North Unit No. 7 - Animals - Open	3433	LA CANADA	Dr	7/10/2023

CCR23-1036	Courtesy Notice Sent	Bar J Ranch Unit 7 - 6. Unsightly Items - Open	3900	PLACITAS	Dr	6/19/2023
CCR23-1008	Courtesy Notice Sent	The Highlands Unit No. 5 - CLAUSE 4.e) Building Regulations - Open	3210	BENTLEY	Dr	2/7/2023
CCR23-1074	Final Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3600	MILLBRAE	Rd	10/4/2023
CCR23-1059	Final Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3801	SHERIDAN	Rd	8/28/2023
CCR23-1046	Final Notice Sent	Bar J Ranch Unit 7 - 6. Unsightly Items - Open	3560	COVELLO	Cir	7/27/2023
CCR23-1033	Final Notice Sent	Cameron Park Unit No. 11 - Improperly Stored Vehicle - Open	2795	WAVERLY	Dr	6/7/2023
CCR24-1021	Initial Notice Sent	Cameron Park Unit No. 11 - Improperly Stored Vehicle - Open Cameron Park Unit No. 11 - Article III Property Use Restrictions - Section 9. Storage - Open	2838	WAVERLY	Dr	2/26/2024
CCR24-1004	Initial Notice Sent	Cameron Park Unit No. 11 - Improperly Stored Vehicle - Open Cameron Park Unit No. 11 - Article III Property Use Restrictions - Section 9. Storage - Open	2789	WAVERLY	Dr	1/30/2024
CCR24-1000	Initial Notice Sent	Cameron Park North Unit No. 1 - Prohibited animals kept at property - Open	3364	HACIENDA	Rd	1/9/2024
CCR23-1078	Initial Notice Sent	Cameron Park Unit No. 12 - Section 11: Improperly stored materials - Open Cameron Park Unit No. 12 - Section 10. - Open	2524	SANDPIPER	Way	10/18/2023
CCR23-1071	Initial Notice Sent	The Highlands Unit No. 5 - CLAUSE 4.e) Building Regulations - Open	3190	BENTLEY	Dr	9/25/2023
CCR23-1068	Initial Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open Cameron Park North Unit No. 2 - Improperly Stored Materials - Open	3053	KNOLLWOOD	Dr	9/20/2023
CCR23-1038	Initial Notice Sent	Cameron Park North Unit No. 7 - Improperly Stored Materials - Closed Cameron Park N. 7. Section 16.(f) - Property Maintenance. - Open	2871	MONTEBELLO	Way	6/26/2023
CCR20-1016	Initial Notice Sent	Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3545	KIMBERLY	Rd	2/21/2020
CCR23-1076	Pre-legal Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Open	3605	MILLBRAE	Rd	10/4/2023

CCR23-1026	Pre-legal Notice Sent	Cameron Park Unit No. 11 - Improperly Stored Vehicle - Open	2712	ROYAL PARK	Dr	5/10/2023
CCR23-1014	Pre-legal Notice Sent	Cameron Park North Unit No. 2 - Vehicle Parking and Storage - Closed Cameron Park North Unit No. 2 - Clause 3 Architectural Review Required - Open	2885	HOLLY HILLS	LN	3/27/2023
CCR22-1099	Pre-legal Notice Sent	Cameron Park North Unit No. 3 - Improperly Stored Materials - Open Cameron Park North Unit No. 3 - Vehicle Restrictions - Open	3831	SHERIDAN	Rd	11/14/2022

Number of Cases: 55

CC&R Violation Manager Case Detail Report

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